

**DIRECTORATE OF DISTANCE EDUCATION
UNIVERSITY OF JAMMU
JAMMU**

TENDER NOTICE

The Director, Directorate of Distance Education University of Jammu hereby invites tenders from the Agencies who can take up the process of Online Admission, maintenance and designing of website and other allied works. (The detailed tender with other terms and conditions can be downloaded from the website of Directorate of Distance Education i.e www.distanceeducationju.in.)

Sealed tenders complete in all respects affixed with the revenue stamp of Rs. 5/- on plain paper accompanied with the CDR/FDR of Rs. 10,000/- (Ten Thousand only) duly pledged in favor of Directorate of Distance Education, University of Jammu are invited. The said tender is to be sent through Registered Post only and should reach the office by 08-11-2021 up to 4.00 pm.

No:DDE/Adm/21/1413-20

Dt: 27-10-2021

Satnam
21/10/21
DIRECTOR

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Other terms and Conditions

- 1) The tenderer will develop, maintain and make the fully customized software for Admission & Examination (as the case maybe) as per the requirements of the Directorate of Distance Education, University of Jammu.
- 2) Trial for the same shall be done before the actual execution.
- 3) Uploading of the form will require the uploading of photographs, signatures, qualifications certificates and other biometric features.
- 4) The firm will also require to make arrangement for answering the on-line queries to different stakeholders during the form submission and during the admission period.
- 5) The firm will produce and supply the reports required by the University authorities both in soft and hard copy form as per the different formats needed from time to time.
- 6) There can be more than one round of admission, if the seats remain vacant in first round.
- 7) The company will also provide the training programme to all the concerned.
- 8) The company will also upload the forms in case where ever the candidate is unable to do so and also provide them on-line help.
- 9) The tenderer shall have to submit a Bank Guarantee for any payment sought to be made before the conclusion of the whole job.

- 10) One sealed tender, duly marked so, shall contain the technical bid and the other financial bid.
- 11) The rates should be quotes keeping in view that all the components as given in the tender notice are included Taxes, if any should be explicitly mentioned. The firm has to ensure that there are no hidden charges.
- 12) Standard terms and conditions of tender shall apply in this case also.
- 13) The database developed in the execution/ process will be property of University of Jammu and should be deposited back.
- 14) The firm will have to prepare the software in tandem with the in-built software of the University with respect to the registration of students as well as the allied Examination processes so that the databases can be made transferable.
- 15) The firm will also redesign & maintain the website of the Directorate of Distance Education. Further it should ensure the continuous updation of the website.
- 16) The firm will have to ensure fully digital set up with minimal human interaction with the office. For that it is must to prepare System Study report (SSR) to understand the processes of University.
- 17) The University reserves the right to accept or reject any tender for any reason whatsoever.
- 18) The Firm shall also help the University in creating an application (App) which shall act as an Interface between the Students & the Directorate of Distance Education to ensure the proper dissemination of information.

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Pre qualification criteria

- 1) The bidder should have experience of conducting online admission for past five years, profiles should be attached.
- 2) Company should have experience of conducting online admission for at least three Boards/ universities in last 5 years. Out of this at least in one admission, company should have done for minimum 5,000 admission.
- 3) The company should be in similar business for more than ten years.
- 4) A complete demo will be required to be displayed for qualifying.