

# Proposal for Online Module of Entrance Exam Registration and Admission Card Generation

For



**Sardar Patel University of Police, Security and  
Criminal Justice, Daijar, Jodhpur**

## **TENDER DOCUMENT**

The Open tenders are invited for developing Online Module of Entrance Exam Registration and Admission Card Generation for the University & fees collection through online mode by debit/ credit card, Net Banking facility along with offline mode by challan. Last date for Submitting tender is 7-04-2015

The Module (automation of entrance Exam Registration process in various courses run by the University and generate Admit Card of Candidate) for this University invites sealed proposals from technically sound agencies having adequate infrastructure and experience of handling confidential work regarding online application processing and the entrance examination Registration process for University.

## **SCOPE OF WORK :**

### **A. Designing of application form:**

1. Design online form with fields to be specified by SPUP.
2. Link is to be provided on SPUP website which should contain SPUP subdomain..
3. Registration by the candidate through a valid Email.
4. Confirmation of registration number and password sent to Email & mobile by SMS under their website where form will be hosted.
5. Uploading of data, colored photo and signature by the candidate.
6. Acceptance of images only in proper size and resolution is to be ensured.
7. Display of the accepted image to the candidate for confirmation.
8. Integration with a designated payment gateway to submit the application fee.
9. Print facility (browser independent) of complete form Acknowledgement in pdf format with auto generated form number to be available to the candidate immediately after acceptance.
10. Collection of fees through payment gateway/ Bank Challan.
11. FAQs must be uploaded on the website.

### **B. Processing of database:**

1. Daily course wise list of applicants along with the centre wise details who have applied successfully is to be provided to SPUP.
2. Generation of roll number as per scheme provided by SPUP.
3. Students apply if should be notified by SMS & email provided by them.

### **C. Admit Card design & dispatch:**

1. Test centre allocation to the candidates as per instructions of SPUP.
2. Preparation of admit card with photo and signature in grey scale in a pre decided format.
3. Availability of Admit cards for download with link on SPUP website.
4. Students apply if should be notified by SMS & email provided by them.
5. Forms should be available in a list prescribed for the respective centres and rooms as per designed.

### **D. GENERAL TERMS & CONDITIONS**

1. Reconciliation of payments of Test fee with applications received is to be done by the selected vendor to whom the work is awarded.
2. Web hosting of the servers, data security & data backups is the responsibility of the selected vendor.
3. Hosting includes online application form, integration with payment gateway, issue of provisional admit cards, issue of duplicate admit card. Results display through candidate login and Email and SMS alerts.
4. Web Hosting services should be ensured for 24 x 7 availability in a highly data secured environment. The site should be hosted on a secured server.

5. The server should be connected with adequate bandwidth so that large numbers of applicants who wish to apply online do not face the problem of slow response.
6. No vender logo or advertisements are allowed on the portal.
7. Data of applicants is sole property of SPUP and needs to be transferred to SPUP at any point of time in the requested format.
8. All reports and statistical details as per requirement of SPUP is to be made available in excel format.
9. Reposting of fees to SPUP on daily basis.
10. Generation & uploading of admit card with photograph & signature and barcode (information) in the official website.
11. At the end of the last date of online registration, the complete database of the categories is to be provided to Registrar, SPUP.
12. The selected vendor shall not, without SPUP"s prior written consent disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern sample of information furnished by or on behalf of SPUP in connection therewith, to any person other than a person employed by the vendor in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
13. The selected vendor shall indemnify the SPUP against all claims of loss of data, loss of documents or damages to the files rising from the handling/updation by the vendor. Accordingly, the selected Vendor shall indemnify the University from any claims made or damages suffered by the University by reason of any default on the part of the Vendor in due observance and performance of obligations work under the scope of this tender.
14. The selected Vendor shall not outsource the works assigned to any other agency under any circumstances. This violation will attract forfeiture of EMD/Performance Guarantee and cancellation of work order. The cost incurred on executing the work order through alternate sources will also be recovered from the outstanding bills or by raising claim.
15. Failing to maintain website for online will incur a loss to SPUP, in that case a penalty already decided will be imposed.

#### **TECHNICAL BID**

1.	Name of the Agency/ Consortium Leader	
2.	Name of the contact person with details & Mobile Numbers	
3.	Full Address	
4.	i) Head Office ii) Local Branch Office	
5.	Telegraphic/e-mail Address	
6.	Telephone Number (s) / Fax No.	
7.	Status of Agency: (Proprietorship/ Partnership / Company etc.) Attach Copy of Certificate of Registration / incorporation.	
8.	Technical Details – Experience • Facility management services of the nature specified in the scope of	

	<ul style="list-style-type: none"> <li>• Experience of End to End process</li> <li>• processing – provide details Place of Hosting and method (cloud/server)</li> <li>• Database details</li> <li>• Size of bandwidth availability for SPUP Registration system</li> <li>• Help Desk facilities (email/telephone/SMS)</li> <li>• Experience in Online Payment Gateway</li> <li>• Place of processing</li> <li>• High bandwidth availability</li> <li>• Data backup facility</li> <li>• Disaster management facility</li> <li>• Cyber security details</li> </ul>	
9.	Sales Tax No./VAT/TT No.\ (attach copy of certificate )	
10.	Service Tax registration number (attach copy of certificate )	
11.	TAN/PAN number (attach copy of certificate )	
12.	Details of Time likely to be taken for the completion of work (time proposed to be taken in reaching various stages be indicated detailing prerequisites from the University in achieving the time schedule)	

**Note:** Document in support of all above point must be submitted as enclosure along with the technical bid.

**Certified that:**

1. I/We have read the terms and conditions governing this work of the University and hereby agree to abide by them.
2. The Agency/Consortium (or any of its members) has neither been blacklisted by any Central or State Government organization in the last three years nor there is any litigation pending with any of these departments or Court of Law.
3. The information provided by us above regarding the details of firms is correct and nothing has been concealed. In case any information is found by the Inspection Team of your office to be incorrect, our bids may be summarily rejected.

**Name & Signature**

**of the authorized signatory**

**with seal of the firm**

**FINANCIAL BID**

**Part A :**

1. Per candidate rate for pre and post entrance test activities as mentioned in the scope of work:

Rs. ....

(In figure) all inclusive (viz. taxes, transportation etc.)

Rs. ....

(In words) all inclusive (viz. taxes, transportation etc.)

**Part B :**

All inclusive Price in INR for designing and building the Module for SPUP [as per requirement prescribed by the SPUP in Scope of Work; Section (2) of this Tender Document. Per candidate rate for Registration and Admit Card generation are mentioned in the scope of work:

Rs. ....

(In figure) all inclusive (viz. taxes, transportation etc.)

Rs. ....

(In words) all inclusive (viz. taxes, transportation etc.)

**Proposed staggered payment plan during the period of contract.**

- a. % amount of the quoted price after admissions form generate in the academic session 2015-16 \_\_\_\_\_
- b. % amount of the quoted price after admit Card generate in the academic session 2015-16 \_\_\_\_\_

**Name & Signature**

**of the authorized signatory**

**with seal of the firm**