Tender Document

Online Registration of Applications, Web Counseling and Seat Allotment

Kakatiya University

Warangal, Telangana State, India-506009

Tender Document

Tender Fee : 10,000/- (Rupees Ten thousands only)

Earnest Money Deposit : 1,00,000/- (Rupees One Lakh only)

Tenders are invited from the reputed and experienced service providers for executing **"Online Registrations of Applications, Web Counseling and Seat Allotment"** for Admission into Kakatiya University, Warangal. Interested parties who wish to participate in tenders can purchase the tender documents from the Kakatiya University, Warangal.

EMD, Tender Fee, and other essential documents for technical bid must be submitted on or before **28-03-2017, 5.00 PM** in the office of the Registrar, Kakatiya University, and Warangal.

Kakatiya University, Warangal reserves all the right to reschedule, cancel or reject the tender without assigning any reasons thereof. For more details visit us at website: www.kakatiya.ac.in

Last Date of Submissions of Tender: 28-03-2017, 5.00 PM

Date of Opening of Tender: 28-03-2017 after 5.00 PM

1. INVITATION TO BID

Kakatiya University Warangal (www.kakatiya.ac.in) invites tender quotations for executing Online Registration of Applications, Web Counseling, and Seat Allotment for admission into various PG and PG Diploma Courses offered by the Kakatiya University and Satavahana University for the Academic year 2017-18, as a part of effort to achieve excellence by working towards error free and accelerated Admission process. The University feels that through this initiative the university can reduce the redundant laborious activities and processes. Please refer to the following information below mentioned information and guidelines for submission of the tender.

General Instructions, Terms and Conditions:

- The tender Document should be obtained from the Registrar Office, Kakatiya University Warangal on payment of **Rs. 10,000/- (Rupees ten thousands only)** through a demand draft Drawn in favour of **" Registrar Fund Account, Kakatiya University, Warangal"**. 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 items 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 **" Registrar Fund Account, Kakatiya University, Warangal"** payable at Warangal" towards Earnest Money Deposit (EMD) must accompany the bid. 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 specific date of issue of firm order and/or entering into contract.

- Bidders should enclose their bids with full details of all latest software and/ Services extended to different universities/ Institutes for the scope of work with full documentation/descriptive literature/leaflets indicating all features proposed.

- The sealed bids should be addressed and delivered to :

  The Registrar

  Kakatiya University, Vidyaranyapuri, Hanamkonda

  Warangal – 506 009, Telangana State, INDIA

- Two separate envelops: 1. Technical Bid and 2. Financial Bid should be titled as **"Online Registration of Applications, Web Counseling and Seat Allotment"** and addressed mentioning the notification number to **"The Registrar, Kakatiya University Waranal – 506009"** and all the bids must reach on or before **28-03-2017, 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 work 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: director.pgadmissions@kakatiya.ac.in](mailto:director.pgadmissions@kakatiya.ac.in)

- The bidder must enclose a copy of PAN Card, last 3 years financial statements.

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

  o We shall abide by all the specifications, terms and conditions listed in the tender document.

  o We warrant all deliverable to be worked by us as part of the tender shall be free from all defects and faults in online process. All services shall be of the highest quality the type ordered, shall be in full conformity with the specifications therein.

  o We accept that any deviations in 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 to complete the work 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 400 colleges affiliated to it offering under-Graduate and Post-Graduate programs in various disciplines. The university has over 2.0 lakh students enrolled in different programmes and the numbers are increasing year by year. Apart from providing quality education the university wishes to achieve excellence in the online admissions process.

In this context Kakatiya University is looking to implement the **"Online Registration of Applications, Web Counseling and Seat Allotment"** by inviting private technology organization who have strong, progressive and demonstrable experience of providing online admission to leading state universities with proven credential of working with universities. The university wish to avail the services of the prospective bidder to realise its objective of achieving excellence through online admissions. The activities that the university wishes to take up items are below mentioned.

3. BROAD SCOPE OF WORK

   A) Online Registration, Hall tickets generation, Results processing etc…

   B) Online web counselling, Seat allotment, various reports etc…

4. ELIGIBILITY CRITERIA BID (Technical Bid)

Eligibility Criteria to identify suitable /prospective bidders; 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.50.00 (Fifty) 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 online admission services for a minimum of three years in any universities.	i. Online process Agreement copies. ii. University name. iii. Scope of work & value. iv. 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 in online admission process.	Details of infrastructure and manpower availability and break-up to be provided.
4	An ISO9001-2008 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.

FINANCIAL BID FOR SERVICES SOUGHT UNDER SECTION

S.No	Components	Amount in Rupee per No
1	**Online Registrations Application Development and maintenance, hosting and Tech Support.** ❖ Development of application with specified requirements Online Payment Gateways Integration (TS Online, Axis / SBI Bank, Bill Desk: payment through Debit Card, Credit Card and Net Banking) ❖ Generation of Reports as specified from ❖ Application Hosting and maintenance ❖ Technical Support ❖ Data Base Back-up & Maintenance ❖ Daily reports (list of candidates applied/subject wise Reports ❖ Consolidated list of candidates, subject wise	Rs._____ (for Sl.No. 1 to 9)
2	**Publishing Online Hall tickets & Various reports.** ❖ Examination Centers Posting ❖ Generation of Hall Tickets ❖ Generation of Nominal rolls/Photo Identity Sheets ❖ Technical Support, ❖ Centre copies & various reports	
3	**Personalized OMR Sheets with the following details** ❖ Hall Ticket Number ❖ Course& Subject Name ❖ Center Code, Center Name ❖ Barcode ❖ Candidate's Photograph	
4	**Entrance results Processing.** ❖ OMR Sheets Scanning, ❖ Results Processing as per the subject-wise specified rules ❖ Hosting Results Online ❖ Rank Card Generation ❖ Providing various reports ❖ Providing attendance sheets for counseling in different subjects ❖ Database should be transferred in a soft copy to the Director.	
5	**10GB Website Static Space** with 300GB Bandwidth for admissions application period.	
6	Domain name Registration Charges for ONE Year (www.kudoa.in) (Domain name Subject to availability)	
7	6 GB SQL Server 2008 R2 Data base Space on Shared dedicated server (KUCET Web Counseling Phase-1and 2)	

8	**Software development with following features (On-line and off-line)** • Certificate Verification at 4 locations for counselling for phase-I and Phase-II • General Category counselling through web options- Phase-I • Allotment of seats – Phase-I as per options executed by the candidates in order of priority opted. • General Category counselling through web options-Phase-II • Allotment of seats –Phase-II as per options executed by the candidates in order of priority • Phase-3 General Category counselling through Spot counselling at DOA • Special category counselling at DOA office for candidates of PH,CAP,S PORTS, ECA,NCC and NSS for Science, Arts and Commerce with spot allotment of seats to eligible candidates. • Validation and generating Seat Allotment charts as per the counselling rules. • Generating admission reports after seat allotment and course fee payment in bank • Generating Course Fee challan for seat allotted candidates and send it to registered e-mail ID of the respective candidates. Sending seat allotment details through Web SMS	
9	**SMS Gateway – with High Priority Gateway** **For Admissions (Web Counseling) Process- - Part-II** **SMS Will be sent to candidates in the following instances** • When registration is completed at the time of Certificate Verification. • When initial password is changed for options entry • When seat priority options saved. • Seat allotment status in Phase-I & II (allotted/ not allotted) • When course fee details are updated from bank. • When applied for Sliding, seat status in Phase-II after allotment • If the fee is not paid in the bank after seat allotment in Phase- I or Phase -II before stipulated time • When Phase- III notification is issued • Date of commencement of classes.	

ANNEXURE-I

STRUCTURE OF THE ORGANIZATION

1. Name and Address of Tender :

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)

   i) Registration Number :
   ii) Organization/Place of Registration :
   iii) Date of Validity :

5. Names and Titles of Directors & Officers with designation to be concerned with this work 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.

ANNEXURE-II

ELIGIBILITY CRITERIA BID (Technical Bid)

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4	An ISO9001-2008 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.

Signature of the Tender