



MADHUSUDAN LAW UNIVERSITY

STATION ROAD, CUTTACK, ODISHA 753 003.


Ref No: MLU / 3982 /2022

Date:22.12.2022

Short Tender Quotation Call

Ref. No: MLU/ 3905 /2022 Dated:16.12.2022

Quotations in sealed envelope are invited from the intending agencies/companies having expertise in Pre and Post Conduct of Examination Works etc. has been extended from 22.12.2022 to 28.12.2022 and as such, the Quotation shall be received by this office from Dt. 22.12.2022 to Dt.28.12.2022, by 05:00 PM during the office hour and will be opened on Dt. 02.01.2023 at 12:00 Noon in the office of the Registrar, Madhusudan Law University. Tender cost of Rs 5000/- (non-refundable) and EMD of Rs 5000/- (refundable) to be made in the form of Demand Draft/Cheque with authorization letter in favour of The Comptroller of Finance, Madhusudan Law University, Cuttack. The undersigned reserves the right to reject / cancel any or all the quotations without assigning any reason thereof.


Registrar
Madhusudan Law University
Registrar
Madhusudan Law University
Cuttack

Software Development, Implementation and Processing "Examination Management Information System"

1. Important Dates

Item	Date
Publishing of Quotation	22.12.2022, 11.00 A.M
Quotation Submission Last Date	28.12.2022, 05.00 P.M.
Quotation opening Date	02.01.2023, 12.00.Noon
Quotation Inviting Authority	Registrar, Madhusudan Law University

2. Objective :

The Agency will facilitate to have a web application for Examination Management Information System. Proposed Web application should have the facility of –

Examination Life Cycle: will include Examination Application (Enrolment) of new Students with payment gateway integration, Online Pre-Examination Work, Post Examination Work, Confidential examination work, Result Processing, Online Result Publish, Generation of Tabulation Register and Marks-sheet.

3. Scope of Work

SI#	Tasks	Login	Features
1	Pre- Examination Work	Admin	Uploading of Examination Notices / circulars
2			Online exam form creation & publication
3			Online Payment Gateway Integration
4			Online Examination Calendar
5			Verification /Processing of Online Application Submitted and other pre-exam work
6			Publishing of Admit card/Verification document and scrutiny form on Online Portal
7			Publishing of Attendance Sheet Course/Subject /Date wise
8		College	Verification/modification of exam form submitted by students
9			Download & Print Admit cards
10			Download Attendance sheet and verify
11			Change password facility

12			Uploading Circulars
13			Check list download
14		Student	Online Examination Form fill up and Submission
15			Online Examination fee Payment
16			Notification-Exam Schedule, Admit card print
17			Admit card Download-Annual/Semester Wise
18			"Form Number " Search
19			Results
20	Post-Examination Work:	Admin	Students practical/viva/internal marks submission
21			Result Processing TR & Marks Generation
22			Online absentee submission during examination
23			Result Processing
24			Online result publication
25		University	Will able to view bulk result
26			Able to download bulk result and transcript
27		Student	Able to view result
28	Post-Examination Work: Recheck	Admin	Generating Transcript
29			Digitization of Tabulation Register, Award Sheet, Degree Registers and Other Records and Preparation of Database
31		University	Students practical/viva/internal marks submission
32		Student	View /Download Mark sheets & Certificates
33	Digitization		Tabulation registers and charts (award sheet):

4) Timelines:

Activities	Timeframe
Basic design and approval	07 days
Pre Examination work	15 days
Post Examination Works	30 days
Maintenance	36 months

5) Commercial:

Agencies are required to submit the Technical Proposal and Commercial Quotation with detailed company profile and Government works in the format specified below.

Item	Unit	Amount	GST	Total
Designing and Development of Examination Management System (Pre Examination & Post Examination works) with server, support and maintenance	Per Year			
Total				

Note - The Quotation shall not include any conditions attached to it and any such conditional financial proposal shall be rejected. The Quotation amount should be exclusive of all Taxes and Charges.

Payment Terms:

100% Payment for work would be made by the Madhusudan Law University on running basis based on the actual work completion.

5) Submission of Bids:

- i) The Quotation prepared shall contain no interlineations or overwriting
- ii) The Quotation and Documents put into an envelope and sealed. The envelope shall be super-scribed "**Quotation for Pre and Post Examination Work of Madhusudan Law University**" with the due date of submission. The Bottom Left corner of the cover should carry the full name, address, telephone nos.; e-mail ID etc. of the agency submitting the Proposal.
- iii) The envelope containing the quotation documents should be addressed to:
The Registrar, Madhusudan Law University, Cuttack, Pin-753003
- iv) The Proposal should be submitted on or before the due date mentioned in Important Dates.
- v) No Proposal will be accepted after the deadline.
- vi) Proposal received through e-mail will be rejected.

7) Pre-Qualification Criteria

Sl. No.	Eligibility Criteria	Documents Required
1	The bidder should be a Company registered in India under the Companies Act 1956/2013 or a partnership registered under the India Partnership Act 1932 or a LLP registered firm under LLP Act 2008 with their registered office in India for the last three Year	Certificate of Incorporation
2	Average Annual Turnover of the bidder in last three financial years (FY 18-19, FY 19-20 and FY 20-21) should be at least INR 2 Crore.	CA Certificate
3	The bidder must have done software related works (University ERP project/web portal/mobile application/any University software projects/Examination related projects in University/College) in last three financial years (FY 18-19, FY 19-20 and FY 20-21) for any PSU/State Govt organization in Odisha at least INR 30 lacs each year	CA Certificate and LOI/Contract/Client certificate / Work Order with client name and contact details, email id
4	The bidder should have positive net worth for last three financial years i.e. (FY 18-19, FY 19-20 and FY 20-21)	CA Certificate
5	The bidder should have valid GST & PAN Identification no.	GSTIN, PAN Certificate
6	The bidder must have ISO 9001:2015, 27001, Cmmi 3 certification	Bidder to submit certificate
7	The bidder or any of its Director/Partner should not be involved with any organisation which has been blacklisted by the central government/ any State Government/ Public Sector Units in India.	Self-declaration by the authorised signatory
8	Authorisation of Bidder's signatory	Power of Attorney/ Board Resolution
9	The Bidder must have minimum 8 years of working experience in Odisha Government /organizations PSU/State Govt in Odisha having local office in Odisha	ROC & MOA
10	Bidder's registered office at Odisha	To submit registration certificate
11	Tender Fee: Rs 5000/- (non refundable) , EMD: Rs 5,000/- (refundable) in the form of DD/Cheque in the favour of The Comptroller of Finance, Madhusudan Law University, Cuttack.	Bidder to submit
12	Bidder to submit work completion certificate or work satisfaction letter	Bidder to submit
13	Works conducted at PSU/State Courts will be preferred.	Bidder to submit related documents

8) General Conditions:

- i) The domain name should clearly represent the organization Madhusudan Law University.
- ii) Bid received on e-mail will not be accepted.

iii) No request for increase in the rates will be entertained during the period of contract items. Contract is for 3 years.

iv) The under signed reserves right to accept / reject any or all bid without assigning any reason thereof.

v) Rate should be excluded of all Taxes & GST Extra.

vi) The bidder should have valid GST registration and also enclose copy of GST clearance certificate with PAN Card. The bidder should quote their rate excluding any other charges. The quotations received after due date will not be entertained.

vii) Maintenance & Technical Support for 3 Year.

ix) All content should be stored and kept confidential and vendor should not reuse/replicate/transfer the same to anyone else.

x) The vendor should provide all admin/ user manuals of the application.

xi) The vendor should also provide support for all future upgrades/ initiatives related to this work of Madhusudan Law University.