



Ravenshaw University Cuttack

TENDER FOR ONLINE ADMISSION MANAGEMENT SOFTWARE

TENDER NO: 1610 Date: 25.3.17

Sealed tenders are hereby invited by Ravenshaw University, Cuttack from reputed Manufacturers/ Dealers for procurement of Admission Automation Software

The details specification is available in Annexure-(I)

The Tenderers should submit the completed documents along with a Bank Draft drawn in favour of the "Ravenshaw University" payable at Cuttack for Rs.500/- as the non-refundable tender fee. The Tenders should be accompanied with EMD, 2% of the quoted value (refundable) of the tender in the form of Demand Draft drawn in favour of "Ravenshaw University" payable at Cuttack. Tenders marked as "**TENDER FOR ONLINE ADMISSION MANAGEMENT SOFTWARE**" at the corner of the envelope should reach the Ravenshaw University, Cuttack on or before **1 PM on 04.04.2017 and it will opened on same day at 3 P.M.**


OIC Stock & Store
Ravenshaw University

Terms & Conditions:

1. The Quotation paper, filled in every respect must reach the undersigned with copies of relevant documents on or before **04.04.2017 by 01.00 PM** by Speed Registered / Courier post / by hand.
2. This is a two bid tender. The Bidders are requested to submit the Technical Bids and Price Bids separately in two different covers. Each cover should be earmarked as to know the contents within as either "Technical Offer" or "Price Offer". Both these covers should be placed in a third cover super scribed as "**TENDER FOR ONLINE ADMISSION MANAGEMENT SOFTWARE, TENDER NO _____**".
3. Quotation of the bidders, who qualify for the Technical bid, will be eligible for Commercial comparison. The bidders, who do not qualify Technical bid, will have their quotation rejected.
4. Copies of the credibility certificates and valid authorization certificates of various relevant products must be enclosed with the quotation.
5. The firm is required to enclose copies of its current valid VAT Clearance Certificates and PAN Certificate with the quotations.
6. In case of negligence of the firm, the undersigned reserves the right to cancel the order and actions may be initiated as deemed fit against the firm.
7. The quoted prices must be according to concessional rates and taxes applicable for educational institutions.
8. All Tenderers will be evaluated and compared on the basis of the following order :
 - I. Compliance with the Instructions/General Conditions of the Tender.
 - II. Conformity with the Specifications.
 - III. Proof of ability.
 - IV. Delivery/Implementation Period.
 - V. Guarantee/ Warranty, expiry period offered.
 - VI. Quality.
 - VII. Price.
 - VIII. Past experience.
9. The following Documents should accompany the Tender.
 - I. Tender duly completed and signed
 - II. Specifications
 - III. Bidding data sheets/Offer sheets duly completed and signed.



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- IV. Tender Fee.
- V. EMD as applicable
- VI. Copy of VAT and CST Registration.
- VII. Certificate of Incorporation/Business Registration.
- VIII. All other documents as mentioned in the term and condition.
10. Service Tax may be charged against as per the rules applied to an educational institution.
11. Any dispute arising out of the transaction shall be subjected to the jurisdiction of Orissa High Court, Cuttack only.
12. The Quotationer is required to submit the Quotation papers filled in, with other supportive documents, failing which, they may be rejected.
13. The undersigned reserves the right to reject any or all quotations received without assigning any reason thereof.
14. The Tender will be opened on dated 04.04.2017 at **3PM** in Registrar's Chamber of the University.

N.B:- Incomplete data in any respect is liable for rejection.


OIC Stock & Store
Ravenshaw University

Memo No. _____ **Date.** _____


Copy to: Registrar/COF/Accountant/OIC Stock & Store/ OS/DSW/OSD Admin/Steno to VC for information

Tender No. _____ **Dt.** _____

1. Name of the Firm :
2. Address :
3. Phone No :
4. Contact Person :
with mobile
5. PAN (copy enclose) :
6. TIN (copy enclose) :
7. Tender Fee Details :

Declaration:

We do hereby declare that, we have gone through the details of the technical specifications and other terms and conditions mentioned in the Tender Paper received against the Tender No. _____ .
Date. _____ and will abide by them.


Authorised Signatory with Seal & Date
On behalf of the Firm.

Annexure - I

ONLINE ADMISSION SOFTWARE SPECIFICATION

- i. The company/agency should have prior experience in successfully doing at least one year admission in a reputed Government University.
- ii. The company should be able to give a live demonstration of the entire admission process within 7 days of getting the work order, failing which, the university reserves the right of declaring the work order null & void and assigning the same work to other competent agencies.
- iii. The company has to provide a team of technical work force (including a person dealing with a help line mobile no for the applicants) as per the need till the completion of the admission process. Inadequate supply of work force may penalize the agency financially.
- iv. The agency is required to prepare and provide User manual, Technical manual & share source code to the university officials.
- v. The agency is required to train the university team to conduct the admission.
- vi. This contract is valid for the admission year 2017-18.
- vii. The financials of this assignment is limited to 3 L including detailed design, deployment and technical support with required work force from beginning of the process till the end.

Technical Specification:

- i. Open source technology
- ii. Dedicated server
- iii. Unlimited bandwidth
- iv. SMS broadcasting
- v. Responsive design
- vi. Browser compatible
- vii. User friendly having instant help facility