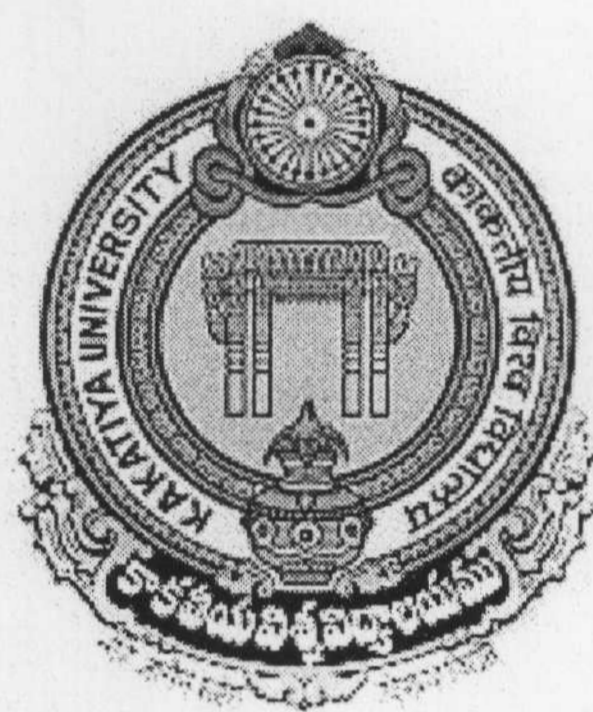


Short Tender Document

(For Post-Examination work of 2017-2018 Academic year)



***Kakatiya University
Warangal, Telangana State
India. 506009***

No.

TENDER DOCUMENT

Tender Fee: Rs.10,000/-(Rupees Ten Thousand only)

Earnest Money Deposit: Rs.1,00,000/-(Rupees One lakh only)

Sealed short tender is invited from the reputed and experienced service providers for executing the **Post-Examination Work** for Kakatiya University, Warangal. Interested firms, who wish to participate in the tenders can take a printout formats of the tender application and submit the application with necessary enclosures.

EMD, Tender Fee, and other essential documents for technical bid must be submitted on or before **06/06/2018, 5.00 p.m.** in the office of the Registrar, Kakatiya University, Warangal.

Kakatiya University, Warangal reserves all the rights to re-schedule, cancel or reject the tender without assigning any reasons thereof. For more details visit us at websites: www.kakatiya.ac.in

Short Tender Document date is extended upto 06-06-2018, 5.00 p.m.

Date of Opening of Tender is extended upto 07-06-2018, 03.00 p.m.

1. INVITATION OF THE BID

Kakatiya University Warangal (www.kakatiya.ac.in) invites short tenders for **(02) two separate sealed covers for Technical bid and Commercial bid** for executing Post Examination Automation System for the academic year 2018-2019.

Through these solutions, Kakatiya University wishes to automate the Examination Branch as a part of its efforts to achieve excellence by working towards error free and accelerated examination processing in the conduct of examinations. The university feels that through this initiative the university can by reducing the redundant laborious activities and processes. Please refer to the following information and guidelines for submission of the tender.

General Instructions, Terms and Conditions:

The tender Document and Application formats may be obtained from the university website www.kakatiya.ac.in and pay of **Rs.10,000/- (Rupees Ten Thousand Only)** through Demand Draft drawn in favour of **Registrar Examination Account, KU** for registering the exclusive name of the party who intends to actually submit the bids. The tender document fee is non-refundable, non-adjustable and non-transferable.

Kakatiya University, Warangal reserves the right to select certain items (in single or multiple units) and reject the other mentioned in the tender document without assigning any reasons whatsoever. Kakatiya University Warangal also reserves the right to revise or alter the specifications of the work before the acceptance of any bids.

Incomplete bids, amendments and additions to bids after opening or late bids are liable to be ignored, and rejected by Kakatiya University Warangal.

The bidder shall be responsible for the delivery of the services, its successful demonstration, and implementation training as required, as per specifications listed in the tender and at the sites allotted by the university.

A Demand Draft for **Rs.1,00,000/- (Rupees One Lakh Only)** drawn in favour of the **"The Registrar Examination Account, Kakatiya University payable at Warangal"** towards Earnest Money Deposit (EMD) must accompany the bids. Bids without EMD will be rejected. The EMD will be refunded to all the unsuccessful bidders only after the work orders are placed on the successful bidder.

The prices must be quoted in the format as specified in the tender document.

The price mentioned in the tender document should be valid for acceptance up to a period of one year. The bidders should be ready to extend the validity, if required by the university.

Printed terms and conditions of the bidders will not be considered as forming part of the bid.

The bidders shall be responsible for the supply, installation, commissioning and all service deliveries as listed in this tender document.

The bidder should commence work as per the scope mentioned in the tender document within **2 weeks** from the date of issue of firm order and/or entering into contract.

Bidders should enclose their bids with full details of all latest software and/or solutions proposed for the scope of work with full documentation/descriptive literature/leaflets indicating all features proposed.

Separate sealed covers Technical bid (Annexure I) & Commercial bids should (Annexure II) be addressed and delivered to :

The Registrar,
Kakatiya University, Warangal,
Warangal – 506 009, (Telangana State)

The corresponding sealed envelopes should be titled as “Post Examination Automation System in Examination Branch, KU” and addressed mentioning the notification number to “The Registrar, Kakatiya University Warangal – 506009” and all the bids must reach **on or before 06/06/2018, 5.00 pm**. Bids received or submitted after the specified time will be rejected and no intimation will be sent in this regard.

The Registrar on behalf of Kakatiya University, Warangal does not bind himself to accept the lowest bid on any bid and reserves the right of accepting the whole or any part of the bid or portion of the quantity offered; and the bidder shall supply the same at the rate quoted. The Registrar on behalf of Kakatiya University reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

Acceptance of the bid shall be communicated through Phone call/email to the successful bidders.

Any specific queries, communications and references should be made only through an email controller.exams@kakatiya.ac.in

The bidder must enclose a copy of, PAN Card and last 3 years financial statement All

bidders should give a warranty declaration in their bids as detailed below:

- We shall abide by all the specifications, terms and conditions listed in the tender document.
- We warrant all deliverable to be supplied by us as part of the tender shall be free from all defects and faults in material, workmanship. All products and services shall be of the highest quality, material and services of the type ordered, shall be in full conformity with the specifications therein.
- We accept that any deviations in the material and/or solutions/software and/or services from that specified in the tender document and the accepted terms are liable to be rejected. The bidder will be bound the supply all the goods in the specified form to the specifications as per the order/contract and demonstrate the same at their own cost.

2. GENERAL INFORMATION

Kakatiya University Warangal has about 400 colleges affiliated to it offering undergraduate and postgraduate programs in various disciplines. The university has over 2.5 lakh students enrolled in different programmes, and the numbers may vary year to year. Apart from providing quality education the university wishes to achieve excellence in the Post Examination work, before moving to complete automation of the examination processes.

To address the above concerns and scenario the university wishes to adapt to technology as a first step. On reviewing the various activities in the examination process the university has identified the following activities that are human intensive but if automated lead to better quality of examination processing.

In this context Kakatiya University is looking to implement the automation of the Examination Branch by inviting private technology organizations who have strong, progressive and demonstrable experience of providing online examination services to leading state universities with proven credential of working with universities. The university wishes to avail the services of the prospective bidder to realise its objective of achieving excellence through automation of examination processes in its efforts to achieve excellence in examination Post Examination parathion. The activities that the university wishes to automate and/or adapt to ready-made solutions are below mentioned:

3. BROAD SCOPE OF WORK

The system (software) should be capable of doing the following functions:

1. Post Examination Work

1. The agency shall be provided with the award lists class-wise, college-wise, subject-wise, paper-wise with paper code for feeding of the marks code number wise.
2. The agency shall be provided with award lists of practical examinations, viva-voce, seminars, internal examinations, dissertation, field trip for feeding. The award lists shall be provided college-wise, class-wise, subject-wise, paper-wise on the pattern as proposed by the University.
3. On completion of the marks feeding work, the agency shall be required to report to the Office of the Controller of Examination, Kakatiya University, Warangal about the completion of the result and discrepancies there of class-wise, college-wise, subject-wise and paper-wise. The agency will be required to feed the data and prepare the result for collation within the stipulated time from the date on which all the marks of the concerned class have been handed over to the agency.
4. The agency shall have to prepare the required print material/softcopy before declaration of result.
5. Tabulation sheets and softcopy of complete result for collation work.
6. After collation work the agency shall have to make the corrections accordingly as per the directions of the Office of the Controller of Examination, Kakatiya University, Warangal and after the final correction, the agency shall be required to provide softcopy of net-file of the results along with the hard copy for press release within 24 hours.
7. Corrections after collation of result before declaration provided to the agency by the Office of the Controller of Examination, Kakatiya University, Warangal shall be the responsibility of the agency to ensure that due correction is done in the result before declaration and printing of result related records.
8. Discrepancy arising out of above mention clause shall be the responsibility of the agency.
9. After declaration of results, the agency shall be required to provide the following print material/softcopy to the Office of the Controller of Examination, Kakatiya University, Warangal as and when needed.
10. Printed mark sheets.
11. Printing of final tabulation record of the University class-wise, subject-wise.
12. Printed white chart of result campus/college wise in 70 gsm paper.
13. Provide statistical report as desired by the Office of the Controller of Examination, Kakatiya University, Warangal.
14. Provide all data related to the post-examination in softcopy to the Office of the Controller of Examination, Kakatiya, University, Warangal.
15. Provide soft copy of the results College-wise so as to distribute to the colleges.
16. Agency shall be required to prepare database for back paper examination.
17. Declaration of result of the back paper examinations on the same line as described for main examination.
18. The previous marks waiting (PMW), enrolment missing cases shall be the responsibility of the agency and the agency shall have to report such cases to the office of the Controller of Examination, Kakatiya University, Warangal
19. To complete the re-valuation processing of all the examinations within the stipulated time.

Date: 31-05-2018


DEPUTY REGISTRAR

STRUCTURE OF THE ORGANIZATION

1. Name and address of tenderer :
2. Telephone No./Fax No./Email address :
3. Legal Status (Attach copies of original document defining the legal status).
 - a) An Individual/Consortium :
 - b) A Proprietary/Partnership firm :
 - c) A Trust :
 - d) A Limited Company or Corporation :
4. Particulars of Registration with various Government bodies (attach attested photocopy)
 1. Registration Number :
 2. Organization/Place of registration :
 3. Date of validity :
5. Names and titles of Directors & Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization
6. Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the works ? If so, give the name of the project and reasons for not completing the work. :
7. Have you or your constituent partner(s) ever left the work awarded to you incomplete ? If so, give name of the project and reasons for not completing the work. :
8. Have you or your constituent partner(s) been debarred/black listed for tendering in any organization at any time ? If so, give details.:
9. Area of specialization and Interest. :
10. Any other information considered necessary but not included above. :

Date:

(Signature of the Tenderer)

Annexure- I**TECHNICAL BID (ELIGIBILITY CRITERIA BID)**

Eligibility criteria to identify suitable/prospective bidder, whose technical criteria bids will be opened for review by the university evaluation committee.

S. No.	Eligibility Criteria for the Bidder	Documentary Evidence to be Attached
1	The organization need to have a minimum Turnover of Rs.50/- Lakhs in the last three financial years	i. Purchase Orders/Agreement copies. ii. Last 3 years audited balance sheet
2	The organization should have facilitated examination services for a minimum of four years in any university system	i. Purchase Orders or Agreement copies ii. University/Organization name v. Contact person's name and contact details
3	The bidder should have in-house software development capability, software and hardware, besides having manpower on the company payrolls involved in development and training activities.	Details of infrastructure and manpower availability and break-up to be provided
4	An ISO 9001 – 2008 company	Letter of incorporation and ISO certificate
5	Has your company been blacklisted by any state/central government entities from participating in their projects	Self-Declaration by the bidder on the company letterhead

Date:

(Signature of the Tenderer)

Annexure- II**FINANCIAL BID FOR SERVICES SOUGHT UNDER SECTION**

S.No.	Components	Total amount for all items (1 to 19)	Amount in words
1.	For carrying out the Post-Examination worked as described in points 1 to 19	Rs..... (per exam per student)	(Rupeesonly)

The rates shall be inclusive of all cost as well as duties and taxes paid or payable.

The rates mentioned above for the project does not have any hidden cost.

Date:

(Signature of the Tenderer)