

# TEXT OF ADVERTISEMENT

VISVA-BHARATI

Santiniketan



## **NOTICE INVITING EXPRESSION OF INTEREST (EOI)**

Visva-Bharati invites Expression of Interest (EoI) to implement a web enabled University Examination Management System from reputed Firms/Companies. For details visit <http://www.visva-bharati.ac.in> from 19/11/2015.

Last date for receipt of EoI in the office of Joint Registrar, Examination Section, Visva-Bharati, with a non-refundable fees of Rs.5,000/- (Rupees five thousand only) by way of a Demand Draft in favour of the Accounts Officer, Visva-Bharati payable at SBI, Santiniketan Branch (Code-02121) is 04/12/2015.

*Registrar*

# VISVA-BHARATI SANTINIKETAN



[Website : [www.visva-bharati.ac.in](http://www.visva-bharati.ac.in)]

## EXPRESSION of INTEREST (EoI) FOR AUTOMATION OF UNIVERSITY EXAMINATION MANAGEMENT SYSTEM

EoI NOTICE NO. : VB/Exam/Automation/EoI/2015-16/01

ISSUE OF EoI: : 19/11/2015

LAST DATE FOR RECEIPT of EoI : 04/12/2015 at 6:00 p.m.

EARNEST MONEY DETAILS : ₹ 50,000/- by Demand Draft pledged in the name  
of Accounts Officer, Visva-Bharati payable at State  
Bank of India, Santiniketan Branch (Code-2121)

No. \_\_\_\_\_ dated \_\_\_\_\_.

Name of Bank \_\_\_\_\_

## *EoI by Visva-Bharati*

(Web enabled University examination system)

### PREFACE

Visva-Bharati, an Institute of National importance, was founded by Gurudev Rabindranath Tagore and enacted as Central University by an ACT of Parliament in 1951 and has, over the years expanded across 12 Institutes with more than 40 post graduate departments and a few Centre of Studies offering academic programmes from Kindergarten to Post-graduate including Ph.D. /D.Litt & D.Sc.degrees in various disciplines on its campus.

About 8,000 students are enrolled in the University. This University draws students in select disciplines from across the country and different parts of the world.

Visva-Bharati envisages the creation and establishment of an Information and Communication Technology frame work for improving the efficiency of delivery of its services to all its stakeholders – the student community, the teaching faculty, the administrative staff, the ashramite and the general public at large.

To this objective, the University is inviting Expression of Interest (EoI) for appointment of a suitable implementing partner for the automation of the various functions of the University Examination Management System. Hence, **proposal** is invited from reputed registered and experienced Firms/Companies for this purpose and in compliance with the following requirements:

- To create a robust system to manage University examinations for error free and timely declaration of results.
- To facilitate proper and accurate report generation through Management Information System followed by facilitating the decision making process.
- Induction of transparency and accountability in operations.
- Reduction of redundant workload of the department employees.
- Electronic security and control of confidential data.
- Fast and easy disposal of stakeholder grievances.
- Dissemination of information as per public requirements.
- Protecting the interest of all the stakeholders.
- To create entire infrastructure as per the requirement of Visva-Bharati University and host the same in the own/ privately owned Data Centre and provide cloud based managed services to the University purely on recurring charges basis or supply/own/managed basis.

### **Scope of Work**

1. Study, Analysis and Design of the University Examination Activities.
2. Developing Examination Modules.
3. Creation of Student Database.
4. Data Entry of Base Data to the new applications.
5. Migrating the existing data to the new applications.
6. Installing the software.
7. Providing Documentation and Training.
8. Digitization and archival of Old Records as required.
9. Production of Tamper proof Mark-Sheet and Certificate.
10. Providing 5 year warranty after full implementation.

Following is an illustrative list of activities which are proposed to be carried out during the implementation of an online Examination System for Visva-Bharati University, operating and managing the same for a period of five years. Interested bidders may include or suggest additional activities:-

- a. Development of Web Portal: This portal will contain dashboards for decision makers, teachers, principals, university staff, administrators and students etc as per their requirements. It will also have various levels of users within the University and colleges with different access privileges.
- b. Student Registration & Admission Management: The system will have online application forms for admission as per the requirements of various programmes. System will generate an unique registration number upon successful registration.

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- c. Fee Module: This module will enable administrators to implement fees based on course category, student category and some other criteria. The online application will have the ability for students to pay fees online through net banking, debit cards, credit cards, challan etc.
- d. Examination & Evaluation Management: Students will have the ability to register online for exams. Colleges will have the ability to verify student forms and generate exam roll numbers. Teachers in Bhavanas will have the ability to enter awards for internal assessment and term end examination. Data entry operators in evaluation centres will have the ability to enter marks and attendance for students online. Principals, Evaluation Centre Heads and University officials will have the ability to verify awards. System will have complex logic to calculate student grades and Cumulative Grade Point Average (CGPA). Students will have the ability to view relevant information online. System will also have the ability to generate various reports such as admit cards, history sheets and other reports needful for various purposes. The system should take care of the management of all pre and post examination processes.

### **Application Requirements**

1. Application must be completely web-based, and must not require any client software other than a web-browser to use it.
2. Application should be free from any proprietary software and must use only open source components in its architecture.
3. Complete source code must be given to the University with proper documentation.

### **Vendor's Profile :**

#### **A. Eligibility Criteria**

##### **Pre-Qualification Criteria**

1. The Applicant should be in the business of Software/Application development for PSUs/ Government Organizations/Educational Institutes etc. in India at least for last 3 years.
2. The applicant should have annual turnover of at least INR 500 Lacs over last 3 financial years (FY 2012-13, FY 2013-14, FY 2014-15) as per the consolidated financial statements.
3. The applicant should be sole proprietary concern, partnership firm or a company registered with the Registrar of Firms/Registrar of Companies (as applicable)
4. The applicant must be registered with Service Tax Department and EPF & ESI authorities. Copy of PAN Card also to be enclosed.
5. The applicant should not have been blacklisted by any of the PSUs/Government Organizations/Educational Institutes etc. in India for the past 2 years.
6. The applicant must have undertaken/completed at least 2 Assignments in the advertised area in any PSUs/ Government Organizations/Educational Institutes etc. in India.
7. The bidder must have at least 50 full time IT Professionals on its payroll.

##### **Documentary Evidence to be furnished**

- Certificate in support of the organization is in the business of developing software/ application(s).
- Copy of audited relevant financial statements for the entity for the last 3 years.
- Partnership Deed/Memorandum and Articles of Association (as applicable).
- Registration Certificates (copy to be enclosed)
- Self-Declaration in the letter head.
- Attach work orders/certificates specifying "completion" or "satisfactory work in Progress" or Reference Details on the applicant's letter head with contact details for reference.
- Details of manpower with adequate back-up papers.

**B. Earnest Money Deposit**

- Earnest Money Deposit of Rs.50,000/- (Rupees fifty thousand only) in the form of Account Payee Demand Draft drawn in favour of the **Accounts Officer, Visva-Bharati, payable at SBI Santiniketan Branch (2121)** should accompany the EOI offer.
- The applicants shall hold the offer open till such date as specified in this Eol. It being understood that after submitting the response to this Eol, it will not back-out from his offer or modify the terms and conditions thereof. If the applicant fails to observe or comply with the foregoing stipulation, the aforesaid amount deposited as Earned Money shall be liable to be forfeited by the University.
- The earnest money of unsuccessful applicants will be returned within reasonable time to them without any interest thereon.
- If the Eol is accepted, the amount of earnest Money will be held as security deposit for due and faithful fulfilment of contract or till the time the Contract Performance Guarantee (Security Deposit) as required and duly signed formal contract is received by the University.
- The Eol not accompanied by Earnest Money will be summarily rejected.

**C. Other Terms and Conditions**

- i. This Eol is not an offer and is issued with no commitment. Visva-Bharati reserves the right to withdraw the Eol and change or vary any part thereof at any stage. Visva-Bharati also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- ii. Short-listed bidders would be issued formal Tender Enquiry/Request for Proposal inviting their technical and commercial bids a later date.
- iii. Purchase procedure of the University will be followed.
- iv. Visva-Bharati reserves the right to accept or reject any or all application(s) without assigning any reason whatsoever. Visva-Bharati's decision in this regard shall be binding and final.
- v. If any of the information, furnished by the applicant, is found incorrect at a later stage, he shall be liable to be barred from participating in current and subsequent opportunities with the University. Visva-Bharati reserves the right to verify the particulars furnished by the applicant independently.
- vi. The applicant after submitting the response to this Eol, agree with Visva-Bharati for honouring all aspects of fair trade practices.
- vii. The applicant shall bear all costs associated with the preparation and submission of the response to this Eol.
- viii. Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against Visva-Bharati or any of their respective officials or employees arising out of, or relating to this Eol or these procedures (other than those arising under a definitive agreement with the bidder in accordance with the terms thereof).
- ix. Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- x. Each applicant shall submit only one Pre-qualification requirements proposal.
- xi. The proposal and all correspondence and documents shall be written in English.

- xii. The EoI proposal should reach the “Office of the Joint Registrar, Examination Section, Visva-Bharati, Post-Santiniketan, Dist. Birbhum, Pin-731235” on or before 04/12/2015 at 6:00 p.m.
- xiii. Technical & Commercial proposal will be invited within **20** days of the Presentation from only those vendors that are short-listed after EoI presentation.

#### **D. Evaluation of pre qualification proposal**

The bidders’ Pre-Qualification Proposal in the bid document will be evaluated as per the requirements specified in the EoI and adopting the pre-qualification criteria spelt out in this EoI. The Bidders are required to submit all required documentation in support of the pre-qualification criteria specified (e.g. detailed project citations and completion certificates, client contact information for verification, profiles of project resources and all others) as required for evaluation.

#### **The EoI proposal should contain the following :-**

1. Brief profile of the company : Registration under Indian Companies Act, 1956
2. Scope of the work
3. Functionality requirement fulfillment and Package Features. By default, it should include total functionality of Automation of University Examination Management System. If any other functionality is included in the project that may be specified.
4. Clear time schedule for Requirement Analysis, SRS, Design, Development and Customization, integration, testing, training, documentation and final implementation.
5. Technical architecture.
6. Warranty support for Five years.
7. Indicate the required hardware items such as Servers, Backup Devices, Firewall, UPS, PCs’ for project implementation for the University Examination Management System.
8. Indicate recommendations for the required supporting software.
9. Any other relevant information.

#### **Note :**

- All the pages of the documents should be duly signed and sealed.
- The complete set of Documents should be properly indexed.

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