



ગુજરાત યુનિવર્સિટી  
GUJARAT UNIVERSITY

ગુજરાત યુનિવર્સિટી કાર્યાલય  
પોસ્ટ બોક્ષ નં ૪૦૧૦  
નાવરંગપુરા, અમદાવાદ-૩૮૦ ૦૦૯.

OFFICE OF THE GUJARAT UNIVERSITY  
POST BOX NO.4010, NAVRANGPURA  
AHMEDABAD-380 009.

CCC/OFFLINE QUOTATION/01/2019

Date: 06/02/2019

Name of Work: Services for Online Portal to conduct CCC Examination

Introduction:

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. It is also conducting the Online Examinations for CCC for the Gujarat Government Employees as per the directives of Gujarat Government. In this connection, the university wishes to avail services of reputed agencies to carry out end to end on line examination process for CCC examination and any other online examination university may think to conduct for regular courses.

Work Instruction:

- 1 Development of Web based Online Registration Modules for government employees with online fee payment.
- 2 Generation of examination seat numbers and admit cards.
- 3 Conducting the theory and practical examination online in English as well as Gujarati language.
- 4 Generation of results.
- 5 Maintain the data of old examination as well as current examination for 10 years

For all the above mentioned projects, the Gujarat University hereby invites quotation from experienced and long standing company that fulfill the specific norms as established by the Government for the above projects.

Quotation document may be downloaded from Gujarat University website ([www.gujaratuniversity.ac.in](http://www.gujaratuniversity.ac.in)) by any interested eligible company.

**Scope of work for On line Examination Process:**

The scope for the entire on-line examination process includes the following:

- 1 The Online Registration by the candidate to enter the required details for the exam in developed module linked with University/Government/University Permitted Server with sufficient capacity.
- 2 Uploading of various necessary documents along with photo.
- 3 Facility for candidate to send request for corrections in the application form
- 4 Collection of examination fee in online / offline mode with facility to generate E receipt for online payment.
- 5 Reconciliation of online payment made by the candidates.
- 6 Generation of received application list with facility to accept / reject the application after verification.



ગુજરાત યુનિવર્સિટી  
GUJARAT UNIVERSITY

ગુજરાત યુનિવર્સિટી કાર્યાલય  
પોસ્ટ બોક્ષ નં ૪૦૧૦  
નાવરંગપુરા, અમદાવાદ-૩૮૦ ૦૦૯.

OFFICE OF THE GUJARAT UNIVERSITY  
POST BOX NO.4010, NAVRANGPURA  
AHMEDABAD-380 009.

- 7 Informing student regarding the status of application by SMS as well as Email.
- 8 Generation of examination seat nos for the qualified candidates & informing them regarding their exam seat no.
- 9 Creation of examination batches based on computer lab capacity. Assigning the students for the batch based on their choice.
- 10 Conduct on line practical & theory examination and generate present / absent report.
- 11 Generate result sheet and mark sheet in required format.
- 12 The examination will be conducted by accessing the web server. After the examination all the data is to be saved on the web server.
- 13 Generation of various reports like received applications, online fee payment details and reconciliation report, details of off line payment made, details of accepted forms, and details of rejected forms with details of rejection.
- 14 Hosting of the application on a dedicated secured web server with 100% uptime guarantee.
- 15 Email & SMS confirmation to students at all stages of Exam process.
- 16 The company has to ensure smooth running of exam without any interruption. They may depute the required technical staff during the exam
- 17 The company has to support the university desired staff regarding all activities related to acceptance of forms / rejection of forms etc.

**Eligibility Criteria:**

1. The company must have experience in online registration / conducting on line examination for reputed educational institutes, PSU for at least 3 years.
2. The company must have GST, PAN, Service Tax/VAT Registration whichever is applicable.
3. Company's average annual financial turnover for last two financial shall not be less than Rs. 1 Crore. 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 company should have its representative in Ahmedabad / Gandhinagar.
5. 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.
6. The company/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.
7. The company should keep the examination paper data confidential & should not be disclosed to anyone.
8. The company should have experience in online fee collection and reconciliation.



ગુજરાત યુનિવર્સિટી  
GUJARAT UNIVERSITY

ગુજરાત યુનિવર્સિટી કાર્યાલય  
પોસ્ટ બોક્ષ નં ૪૦૧૦  
નાવરંગપુરા, અમદાવાદ-૩૮૦ ૦૦૯.

OFFICE OF THE GUJARAT UNIVERSITY  
POST BOX NO.4010, NAVRANGPURA  
AHMEDABAD-380 009.

## PHASE I – Online Registration

### Admin Side Features

- 1 Designing of online registration form as per university norms with document uploading facility including photo in jpeg / pdf and other standard format.
- 2 Facility to make online / off line payment - The candidate can download the application form and apply online by paying the required fee. Candidate can apply for theory / practical or both depending on his requirement. Payment gateway to be provided and E receipt for the successful transaction to be generated.
- 3 The print out of the filled form is to be taken by the candidate and get it endorsed from his department head for confirmation of the details entered in the form including his photo. The hard copy with necessary supporting documents to be submitted to the University for Verification.
- 4 University will verify the hard copy of the form and will decide acceptance of the application. After acceptance, a permanent registration number will be generated and the candidate will be informed through SMS. Candidates whose applications are rejected / kept on hold would be informed for the reason to enable him to complete the documentation so that the form can be accepted.
- 5 Alert Email / SMS service – Provide the information at all stages to the candidate through SMS as well as Email.
- 6 Payment reconciliation – Reconciliation of the payment received by online mode.

### Student Side Features

- 1 Create Login & Enter personal data with data uploading.
- 2 Facility to make online payment using credit card / debit card / net banking as well as cash / DD
- 3 Student profile management with facility to communicate institute by email.
- 4 Down loading of E receipt, admit letter.

## PHASE II – Conducting on Line Examination & reports (Admin Side Features)

1	<b>Question Bank Configuration and Management</b>	✓	Prepare Subjective Question Bank
		✓	Configure Topic,
		✓	Configure Subject
		✓	Configure Difficulty level
		✓	Configure different question papers for different exams
		✓	Facility to prepare question bank in English, & Gujarati language.
	<b>Objective Generation</b>	<b>Exam</b>	<b>Paper</b> ✓ Generate Objective Exam Questions based on MCQ, True-False, Scenario Based Questions, Fill in the Banks options



ગુજરાત યુનિવર્સિટી  
GUJARAT UNIVERSITY

ગુજરાત યુનિવર્સિટી કાર્યાલય  
પોસ્ટ બોક્ષ નં ૪૦૧૦  
નાવરંગપુરા, અમદાવાદ-૩૮૦ ૦૦૯.

OFFICE OF THE GUJARAT UNIVERSITY  
POST BOX NO.4010, NAVRANGPURA  
AHMEDABAD-380 009.

- ✓ Facility to set Negative Marking Schemes
- ✓ Facility to set the Navigation through questions ON /OFF
- ✓ Facility to set the timer for the exam paper
- ✓ No repeatability of questions

3 Exam Scheduler

- ✓ Facility to Schedule exam as per Date and Timing and as per Batch

Candidates Management

- ✓ Manage Candidate / candidate information.
- ✓ Configure Candidate / candidate batches for the exams

5 Exam Analytics

- ✓ Analysis of results for low, high & average scores.
- ✓ Analysis based on questions
- ✓ Generation of analytics, ranking of Candidates
- ✓ Download Results in the form of PDF

Email, SMS Communication

- ✓ Communicate with Candidates using E-mail
- ✓ Communicate with Candidates on SMS

7 Exam Administration

- ✓ Facility to View and Download Admit Card(s) of the candidate
- ✓ Batch Attendance Sheet
- ✓ Define Various Roles in the systems
- ✓ Result Analysis for multiple users of the institute

**Candidate Side Features**

1 Objective Exams

- ✓ To receive exam notifications and schedules on E-mail
- ✓ To receive exam notifications and schedules on SMS
- ✓ Appear for various and multiple exams as per their schedule and during the set duration
- ✓ Facility to use Hint to answer specific question(s)
- ✓ Get assessment results instantly and online
- ✓ Get Assessment results on SMS and on E-mails

2 Admit Card Facility

- ✓ Facility to view and download the Admit Card of the candidate

Detailed Result

- ✓ Download Your Rank Sheet,
- ✓ Analyze the results with topic wise analysis



ગુજરાત યુનિવર્સિટી  
GUJARAT UNIVERSITY

ગુજરાત યુનિવર્સિટી કાર્યાલય  
પોસ્ટ બોક્ષ નં ૪૦૧૦  
નાવરંગપુરા, અમદાવાદ-૩૮૦ ૦૦૯.

OFFICE OF THE GUJARAT UNIVERSITY  
POST BOX NO.4010, NAVRANGPURA  
AHMEDABAD-380 009.

**NOTE**

- *The Company/Company/ 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 registration website should be up and running for 24x7 and adequate bandwidth should be provided.*
- *The online registration form should be compatible with all popular browsers like Firefox/ Google Chrome/ Internet Explorer/ Opera etc.*
- *The University should have access to the overview of the submitted form details (form no, candidate 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.*

**Submission of Quotation:**

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

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

an entry of a student detail till process of generation of final result which includes online registration, online / offline fee collection, accept / reject / on hold applications, generation of permanent registration number (Exam seat no), generation of admit card, generation of exam schedule, assigning of student to a batch, generation of attendance sheet, conducting online examination, facility to enter practical marks, generation of result sheet & mark sheets.

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 Quotation document should be submitted in a sealed cover duly signed by an authorized signatory and must reach the address mentioned in this document before the last date and time mentioned in this Quotation 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.

ફેક્સ : (૦૭૯) ૨૬૩૦૨૬૫૪  
ટેલીફોન : ૨૬૩૦૧૩૪૧-૨૬૩૦૦૩૪૨-૪૩  
૨૬૩૦૦૧૨૬ અને ૨૬૩૦૦૬૬૪  
ટેલીગ્રામ : યુનિ.ગુજરાત



FAX : (079) 26302654 & 26306194  
Phone : 26301341-26300342-43,  
26300126 & 26300664  
Gram : UNIGUJARAT

ગુજરાત યુનિવર્સિટી  
GUJARAT UNIVERSITY

ગુજરાત યુનિવર્સિટી કાર્યાલય  
પોસ્ટ બોક્ષ નં ૪૦૧૦  
નાવરંગપુરા, અમદાવાદ-૩૮૦ ૦૦૯.

OFFICE OF THE GUJARAT UNIVERSITY  
POST BOX NO.4010, NAVRANGPURA  
AHMEDABAD-380 009.

**Quotation Response Form**

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

Sr. No.	Description	Details
1	Name of the Bidder/Company	
2	Office Address	
3	Phone No. Office	
4	Phone No. Mobile	
5	e-Mail address	
6	Alternative e-Mail address	
7	GST, PAN Card No.	
8	Work Experience for such project	
9	List of Projects Completed	
11	Any other point Company wishes to Include.	



ગુજરાત યુનિવર્સિટી  
 GUJARAT UNIVERSITY

ગુજરાત યુનિવર્સિટી કાર્યાલય  
 પોસ્ટ બોક્ષ નં ૪૦૧૦  
 નવરંગપુરા, અમદાવાદ-૩૮૦ ૦૦૯.

OFFICE OF THE GUJARAT UNIVERSITY  
 POST BOX NO.4010, NAVRANGPURA  
 AHMEDABAD-380 009.

**Compliance to be provided by the Company 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 Document
1.	The company must have experience in online registration / conducting on line examination for reputed educational institutes, PSU for at least 3 years.			
2.	The company must have GST, PAN, Service Tax/VAT Registration.			
3.	Company's average annual financial turnover for last two financial shall not be less than Rs. 1 Crore. 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 company should have its representative in Ahmedabad / Gandhinagar.			
5.	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.			
6.	The company/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.			
7.	The company should keep the examination paper data confidential & should not be disclosed to anyone.			
8.	The company should have experience in online fee collection and reconciliation.			
9.	The company must have experience in online registration / conducting on line examination for reputed educational institutes, PSU for at least 3 years.			

ફેક્સ : (૦૭૯) ૨૬૩૦૨૬૫૪  
ટેલીફોન : ૨૬૩૦૧૩૪૧-૨૬૩૦૦૩૪૨-૪૩  
૨૬૩૦૦૧૨૬ અને ૨૬૩૦૦૬૬૪  
ટેલીગ્રામ : યુનિ.ગુજરાત



FAX : (079) 26302654 & 26306194  
Phone : 26301341-26300342-43,  
26300126 & 26300664  
Gram : UNIGUJARAT

ગુજરાત યુનિવર્સિટી  
GUJARAT UNIVERSITY

ગુજરાત યુનિવર્સિટી કાર્યાલય  
પોસ્ટ બોક્ષ નં ૪૦૧૦  
નવરંગપુરા, અમદાવાદ-૩૮૦ ૦૦૯.

OFFICE OF THE GUJARAT UNIVERSITY  
POST BOX NO.4010, NAVRANGPURA  
AHMEDABAD-380 009.

**Additional pages may be enclosed, if required.**

Date :

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

Prices :

Per Candidate Charge: \_\_\_\_\_Rs.

(Quoted Prices must be inclusive of all applicable taxes)

Terms and Conditions:

- (1) Gujarat University Reserves the right to reject any or all Quotations without assigning any reason thereto
- (2) Work Place –Gujarat University
- (3) Description and Details – Work Inspection should be taken at site with concern authority of Gujarat University
- (4) For further inquiry please contact 079-26300164, 26300877 during office hours.
- (5) Sealed envelope containing duly filled up Quotation shall be submitted in Person at Room no 38, General Section, Main Building, Gujarat University, Navrangpura, Ahmedabad latest by 13/02/2019 up to 12.30 pm.
- (6) Work shall be carried out as per the standards defined by the Gujarat University.
- (7) Maximum number of Students is 12000 will be allotted during the year, however the university will pay only based on the actual count of students who have submitted form and fee online.
- (8) The vendor will have to submit PAN Card, GST with Quotation and Declaration on their letter head in following prescribed format.
- (9) The University can terminate contract/Work order any time without giving any notice or reason.
- (10)The Payment will be done after completion of examination lifecycle for every 1000 candidates.
- (11)The Agency is bound to follow all the rules and regulations of Gujarat University and the Govt. of Gujarat.



ફેક્સ : (૦૭૯) ૨૬૩૦૨૬૫૪  
ટેલીફોન : ૨૬૩૦૧૩૪૧-૨૬૩૦૦૩૪૨-૪૩  
૨૬૩૦૦૧૨૬ અને ૨૬૩૦૦૬૬૪  
ટેલીગ્રામ : યુનિ.ગુજરાત



FAX : (079) 26302654 & 26306194  
Phone : 26301341-26300342-43,  
26300126 & 26300664  
Gram : UNIGUJARAT

ગુજરાત યુનિવર્સિટી  
GUJARAT UNIVERSITY

ગુજરાત યુનિવર્સિટી કાર્યાલય  
પોસ્ટ બોક્ષ નં ૪૦૧૦  
નવરંગપુરા, અમદાવાદ-૩૮૦ ૦૦૯.

OFFICE OF THE GUJARAT UNIVERSITY  
POST BOX NO.4010, NAVRANGPURA  
AHMEDABAD-380 009.

“આથી

હું \_\_\_\_\_ ગુજરાત યુનિવર્સિટી  
માં \_\_\_\_\_ કામગીરી યુનિવર્સિટી દ્વારા બતાવવામાં આવેલ નિયમોને  
આધીન સંતોષકારક રીતે પૂર્ણ કરવાની લેખિત બહેધરી આપું છું.

ટેન્ડર/કવોટેશન ની કામગીરી મે તમામ રીતે સમજી છે તથા કામગીરી દરમ્યાન યુનિવર્સિટી દ્વારા જે કોઈ ફેરફાર સાથે  
કહેવામા આવશે તે મુજબ કામગીરી કરવાની મારી તૈયારી છે, તે સમજી અને વિચારી ને જ ખાત્રી પત્રક આપેલ છે.”

Signature of Service Provider

**For Office Use Only**

Quotation have been opened in presence of following officials

Date:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_