



**DIRECTORATE OF ADMISSIONS: OSMANIA UNIVERSITY
HYDERABAD**

PHONE NO.040-27090136

Tender Notice No : 655 /DOA/2018

Dated: 12-06-2018

SHORT TENDER NOTICE

Sealed Tenders are invited from experienced firms for executing the work of Exercising of Web Options, Online Certificate Verifications and Web Based Seat allotment process for OUCET-2018. The firms must have the experience of executing similar work with at least three (3) years of experience in entrance tests with multiple subjects having a minimum of 20000 candidates in each entrance test. The last date for submission of sealed quotations to the undersigned is dt:20-06-2018 by 5:00 P.M.

The Tender conditions and Tender form can be had in person from the under signed from 12-06-2018 to 20-06-2018 (up to 4.00 P.M) **by submitting a D.D. for Rs.2000/- in favour of “The Director, Directorate of Admissions, Osmania University, Hyderabad”** from any Nationalized Bank. Forms can also be downloaded from the University website www.osmania.ac.in If downloaded forms are used, a D.D. for Rs.2000/- should be enclosed while submitting the Tender. The Tenders will be received up to 20-06-2018 till 5.00 P.M. The Tenders will be opened on dt:21-06-2018 at 12:00 Noon.

The following is the scope of work to be executed:

Application- Online Certificate Verification at multiple centres

- Online certificate Verification application development
- Application maintenance and support

Web Based Seat Allotment

1. Hosting of Qualified candidates data and maintenance.
2. Providing required technical support for exercising web based options by all qualified candidates.
3. Sending required information to candidates through SMS and mails.
4. Providing necessary technical and software support for web based counselling and subsequent allotment of admissions in all the subjects under OUCET-2018.
5. Hosting of allotment lists, candidate wise and college wise.
6. Data base back-up and maintainence.
7. Generating required reports as and when necessary.
8. Database should be transferred in a soft copy to the Director, DoA, O.U.after completion of the work.

Note: Price should be per each candidate who exercised the web options.

**DIRECTOR
DIRECTORATE OF ADMISSIONS
OSMANIA UNIVERSITY**

Short Tender Document

(For Web based seat allotment process 2018)



**Director,
Directorate of Admissions
Osmania University
India. 500007**

TENDER DOCUMENT

Tender application fee: Rs.2000/- (Rupees Five thousand only)
Earnest Money Deposit: Rs.50,000/- (Rupees Fifty thousand only)

Sealed short tender is invited from the reputed and experienced service providers for **executing the work of Exercising of Web Options, Online Certificate Verifications and Web Based Seat allotment process for OUCET-2018** (Osmania University Common Entrance Tests) for Directorate of Admissions, Osmania University, Hyderabad.

Interested firms, who wish to participate in the tender can take a printout format of the tender application and submit the application with necessary enclosures, Tender Fee, and other essential documents for technical bid must be submitted on or before dt:20-06-2018 Time: 5 P.M.. in the office of Directorate of Admissions, Osmania University, Hyderabad.

Osmania University, Hyderabad reserves all the rights to re-schedule, cancel or reject the tender without assigning any reasons thereof. For more details visit us at websites: www.Osmania.ac.in

Last Date of Submission of Tender: Dt. 20-06-2018 (Time 5:00 P.M.)
Date of Opening of Tender: Dt.21-06-2018 (Time: 12:00 Noon)

1. INVITATION OF THE BID

Directorate of Admissions, Osmania University Hyderabad (www.Osmania.ac.in) invites short tenders for in (02) two separate sealed covers for Technical bid and Commerical bid for executing the work of Exercising of Web Options, Online Certificate Verifications and Web Based Seat allotment process for OUCET-2018

General Instructions, Terms and Conditions:

The tender Document and Application formats may be obtained from the university website www.Osmania.ac.in and pay **Rs.2000/- (Rupees Two thousand Only)** through Demand Draft drawn in favour of **Director, Directorate of Admissions, O.U.** for registering the exclusive name of the party who intends to actually submit the bids. The tender document fee is non-refundable, non-adjustable and non-transferable.

Directorate of Admissions, Osmania University, Hyderabad reserves the right to select certain firm and reject the other participated in the tender without assigning any reasons whatsoever. Directorate of Admissions, Osmania University Hyderabad also reserves the right to revise or alter the specifications of the work before the acceptance of any bids.

Incomplete bids, late bids, amendments and additions to bids after opening the bids are liable to be rejected by Directorate of Admissions, Osmania University Hyderabad.

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 Directorate of Admissions, Osmania university.

A Demand Draft for **Rs.2000/- (Rupees Two thousand Only)** drawn in favour of the “**Director, Directorate of Admissions, Osmania University**” payable at Hyderabad towards Tender application fee must accompany the bids. Bids without Tender fee will be rejected. The Tender Fee is Non-Refundable.

A Demand Draft for **Rs.50,000/- (Rupees Fifty thousand only)** drawn in favour of the “**Director, Directorate of Admissions, Osmania University**” payable at Hyderabad towards Earnest Money Deposit (EMD) must accompany the bids. 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 price 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 Directorate of Admissions, Osmania 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 execution of work of Web Based Allotment of Seats for OUCET-2018 including Technical Support, 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 **1 week** from the date of issue of firm order and/or entering into contract.
- Bidders should enclose their bids with full details of all latest software and/or solutions proposed for the scope of work with full documentation/descriptive literature/leaflets indicating all features proposed.
- sealed covers be addressed and delivered to :

**The Director, Directorate of Admissions,
Osmania University, Hyderabad,
Hyderabad – 500007, (Telangana State)**

- The corresponding sealed envelopes should be titled as “Web based seat allotment process for OUCET-2018” and addressed mentioning the notification number to “The Director, Directorate of Admissions, Osmania University - 500007” and all the bids must reach on or before **dt:20-06-2018 (Time: 5:00 P.M)**. Bids received or submitted after the specified time will be rejected and no intimation will be sent in this regard.
- The Director, Directorate of Admissions on behalf of Osmania University, Hyderabad 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 obey the same at the rate quoted. The Director, Directorate of Admissions on behalf of Osmania 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 bidder.
- Any specific queries, communications and references should be made only through an email: directoradmissions.ou@gmail.com or on phone no.040-27090136.
- The bidder must enclose a copy of, PAN Card and last 3 years financial statements.

2. BROAD SCOPE OF WORK

The system (software) should be capable of doing the following functions:

Application- Online Certificate Verification

- Online certificate Verification application development
- Application maintenance and support

Web Options - Application Development and Hosting

- Providing Online application to accept web options from qualified students
- Application and Database maintenance
- Hosting & Technical support

Providing Web Based Allotment Process

- Web options data scrutiny
- Allotment process as per the rule of reservations of University rules and regulations
- Hosting of qualified candidates' data and maintenance
- Providing required technical support for exercising web based options by all qualified candidates
- Sending required information to candidates through SMS and mails
- Hosting of allotment lists, candidate wise and college wise
- Data Base Back-up & Maintenance
- Generating required reports as and when necessary
- Database should be transferred in a soft copy to the Director, DoA, OU

**Sd/-
Director
Directorate of Admissions
Osmania University, Hyd.**

Date:

I agree to abide by the
Conditions of Tender document

Signature of the Tenderer

Address:

Mobile:

AADHAAR card no.:

STRUCTURE OF THE ORGANIZATION

1. Name and address of tenderer :
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)
 - a) Registration Number :
 - b) Organization/Place of registration :
 - c) Date of validity :
 - d) GST No:
5. Names and titles of Directors & Officers with designation to be concerned with this work with 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. :

Date:

(Signature of the Tenderer)

Annexure- I**TECHNICAL BID (ELIGIBILITY CRITERIA BID)**

Eligibility criteria to identify suitable/prospective bidder, whose technical criteria bids will be opened for review by the university evaluation/technical committee.

S.No.	Eligibility Criteria for the Bidder	Documentary Evidence to be Attached
1	The organization need to have a minimum Turnover of Rs.80/- Lakhs in the last three financial years	i. Last 3 years audited balance sheet
2	The organization should have facilitated web allotment services for atleast five different CETs in the state of Telangana in the last three (3) years.	i. Purchase Orders or Agreement copies ii. University/Organization name iii. Scope of work 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.	Details of infrastructure and manpower availability and break-up to be provided
4	An ISO 9001-2015 certified 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

Date:

(Signature of the Tenderer)

Annexure- II**FINANCIAL BID FOR SERVICES SOUGHT UNDER SECTION**

Sl No	Components	Total amount for all tasks	Amount in words
1	Online Certification Verification Application Development and maintenance	(per candidate)	
2	Online Web Options Application Development and maintenance		
3	Web based Allotment Process Hosting		
4	Payment of fee through online		

The rates mentioned above for the project does not have any hidden cost.

Date:

(Signature of the Tenderer)



DIRECTORATE OF ADMISSIONS
OSMANIA UNIVERSITY
HYDERABAD-500007
TEL No.:040-27090136

Tender Notice No : /DOA/2018

Dated: 12-06-2018

TENDER SCHEDULE

1. **Tender Notification No. & Date :** /DoA/2018, dated: 12-06-2018.
2. **Sale of Tender Forms :** 12-06-2018 to 20-06-2018 (up to 4 p.m.)
3. **Last date for submission of Bids :** 20-06-2018 (upto Time 5.00 P.M.)
4. **Opening of Bids :** 21-06-2018 (Time:12:00 Noon)
5. **Commencement of Work by successful Bidder :** within 5 days from issue of Placing of Order