B.Ed./M.Ed. ADMISSION : 2016-17*
SAURASHTRA UNIVERSITY, RAJKOT
Re- Accredited Grade 'A' by NAAC (CGPA 3.05)

Tender document for providing services for
CENTRALIZED ONLINE ADMISSION FOR
B.Ed./M.Ed. WITH ENTRANCE TEST, 2016-17

Tenders to be submitted at:
B.Ed. / M.Ed. Admission Office
Academic Centre,
Saurashtra University, Rajkot.

Pre Bid Meeting : 08 February, 2016 3.00 pm
Commencement of tender: 15 February, 2016 11.00 am
Last date of Submission: 25 February, 2016 6.00 pm
Last date of Financial Bid: 25 February, 2016 6.00 pm

Following documents is require in Pre-Bid meeting :
Company In-corporation Certificate
Company PAN Card
Identify Proof of present person
Company Authority Letter for Pre-Bid Meeting

Note :
All are documents should be submit in Technical Bid as per Eligibility criteria

*Saurashtra University may consider this tender to any other subject admission for academic year 2016-17.
Invitation for detailed Technical and Financial Bids for conduct of CENTRALIZED ONLINE ADMISSION FOR B.Ed./M.Ed. WITH ENTRANCE TEST, 2016-17

Saurashtra University, Rajkot has decided to Conduct Centralized Online Admission Process for admission to B.Ed./M.Ed. (Regular) course for the session 2016-17. No. of seats to be filled up are around 5000 in about 90 Colleges of Education. [Division of Seats, Distribution & Reservation of Seats will be as per Govt. Policy.]

The Scope of the work
1. Application Form will be printed and distributed to 20 centers in Gujarat as per the instruction of Admission Committee by the agency.
2. The students will purchase application form with fee of Rs.500 (as per the decision of Admission committee) from the centers decided by Admission Committee. The application fee will be retained by Admission committee.
3. Student will fill the form manually and send to Admission committee. The return cover will be self addressed. Agency will collect the forms and keep electronic record and will have to report the admission committee each and every day.
4. Agency will provide to student with username and password with application form for further online process.
5. Data Entry for the application form will be done by the Agency, under the supervision of Admission committee.
6. Agency will give seat number, details of the examination center to the students by e-mail and SMS as per the requirement of Admission committee.
7. Agency will provide different 4 sets of question papers having 150 MCQ type questions. (i.e. they will be papers numbered A, B, C, D). The question papers shall be printed at security press and each question paper and answer paper shall be packed in individual sealed envelope.
8. There will be different 10 types of subject papers. (Gujarati, Hindi, English, Sanskrit, Maths, Science, History, Geography, Economics, Accounts). Merit list must be provide as per subject wise and all seat allocation will be done as per subject and as per the instruction from Admission committee.
9. Agency will have to provide printed question paper with answer sheets. There should be answer sheet such that students can take 1 copy with them and 2nd copy
will be retain to the agency for preparing the merit. The answer sheet shall be barcoded with the seat no. of the student.

10. Agency will be responsible for distributing question papers & collecting answer sheets at all district headquarters of Saurashtra. Also five places of Gujarat. These places may be in Surat / Panchmahal / Dahod / Sabarkantha - Modasa / Ahmedabad.

11. Agency will have to provide at least four persons at each of the exam centers, there will not be more than 15 exam centers. The travelling and other allowances to these staff will be paid by the Agency.

12. Agency will upload answer key after the examination is completed, as per the requirement of Admission committee.

13. Student will be able to check the answer and calculate their marks.

14. Result should be prepared by agency within 2 to 3 days of completion of examination, under the supervision of Admission committee.

15. Result will be uploaded by agency after being approved by Admission committee.

16. Agency have to scan all answer sheet and have to upload to student login panel with comparing students marks & answer key.

17. Agency will prepare merit list as per the marks of entrance test, marks of 12th board, marks of 10th board. (if students get equal mark in entrance test preference will be given to their 12th board grand total and if again they are on same merit, the marks of 10th board will be considered. After that student who is older will be benefited)

18. After the declaration of merit list all online process has to be done by the agency. This includes declaration of mock round, helping students to change their choice of colleges after mock round, declaration of final round of 1, 2 & 3, observing rules and regulations for SC, ST & OBC seats, also converting the seats into open categories as per instruction of Admission committee.

19. Agency will provide two persons on fix salary of Rs.7500/- P.M. from 1st February upto the end of admission process. This amount will be paid by admission committee & the persons will work on behalf of admission committee.

20. Agency will have to develop web-site and maintain it throughout the Admission Process as per the requirement of Admission Committee, this process will start from 1st March, 2016.


22. 10 Hours/Day, Phone helpline facility of at least Five Lines.
Web Development and Hosting Server.

University will provide the domain. Agency has to provide hosting server. Agency has to develop entire application with the Platform of PHP-MySQL Or ASP.net /SQL Server. Application and Server must be fast and reliable as per the strength of Student and visitor. Application must support all required report with printable format as well as in Export format like excel or in database for Merit list, for sending SMS, for Print data for External Test etc. There must be daily database backup.

Agency’s Profile

Agency must be of good repute and should have at least two years experience of conducting online admission process for any Universities.

The agency will have to provide the certificate of experience of similar work with admission of more than 5000 students in each year.

Agency must have its office with Saurashtra Region.

The Tender Proposal/Bid should contain the following:

1. Name of the Company and permanent address:

2. Date of Incorporation (Registration under appropriate Act) (Enclose Certificate)

3. Profile of the Company:

4. Annual Turnover For the Last 3 Years: (Enclose Certificate):

5. Details of similar nature of Projects/Jobs already executed:

6. List of Current Projects under execution:

7. Satisfactory work certificate for similar nature of work from clients.

8. Technologies (Hardware & Software) and Manpower available for the execution of the proposed job:

9. Communication Address: (Phone Nos. & Email also)
Terms and Conditions & Eligibility criteria

1. The cost of the Form will be decided by Admission committee and will be collected as per the instruction of Admission committee.

2. The Earnest Money (Rs. 25,000) in the shape of DD of any scheduled Bank payable at Rajkot in favour of Registrar, Saurashtra University, Rajkot must be enclosed with the tender proposal. No interest shall be payable on the EM deposit amount of the Agency. For successful Agency the EMD will be refunded/released after successful completion of the assigned job. Earnest Money DD should be attached with the Technical Bid.

3. Successful Agency must execute an agreement with the University and the payment will be done as per the work done by the agency and approved by Admission committee.

4. Agency must have at least two year experience of conducting online admission process for multiple Universities.

5. Agency must have experienced and managed call center of Admission process.

6. Each Agency will submit Technical and Financial Bids in two separate envelopes stating thereupon as the case may be.

7. Agency must have to certificated by government, or certified body to prove level of service process like ISO, CMM Level or Awards.

8. The Financial Bids of only those Agency’s will be opened who qualify the process of evaluation of Technical Bids.

9. The Agency must enclose the certified copies of satisfactory work execution from their clients for the last year and produce the original copies at the time of opening of the financial bid.

10. The Agency must enclose the certified copies Sale Tax Number, PAN Card Number and VAT.

11. The Agency must have at least two years experience of conducting online admission process for any Universities(more than 5000 students in each year).

12. The Agency must have at least 50 lacs of turnover on each financial year with audited report of last 3 years.

13. The Agency must have executed in the past similar nature of work and also of the comparable scale (more than 5,000 admissions with entrance exam).

14. Telegraphic/Conditional Tenders and Tenders without requisite EM shall not be considered and rejected.

15. The Tenders received after the due date and time will be rejected.

16. Tender Documents will be opened on scheduled date and time. The tenderers/one of their authorized representative may remain present at the time of opening of tenders.

17. The Tender Committee, Saurashtra University, Rajkot reserves the right to reject any/all tenders without assigning any reason.

18. Arbitration will be as under:
   a. All disputes are to be settled within the jurisdiction of Rajkot courts.
   b. That any dispute arising out of this contract shall be first referred to the University, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be then referred to the decision of the arbitrator, who should be acceptable to both the parties, and will be appointed by the Vice-Chancellor of the University. The decision of such arbitrator shall be final and binding on both the parties.

Agreed and Accepted.

Authorized Signatory
Date:_________
Name of the Firm/Company
With Seal
Terms & condition for payment(University will be pay as completion certificate)

Part-1: 20% of total project cost after following work will be completed.

- Collect college data from all colleges with complete details with subject wise intake for booklet.
- All registration detail, rules, subject, all information of colleges, registration form with unique number etc. included into booklet.
- Print booklet & envelop with unique number.
- Attach envelop into booklet and distribute to all affiliated colleges.
- Track record of form distributed to student as per college.

Part-2: 20% of total project cost after following work will be completed.

- Make online software for data entry and student login.
- Collect student’s registration form from Saurashtra University PO Box and enter all students detail into online software.
- Send SMS to students for received form.
- Data verification of all entered registration form.
- Student Login ID & Password send to his mobile number via SMS.
- Scan all registration form of students also crop photo and sign into registration form for login display.
- Make student login and display student detail with photo & sign in his login.
- If any corrections then do that correct and display into online student login.
- As per university timetable Schedule generate seat number for all students and also display in students login.

Part-3: 20% of total project cost after following work will be completed.

- Generate Seat number sticker, block wise room report, student photo & signature with seat number copy, supervisor detail with signature copy etc. send to all exam center.
- Conduct Entrance Exam of all center wise students with OMR Sheet.
- Collect OMR sheet from all exam centers.
- Scan OMR sheet and generate merit list.
- Display merit list into website as well as students login.
**Part-4:** 20% of total project cost after following work will be completed.

- Declare Mock round to second round from merit marks and also college choice of student.
- Display allotted college into student login.
- Display allotted college admission slip into student login.

**Part-5:** 20% of total project cost after following work will be completed.

- If necessary then declare more rounds until students left. As per instruction of admission committee.
- Display allotted students into college login.
- Confirm college admission from college login.
- Collect college fees from students into college login.
Financial Bid - 1 (DO NOT SUBMIT IN TECHNICAL BID, IT SHOULD BE SUBMIT ONLINE on www.nprocure.com)

<table>
<thead>
<tr>
<th>Description of Task including man power and technical support*</th>
<th>Price per distributed form**</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A.</strong> Print and Distribute Application Form with Guide Book</td>
<td></td>
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<tr>
<td>1. Application Form</td>
<td></td>
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<tr>
<td>2. Cover with Stamp and Address Printed</td>
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<tr>
<td>Application Form Distribution Center</td>
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<td>Minimum. 20 Center (the number of paper to be printed will be approximately 20 pages)</td>
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<tr>
<td><strong>B.</strong> Print Question Paper Sheet for Entrance Test with</td>
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<td>printed in licensed security press.</td>
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<td>With 4 Set. for 150 Question.</td>
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<tr>
<td>Duel carbon copy Answer sheet with Barcode</td>
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<td><strong>C.</strong> Checking the Paper and Result Declaration</td>
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<tr>
<td>Online Admission Process.</td>
<td></td>
</tr>
<tr>
<td>1. Merit List</td>
<td></td>
</tr>
<tr>
<td>2. Mock Round</td>
<td></td>
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<tr>
<td>3. Admission Round 1, 2 and 3</td>
<td></td>
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<tr>
<td>4. Supplementary Round for Open Seat.</td>
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</table>

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<tr>
<th>Total cost of work A + B + C</th>
<th>Should be Submit Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total cost of work A + B + C if question paper are printed &amp; provided by Saurashtra University.</td>
<td>Should be Submit Online</td>
</tr>
</tbody>
</table>

**Distribute form means the form taken by candidate & the amount received by admission committee/Saurashtra University.

Financial Bid - 2

<table>
<thead>
<tr>
<th>Description of Task including man power and technical support*</th>
<th>Price as per online application-only paid form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A.</strong> 1. Online registration, 2. Payment getway, 3. Data verification, 4. Call center</td>
<td>Should be Submit Online</td>
</tr>
<tr>
<td><strong>B.</strong> Online Admission Process.</td>
<td>Should be Submit Online</td>
</tr>
<tr>
<td>1. Merit List, 2. Mock Round, 3. Admission Round 1, 2 and 3</td>
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</tr>
<tr>
<td>4. Supplementary Round for Open Seat.</td>
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*Saurashtra University may extend the work for next year with the same terms, condition & prices.

B.Ed./M.Ed. Co-ordinator
Saurashtra University, Rajkot