Development of Online Admission System for University and Colleges
Saurashtra University, Rajkot

Tenders to be submitted at:
Computer Centre,
Saurashtra University,
Rajkot.
Pre Bid Meeting : 22 Feb, 2016
Commencement of tender: 25 Feb, 2016
Last date of Submission: 10 Mar, 2016
SECTION – 1

INTRODUCTION:

Saurashtra university is ranked among the best universities in Gujarat ranked “A” grade by NAAC-India. University has nearly 28 post graduate departments and 297 affiliated colleges. Saurashtra University has its website http://www.saurashtrauniversity.edu. University intends to develop on line application software for Affiliation of new Colleges as well as existing colleges.

Managing admissions is a huge task for a University and affiliated colleges especially with State Universities Saurashtra University is high repute having a large number of affiliated colleges. Managing and maintaining the large data is another challenge faced by the University especially when the process is undertaken manually. This results in discrepancies in the admission process with no way to verify the number of seats offered, ascertaining the number of students applied/admitted, thereby resulting in delay in decision making. The process of generating merit list is also susceptible to bias and favourism as a result of manual admission process.

Online Admission Management System is required to be a web enabled application designed to address the need of automation specially designed for Saurashtra University. The process should be structured to tackle the challenges faced by the University, affiliated colleges as well as the students applying for admission to this university

General Instructions:

1. The time for completion of the work shall be 90 days from the date of issue of the work order. Considering the time schedule based importance of the work, party may have to implement and develop the application simultaneously.
2. The party shall be required to study the process flow, analyze the present system.
3. The interested persons can refer computer centre for further clarifications with prior appointment.
4. The bidder must have (i) at least five years’ experience of working with academic institutions (preferably universities) handing of large projects (i.e. single work order of Minimum 5 Lakhs for development of Web Based Applications.)
5. The party must have communication skills to work and train people in GUJARATI language.
6. The interested party should be registered for Service Tax (Copy to be enclosed).
7. Only those parties who have participated in pre-bid meeting can quote the financial bid.

Sub-letting of Work: The contractor shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity.

Estimated cost of work
The interested parties must provide estimated cost of work with all detailing in the pre-bid meeting.
SECTION - 2

SCOPE OF WORK

- Dynamic creation of University department /College and program wise different web application with separate admin panel. Super admin can add Department / College and programs.
- Customizable admission form creation. Form may vary for each program with different number of fields having required field validation. Form should be customized from admin panel. Online documents submission based on information filled by the candidate.
- Online / Offline Verification of forms by authorized user.
- Choice filling by the candidate seeking the admission.
- Generation of merit list based on various criteria configured by admin.
- Online / Offline Admission Counseling process.
- Finalizing of the admission and generation of admission memo / payment options.

*Conducting online/ off line test is not within the scope of this work.*

(a) Primary Study
The interested parties are advised to go through primary work list to be carried out by them, even though this shows the outline of work to be done actual work may vary during development stage and at the time of implementation.

(b) Requirement Study:
The vendor is expected to do a requirement study for the application based on primary work list. The desired Process flow, Forms and reports structure, general functionalities and reference points for the design will be discussed with the successful Bidder prior to start of work. In this context, the University will also be open to design & development suggestions from the Bidder in pre-bid meeting.

(c) Information Collection:
The vendor will have to depute person(s) for collection of information and related data from the college / University department. One time update of the information will be the responsibility of the vendor.

(d) Compatibility
The application design must be cross-browser and cross-OS compatible up to the most recent browser / OS versions. Support for three platforms: Desktop/Tablet or Notebook and Mobile form factors will be required.
(e) **Functionalities Required:**

The application will be based on a User / Role based Management System. Facility to update content by multiple users from anywhere through browser based administrative module using WYSIWIG tools allowing non-technical users to create and edit content.

Application shall be made of modules that can be easily installed to extend the functionality.

Application should support user Groups, allowing the administrator to control how registered users interact with the site. A form/report of the application can be restricted to one or more groups.

Admin and Super admin section must be protected by username and password and using salted MD5 encryption. At database level password should be stored in encrypted format. After consecutive wrong attempts the password should be sent to administrator through email.

The Application shall facilitate **online payments/payment gateways** (through Direct Debit or Debit and Credit Cards of multiple Banks). Provide interface and access to the external payment gateway for enabling the online payment services. Payment Gateway services should provide complete audit functionality for tracking and monitoring/reconciling the financial transactions taking place through SU. In case of unsuccessful transactions the Payment gateway should be able to refund the amount to the calling account.

The Bidder will provide an operational guarantee on the Application designed and also provide support for at least 5 years after the implementation of application so that modification can be made by vendor, if University finds that application is not fulfilling our needs or if further improvements are required. All troubleshooting required would be the responsibility of the Bidder.

Approval process – Ability to create users to approve, reject or send back to college with reasons.

Database Management – Ability to create new database and user interface to display dynamic content from the database.

Dynamic Reports: Creation of Dynamic reports with multi table dynamic report generation with feature of export to excel, PDF, CSV.

Menu Management – Ability to add, move, delete, modify menus for each user.

Bi-lingual content – Ability to create content in English and/or Gujarati languages. It is expected that the basic application will be in English and Gujarati. If content is not translated, the link should show English content by default. With provision to add more languages in future.
**Programming & Database Features**
Party has to discuss with computer centre before development of the project for the best available technology and availability of university resources.

**Control Panel Features**
Latest cPanel Control Panel
Password Protected Directories and Custom Error Pages
Web Based File Manager Hotlink Protection,
IP Deny Manager, Redirect URL

**Hosting of Application:**
Vendor has to quote separately hosting options considering the volume and nature of application.
Redundant data backup facility has to be provided by vendor on the server specified by the university. University may host the application on the any server with supported features.

**Data and Source code :**
Data captured/entered and the source code shall be the property of SU after completion of the project.

**Security:**
The Application should be fully secured socket layer. The website shall be security audited according to OWASP (Open Web application Security Project) application security verification standard. Application should confirm to financial application requirements.

**Maintenance and De-bugging.**
Vendor has to do the maintenance of the application for a period of three year from the date of Commissioning, which will include de-bugging of the application on their own as well as when reported. During period of maintenance vendor is supposed to carry out changes / new requirement within area of scope of work. This maintenance will be considered part of the implementation process. On successful completion of the three year period, the Vendor may be awarded the Annual Maintenance Contract on payment basis, for which, the Vendor is expected to quote the rates separately in the Financial Bid.

**Scalability:**
The application shall be capable of incorporating the other application run by SU by providing an interface.
Training:
Extensive training should be undertaken for users at Saurashtra University/ affiliated colleges to handle application related. Additionally a separate training should be done for administrators including data backup and restore process.

Documentation:
Complete documentation on the application, User Manual and Technical Manual has to be provided.

Payment Terms:
1. Release 25% of total project cost after commencement.
2. Release 25% of total project cost after successful completion certificate.
3. Release 25% of total project cost after one year from date of successful completion certificate.
4. Release 25% of total project cost after second year from date of successful completion certificate and handover of data and source code to university.
5. Performance Bank Guarantee: Performance Bank Guarantee of value 10% of the total project cost for a period of 36 months would have to be submitted at the time of signing the agreement of work.
SECTION – 3

**Performa for Submission of Request for proposal**
(In accordance to the annexure mentioned)

1) Name of the Company

2) Address of the Company

3) Date of Inception of the Company

4) Project Methodology pertaining to this Developing / Redesigning of Application (Annexure A).

5) Technologies to be used for programming, database, control panel etc. (Annexure A)

6) Expertise in developing educational application of this nature (Annexure B)

7) Number of similar work successfully undertaken in the past along with their cost (Annexure B)

8) Details of previous experience

9) Details of Annual Turnover

10) Details of Hardware, Software and technical personnel in the Company with the experience (Annexure C)

11) Affidavit from the bidder to the effect that the firm has not been blacklisted by any Government body/ Semi-government body/ PSU/Central or State Autonomous body during the past 5 years

12) The bidder will be required to make a presentation before a Committee appointed by the University. The presentation shall contain details of the conception of the bidder about the work, the project methodology, the technologies proposed to be used in the work.
Project Methodology

Describe how the agency conceptualizes the project and proposes to implement it includes the equipment, technology, methodology, flow of work, activity, time schedule and management.  
(Please attach additional sheets, if required)

Technology to be Used:
Provide a comprehensive list of technologies to be used by the Agency for each component of the project like programming, database, control panel, Hosting etc.  
(Please attach additional sheets, if required)
Annexure - B

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<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>Clients Details where development of Education based web applications have been undertaken during last three years Name &amp; Address of Client</td>
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<td>B</td>
<td>Type of Client</td>
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<td>C</td>
<td>Place(s) of Service</td>
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<td>D</td>
<td>Whether the Application developed were multilingual ?</td>
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<td>E</td>
<td>Duration</td>
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<td>F</td>
<td>Total Number of manpower Deployed</td>
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<td>G</td>
<td>Quantity of work number of Programs, forms, reports etc.</td>
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<td>H</td>
<td>Cost of the project</td>
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<td>I</td>
<td>Approximate value of Service (in Indian Rupees)</td>
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<tr>
<td>J</td>
<td>Details of Hardware/ Software/Technology used</td>
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<td>K</td>
<td>Any special features of the project which the Agency may like to specify</td>
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<tr>
<td>L</td>
<td>Name, title and Contact details of the contact at Client location</td>
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<tr>
<td>M</td>
<td>Agency Signature, Name, Designation &amp; Company Seal</td>
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Note:

1. Separate sheets for each client to be enclosed

2. Letter from the client on the project executed to be enclosed.
### Details of the Hardware, Software and Manpower of the Bidder

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<tr>
<td>1.</td>
<td>Name of Company and Address :</td>
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<td>2.</td>
<td>Details of Hardware Equipments (Computers / Servers specification and make) :</td>
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<td>3.</td>
<td>Details of Software :</td>
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<tr>
<td>4.</td>
<td>Details of Manpower :</td>
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</tbody>
</table>

Signature of the Agency  
Date  
Place  
Company Seal  

Note: Separate sheets may be attached as required. Please enclose one page CV of all Technical Manpower of the Company
PERFORMANCE BANK GUARANTEE
(SAMPLE)
In consideration of Saurashtra University, Rajkot [hereinafter referred to as SU, which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] having agreed to exempt M/S ______________________________ [hereinafter referred to as ‘contractor’ which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] from depositing with SU a sum of Rs. ______________ to towards performance guarantee in lieu of the said supplier / contractor having agreed to furnish a bank guarantee for the said sum of Rs. ______________ as required under the Terms & Conditions of contract / work order / purchase order no. ______________ dated ______________ [hereinafter referred to as the order] placed by SU on the said supplier / contractor. We, (Name of the Bank) _______________________________(hereinafter referred to as ‘the bank’ which expression shall include its successors and assigns) do hereby undertake to pay SU an amount not exceeding Rs. ______________ (Rupees ______________) on the demand made by SU on us due to a breach committed by the said supplier / contractor of the Terms & Conditions of the order.
We, the Bank do hereby undertake to pay the amounts due & payable under this Guarantee without any demur, merely on demand from the SU, Rajkot stating that the amount claimed as due by way of loss or damage caused to or would be caused to or suffered by the SU, by reason of breach by the said Contractor(s) of any Terms & Conditions contained in the said Agreement or by reason of the Contractor(s) failure to perform the said Agreement. Any such demand made on the Bank under this guarantee, the decision of the SU in this count shall be final and binding on the Bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. ______________ (Rupees ______________).
We, the Bank further agree that the Performance Bank Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the SU, under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Registrar of SU certifies that the terms & conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharged the Guarantee. Unless a demand or claim under the Guarantee is made on the Bank in writing on or before ______________, the Bank shall be discharged from the all liability under the Guarantee thereafter.
We, the Bank further agree with the SU, that the SU, shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the Terms and Conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time to postpone for any time or from time to time any of the powers exercisable by the SU, against the said Contractor(s) and to forbear or enforce any of the Terms & Conditions relating to the said Agreement and the Bank shall not be relieved from its liability by reason of any such variation, or extension being granted to the said Contractor(s), or any forbearance, act or omission on the part of SU, or any indulgence by the SU to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for the provision have effect of so reliving the Bank.
This guarantee will not be discharged due to change in the constitution of the Bank or the Contractor(s) supplied.
We, the Bank lastly undertake not to revoke this guarantee during its currency except
with the previous consent of the SU, in writing.
Notwithstanding anything contained hereinabove the liability of the Bank in respect of this Guarantee is restricted to Rs. _______________ (Rupees _______________) and it will remain in force till ________________ . Unless a demand or claim under this guarantee is made on the Bank in writing within three months from ________________ we shall be discharged from all liability under this guarantee.
This Guarantee is valid ________________ to ________________ dated the ________________ day of ________________ .
For _______________________________ (indicate the Name of the Bank).

**Note:** THIS GUARANTEE SHOULD BE ON STAMP __________________ STAMPED IN ACCORDANCE WITH THE STAMP ACT.