Tender Notice
For
Inviting Tender for the Development of Online Web based Application software for Admission to Marksheet System for External courses of Bhakta Kavi Narsinh Mehta University, Junagadh.

Tender Fee : Rs. 1000 (D.D.)
E.M.D. : Rs. 25000 (D.D.)
favour of the Registrar, Bhakta Kavi Narsinh Mehta University, Junagadh, for the values as mention above as tender fee (non-refundable in any case)

Tenders to be submitted at:

Registrar,
Bhakta Kavi Narsinh Mehta University,
Government Polytechnic Campus,
Bilkha Road, Khadia
Junagadh-

Pre Bid Meeting : 20th July, 2016
Commencement of tender: 22nd July, 2016
Last date of Submission: 29th July, 2016

Only those parties who have participated in pre-bid meeting can quote the financial bid.
On reviewing the various activities in the examination process the university has decided to automate the examination system to achieve better quality and transparency of examination processing including result processing too. The activities that the university wishes to automate solutions are below mentioned.

Development of robust software back-end and front end, user friendly for the entire admission and examination module which have sources for upgradation, data import and export, backup and restore facility and preventive maintenance. Student registration, examination form, marks tabulation, integration of theory marks, assignments and practical marks for result publication, marks obtained by students, data for preparation of marks card and other related activities.

Study, Analysis and Design of the University External Admission and Examination Activities.

Installing the software.

Providing Documentation and Training.

**General Instructions:**

- The time for completion of the work shall be 30 days from the date of issue of the work order.
- The party shall be required to study the process flow, analyze the present system.
- The interested persons can refer Exam department for further clarifications with prior appointment.
- The party must have communication skills to work and train people in GUJARATI language.
- The interested party should be registered for Service Tax (Copy to be enclosed).
- Only those parties who have participated in pre-bid meeting can quote the financial bid.
- Sub-letting of Work: The contractor shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity.
Tender Form documents may be downloaded from Bhakta Kavi Narsinh Mehta University website (www.bknmu.edu.in) by any interested eligible Agency.

<table>
<thead>
<tr>
<th>Tender Reference</th>
<th>Development of Online Web based Application software for Enrollment to marksheet System for External courses of Bhakta Kavi Narsinh Mehta University, Junagadh</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Project</td>
<td>Development of Online Web based Application software for Enrollment to marksheet System for External courses of Bhakta Kavi Narsinh Mehta University, Junagadh</td>
</tr>
<tr>
<td>Approximate Cost of Above Projects</td>
<td>-</td>
</tr>
<tr>
<td>Tender Processing Fee(Non-Refundable)</td>
<td>Rs.1000/-</td>
</tr>
<tr>
<td>Earnest Money Deposit (EMD)</td>
<td>Rs.25000/-</td>
</tr>
<tr>
<td>Delivery Period</td>
<td>As per Tender</td>
</tr>
<tr>
<td>Publication and Downloading of tender document starts from</td>
<td>22&lt;sup&gt;nd&lt;/sup&gt; July, 2016</td>
</tr>
<tr>
<td>Date for Pre Bid Meeting &amp; Venue</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; July, 2016</td>
</tr>
<tr>
<td>Last Date for downloading of tender documents</td>
<td>29&lt;sup&gt;th&lt;/sup&gt; July, 2016</td>
</tr>
<tr>
<td>Last Date for submitting Physical Tender document, DDs and other documents</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; August, 2016</td>
</tr>
<tr>
<td>Date and Time of Opening of Technical Bid and Commercial Bid</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; August, 2016</td>
</tr>
<tr>
<td>Validity of quoted Prices</td>
<td>Two Months</td>
</tr>
<tr>
<td>Bhakta Kavi Narsinh Mehta University Website</td>
<td><a href="http://www.bknmu.edu.in">www.bknmu.edu.in</a></td>
</tr>
<tr>
<td>Contact Numbers</td>
<td>0285-2681507</td>
</tr>
</tbody>
</table>

Separate DDs for Prescribed Tender Processing Fee and Earnest Money Deposit (EMD) must be enclosed with the sealed envelope as mentioned in this tender document. Offers received without DDs will be rejected. Do not change this tender document. Any change/s made in the tender document by the Agency will lead to disqualification. Such offers will be rejected.

**SCOPE OF WORK**

**Primary work list:**

- Stakeholders: *Students, Colleges, Centers, Professors, Universities, Administrators, Industries, Government, Other etc.*
- System should support the University Courses that has semester examination pattern of different faculties that work at Bhakta Kavi Narsinh Mehta University.
• Online Application for Undergraduate & Postgraduate Examinations Modules for students. (Enrollment, Enlistment & P.G. Registration)
• System should support the examination Panel selection to manage the appointed academicians for paper drawing, assessment and external examiner for practical, project etc.
• Make CMS and UMS for examination system.
• Allow to create all type of required master data for examination system.
• Make available basic candidate data directly in to the system online and allotment of register number if student interface is applicable.
• Allow the candidate to login and fill in the exam registration form, including the selection of optional subjects, subjects of re-appear, if any, with subject code & center, etc. as per university scheme for external programmers.
• Print Registration form and examination form with full details of students, receipt print and also print all subject assignment for external programs.
• SMS to student of all details and confirmation of registration for external program.
• Backend processing - Enable the University administrator to view, scrutinize and approve all application forms with different levels of approval for external program.
• Students can also pay fees online through their Payment gateway with features like credit card / Debit card / Net banking / Challan (University or Bank) with the implementation of regular / Late / Penalty fees designed by university from time to time for external programs.
• System should avail the feature of auto mailing whenever it is applicable during the payment transactions.
• Enable the student to view the approval status using their login in e.g. submitted, being Processed and approved/ reject or sent back for corrections. On approval, the student can login and view their respective Data.
• Center wise Allocation of seat number for students with different logic applicable as per requirement.
• Generation of final list of candidates eligible to appear for semester exam, course wise, subject wise, center wise , Candidate name wise and etc.
• Generation of all report require by the university regarding pre-examination.
• Examination schedule and time table to be hosted as per university requirement.
• Hall ticket generation, Downloading & allowing students for printing using student.
• Generation of unique barcode Faculty wise, program wise, exam wise, Subject wise for every student and every subject, date wise at university level.
• Generation of id sticker for pasting on Answer booklet after the completion of examination at university level.
• This system shall provide interface for all kinds of mark entry in online & offline mode for every interface whenever it is applicable.
• Inward facility should be made available for assignment entries at university level for external students.
• Generate all required reports for mark entry module like checklist etc.
• After completion and checking of mark entry required result publishing process.
• Result publishing process also involves implementation of gracing marks various ordinances of university and other all rules and regulations decided by university from time to time with the inclusion of CBCS Concepts.
• Generate assembly report for all consolidated marks like internal, external and practical etc. after implantation of above steps etc with appropriate report titles.
• Publishing result (Notification) – Web, Press & Students Login.
• Generate module for any correction in published result like Name correction, mark correction etc.
• All required reports related to Post-Examination like office register, marksheet, statistical report etc with appropriate report titles.
• Merit list report generation as per guideline given by the university.
• Online submission of reassessment form as above mentioned condition for payment of fees with inclusion of different interfaces.
• Process of reassessment/rechecking result and required all report regarding reassessment process.
• Detailed audit trail report including login must be included.
• System should support the appointment of observer for different examinations at different examination centers.
• System should support all the functionality of sub section of the examination sections.
• Form Filling process should be launched in the mid of August, 2016 or earlier is preferable.
• Developers should be placed on site as & when required by this university.
• System should be supported to forthcoming cycle also. For example during next cycle onwards semester-2 etc.
• System should be supported to regular and repeater students also.
• Payment gateways may be purchased from selected agency for university.

For Details scope of work read Annexure – A.

**Primary Study**

The interested parties are advised to go through primary work list to be carried out by them, even though this shows the outline of work to be done actual work may vary during development stage and at the time of implementation.

**Requirement Study:**

The vendor is expected to do a requirement study for the application based on primary work list. The desired Process flow, Forms and reports structure, general functionalities and reference points for the design will be discussed with the
successful Bidder prior to start of work. In this context, the University will also be open to design & development suggestions from the Bidder in pre-bid meeting.

**Information Collection:**

The vendor will have to depute person(s) for collection of information and related data from the Examination department. Updates of the information will be the responsibility of the vendor.

**Compatibility**

The application design must be cross-browser and cross-OS compatible up to the most recent browser / OS versions. Support for three platforms: Desktop/Tablet or Notebook and Mobile form factors will be required.

**Functionalities Required:**

The application will be based on a User / Role based Management System. Facility to update content by multiple users from anywhere through browser based administrative module using WYSIWIG tools allowing non-technical users to create and edit contents.

Although application is to be designed web based, certain modules of the application are required to be processed in batch / offline mode.

Application shall be made of modules that can be easily installed to extend the functionality.

Application should support user Groups, allowing the administrator to control how registered users interact with the site. A form/report of the application can be restricted to one or more groups.

Admin section must be protected by username and password and using salted MD5 encryption. At database level password should be stored in encrypted format. After consecutive wrong attempts the password should be sent to administrator through email.

The Application shall facilitate online payments/payment gateways (through Direct Debit or Debit and Credit Cards of multiple Banks). Provide interface and access to the external payment gateway for enabling the online payment services. Payment Gateway services should provide complete audit functionality for tracking and monitoring/reconciling the financial transactions taking place through University. In case of unsuccessful transactions the Payment gateway should be able to refund the amount to the calling account.
The Bidder will provide an operational guarantee on the Application designed and also provide support for each and every student who are enrolled/enlisted is awarded the degree after the implementation of application so that modification can be made by vendor, if University finds that application is not fulfilling our needs or if further improvements are required. All troubleshooting required would be the responsibility of the Bidder.

Approval process – Ability to create users to approve, reject or send back with reasons.

Database Management – Ability to create new database and user interface to display dynamic content from the database.


Menu Management – Ability to add, move, delete, modify menus for each user.

Bi-lingual content – Ability to create content in English and/or Gujarati languages. It is expected that the basic application will be in English and Gujarati. If content is not translated, the link should show English content by default. With provision to add more languages in future.

**Hosting of Application:**

Vendor has to quote separately hosting options considering the volume and nature of application. Redundant data backup facility has to be provided by vendor on the server specified by the university.

**Data and Source code:**

Data captured/entered and the source code shall be the property of University after completion of the project.

**Security:**

The Application should be fully secured socket layer. The website shall be security audited according to OWASP (Open Web application Security Project) application security verification standard. Application should confirm to financial application requirements.
Maintenance and De-bugging.

**Vendor has to do the maintenance of the application for a period of three years, (but up to the time until the vendor should complete the degree awarded to the enrolled/enlisted students) from the date of Commissioning.** which will include de-bugging of the application on their own as well as when reported. During period of maintenance vendor is supposed to carry out changes / new requirement within area of scope of work. This maintenance will be considered part of the implementation process.

Scalability:

The application shall be capable of incorporating the other application run by University by providing an interface.

Training:

Extensive training should be undertaken for users at Bhakta Kavi Narsinh Mehta University to handle application related. Additionally a separate training should be done for administrators including data backup and restore process.

Documentation:

Complete documentation on the application, User Manual and Technical Manual has to be provided.

Payment Terms:

1. No advance payment.
2. Release of 50% payment of software after completion of examination form filling procedure is finished.
3. Release of remaining 50% payment of software after marksheet printing.
4. Payment of hardware including server and hosting etc will be released half yearly.
5. Performance Security Guarantee: Performance Bank Guarantee/FDR/DD of Rs.100000/- (one Lakh) for a period of 36 months would have to be submitted at the time of signing the agreement of work.
Eligibility Criteria:

1. The Agency must have its own registered office & infrastructure in Gujarat State to undertake this volume of project of the University. Site inspection can be done by the University to confirm the same.
2. The firm must have PAN, Service Tax/VAT Registration.
3. Agency’s financial average turnover Rs.500000/- (Fifty Lakhs) of the last three financial years. Certified copy from the Auditors/CA in this regard with a copy of Balance sheet and P/L Account must be submitted as proof.
4. The Agency should have minimum one of past experience in similar activity, Online admission to marksheet work experience for external courses with minimum 25,000 students during year in any one government university of Gujarat (attach Proof) (Invoice or purchase order to be attached.)
5. Agency must have work experience with 3 government university of Gujarat in last 5 years.
6. The company/firm should not be debarred / blacklisted for any reason / period by any Central/State Govt. Dept. / University etc. Enclose an Undertaking that the firm has not been debarred / blacklisted for any reason / period by any Central/State Govt. Dept. / University etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the order, but may also warrant legal action.
7. The agency/bidder has to give undertaking that they will not use this data/content of these for any other purpose and also will not share this data with any firm/company/organization/institution, etc. for any purpose.
8. The Agency may add his own details to the Technical Bid to make it attractive.
### Evaluation Process:

The University will rate the eligible Agency’s technical capability by giving scores (out of 100) after evaluating the work by observing the Demonstration of Modules and data management.

The evaluation of the work will be done for following parameters:

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Parameter</th>
<th>Max. Score</th>
<th>Methodology</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value</td>
</tr>
<tr>
<td>1</td>
<td>Number of years admission to exam work Experience with government university of Gujarat</td>
<td>15</td>
<td>&gt;=3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&gt;=2</td>
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<td></td>
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<td>&lt;1</td>
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<td>2</td>
<td>Having Experience in number of government University</td>
<td>15</td>
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<td>&gt;=3</td>
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<td></td>
<td></td>
<td></td>
<td>&lt;3</td>
</tr>
<tr>
<td>3</td>
<td>Total number of students admission to exam work during year</td>
<td>15</td>
<td>&gt;=1,00,000</td>
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<td></td>
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<td></td>
<td>&gt;=50,000</td>
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<td>&gt;=25,000</td>
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<td>&lt;25000</td>
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<tr>
<td>4</td>
<td>Total Number of employees working in the company/firm.</td>
<td>15</td>
<td>&gt;=80</td>
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<td>&gt;=40</td>
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<td>&lt; 20</td>
</tr>
<tr>
<td>5</td>
<td>Demo for external course software</td>
<td>20</td>
<td>Evaluation of Demonstration</td>
</tr>
<tr>
<td></td>
<td>• Student portal</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>• Center portal</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>• University portal</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>6</td>
<td>Various report generating</td>
<td>20</td>
<td>Evaluation of Demonstration</td>
</tr>
<tr>
<td></td>
<td>• Assignment</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• Barcode</td>
<td></td>
<td>-</td>
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<tr>
<td></td>
<td>• ID sticker</td>
<td></td>
<td>-</td>
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<td></td>
<td>• Different Statement as per standard</td>
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<td>-</td>
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<tr>
<td></td>
<td>• Paper packing list</td>
<td></td>
<td>-</td>
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<td></td>
<td>• Check list</td>
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<td></td>
<td>• Assembly</td>
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<td></td>
<td>• Marksheet</td>
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</tr>
</tbody>
</table>

The University will see demonstration only those agencies whose total (1 to 4) Technical Scores is >=35 out of 60.
The University will open the Commercial offers of only those Agencies whose total Technical Scores out of 100 as measured above is 60 or above. The Technical Scores (of eligible Agencies only) will then be normalized with respect to highest score obtained by applying the formula:

\[(\text{Score Obtained} / \text{Highest Score Obtained}) \times 100 = \text{say A}\]

The University will also rate the Agencies’ commercial offer and normalize with respect to lowest offer by applying the formula:

\[(\text{Lowest Offer} / \text{Offered Rate}) \times 100 = \text{say B}\]

The University will then convert these normalized values A and B by giving 60% weightage to Technical capability (A) and 40% weightage to commercial offer (B) by applying the formula:

\[(A \times 60 / 100) + (B \times 40 / 100) = \text{say C}\]

The highest C value obtained by an Agency will be awarded the contract.

The decision of the University in the evaluation of Tender shall be final. No correspondence will be entertained in this regard.

The University may ask for meetings with the Agencies to evaluate its suitability for the assignment.

*Note: The University reserves the right to reject any or all proposals.*
Annexure – A

Details scope of work

Form should be reflected Following Information

- All required master Creation
- Course registration using different date like Start date, End date, Valid date etc.
- Display Rules and regulation on screen for Students
- Student fill the basic information and generate login ID and Password individually which are send on mobile, email-id and display on Screen
- Allow the candidate to login and fill in the Registration or examination form as per University rules like Promotional rules etc...
- Basic Candidate data Directory in to the system online Like Surname, Name, Father Name, Gender, Birth date etc.... (Also using Qualifying Admission data such as 12th std data and graduate data)
- There are two options for filled form without verification and with verification application form.
- Upload their image and photograph, Signature and Scan all require eligibility documents.
- Capturing of details of payment through online payment gateway credit card / Debit card / Net banking / Challan (University or Bank) for further authorization.
- Get a Username and Password, through which they can see their filled in application form and all related information about students like Hall ticket, Time table, assignment topic, result etc.
- Generate Unique Registration Code for every students (Its useful to fill examination form, Print hall ticket and all other communication with university)
- Unique Bank Transaction Code is used to paid fees at bank or university.
- Facilitate the student printing his/her registration form / examination form with full detail
- Bank Challan or payment conformation receipt must be print with form
- Front page of assignment printing for student selected his/her subject.
- Cover page of assignments for pasting on cover.

Backend processing of Application Form by the University

- Check Form for Eligibility filled by the Students.
- Approve the application for process the admission.
- Modification Application Form
- Reject Application form
- And also facilities to send Email or SMS for above topics
• Manually Form entry module for enter registration form or examination form by University and also available printing facility in exceptional approvals.
• Upload Bank data file and also facilitate for download data in require format.
• Report All type of statistic data
• Upload Time table with date, time and other required information.
• Hall ticket generation, Downloading & allowing students for printing using student login id.
• Provisional of mechanism to receive assignment entry module using barcode and maintain all facilities about present / absent and other statistical report and send to all students for notification (SMS and Email) for assignment in absent at end of last date of submission of assignment for receiving center

Pre Examination Process

• Finalized the Exam Dates for different all Programs of the University (Scheduling only Start Date define)
  • Exam Form
  • Time Table
  • Center Generation, Seat Number Generation, Center Allocation
  • Required statistical & analytical Reports
  • Exam Store for answer booklets & different stationary items
  • Subject Barcode and ID Barcode generation, Printing and dispatching Process

Finalization of Exam Dates for different Programs of the University(Scheduling with Start & End Date)

Purpose :

University define the Program Exam date and publish this date to student.

Process Flow :

• Making the List of Program and it’s Semester.
• Decide tentative date and put this at authorities for finalized date and signing process.
• After the suggested date modify the date and making final scheduling program’s semester exams.
• After the finalized the scheduling section, send these schedule circular to upload on website.
• This process will be done twice in the year. One exam in Oct/Nov and another in Mar/Apr.
• Currently exam will be held in alternate mode like 1,3,5 and 2,4,6.
• Mar/Apr Exam includes the semester 2,4,6 at that time program degree year’s semester exam will also conduct for repeater student. like semester 3,5.

Exam Form

Purpose :

Student Exam Application filling process.

Process Flow :

• Process for opening the Form
  ⊗ Create Exam -> Create the Fee Structure -> Create the Scheduling

Points to consider:

• Section must verify the Program Semester Subject Structure before the form Opening.

• Fees based on date like regular, late, penalty fees.

• Subject selection mapping is applying in some program.

• Exam form entry based on enrollment and fetch basic data from Enrollment like name, address, photograph etc.

• Based on Term granting, Conditional Subject, Subject Mapping which are predefine by section / university exam form will be filled.
  ⊗ Exam form correction should be made before barcode generation at section level.

Reports:

• Create exam
• Program Subject Structure Exam wise
• Exam schedule circular
• Exam Form
• Exam Form Checklist with full detail
• Fee Structure
• Scheduling
• Fee Memo with regular, late and penalty fee detail
• Statement-1 to 6 (College wise – Center Wise)

Exam form Statistical Analysis Report – Dynamic

**Purpose:**

• Preparing and Publishing Examination Time Table and seating arrangement to the students.

**Process Flow:**

• After the completions process for exam form filling for individual semester section will prepare detail time table for the exam with detail of date, time, subject code, paper code etc.
• Time table is based on scheduling which were declared previously.
• Section Generate the time table as per define dates.
• After the generating time table section print the time table with required instruction.
• After the printing section dispatching to the different related section and student.

**Points to consider:**

• In the Time Table subject name should be as per syllabus
• Subject Time must be as per syllabus
• Date selection must be as per Sub Group (like Core, Elective, Elective-1, etc)
• Giving Starting date and number of days time table should be create automatically and display for editing all data means system must be calculated the working date and see the holidays which are pre entered in the system.
• Subject Sequence, Group Sequence as per the Master entry.
• Subject code and paper code must be fetched from master Entry.

**Reports:**

• Time Table
• Course Master
• Circular with required instruction

**Purpose:**

• Seat Number Generation will be done after completing the Process of Exam Form and College Count.
Process Flow:

- Verification of Exam form count and its fee collection and subject structure.
- Centre Wise Allocation Means the District Wise allocation
- When the seat number is generated Center wise at that time after the seat number generation section Allocation of the seat number in different Exam center which are define by authorities.
- As per the generation of the seat number report will be generate center wise.
- After the generation of the seat number prints the seat number and time table and dispatching them to the centers.

Points to consider:

- To Take care about the Seat Number - center wise
- Seat number generation - students' name wise

Reports:

- Create the Centre (After Merging the District Wise)
- Generated the Seat Number (Centre Wise)
- Exam statistics (Center wise).
- Press Forwarding and Code List
- Exam Sanchalan Expense report based on master entry for amount and fetched from system student count, session count and exam days count of the examination center and calculated the report for payment to the examination center.

Subject Barcode and ID Barcode generation and Printing and dispatching Process

Purpose:

Affix the Barcode in the Answer sheet for result process purpose.

Process Flow:

- After the Seat number generation, center allocation process done then Subject Barcode Generation process made by the Computer Section.
- After the Generation process done Computer section print the Subject Barcode on Sticker Sheets.
- After the Printing Subject Barcode Computer Section send to Exam-1 Section for dispatch to examination center.
• Before examination start one another barcode Generation is done which is ID Barcode which is use in before evaluation process.

Subject Barcode is affixed from examination center and ID barcode is affixed at the evaluation center.

**Points to consider:**

- Each and every Subject and ID barcode must be unique.
- Subject barcode sheet is 11x2 sticker
- ID barcode sheet is 12x4 sticker
- Subject barcode include student, group, subject, component information or require
- information.

**Reports:**

- Subject Barcode Sticker
- ID Barcode Sticker
- Subject Barcode Count and remaining Report
- ID Barcode Count and remaining Report

**Answersheet Evaluation Process**

**Purpose :**

- All the programs and it’s subject answersheet evaluation for result process.

**Process Flow :**

- Section dispatched the order for paper evaluation as per the predefined name as per BKNMU ordinance.
- University appoint the coordinator for making evaluation process smoothly.
- Physically Answersheets are received from examination centre in the examination date and time.
- After the Answersheet Receiving the Receiving and Evaluation Centre, sorting and shuffling the answers subject wise.
- After the sorting and shuffling answer sheet centre affix the ID Sticker on each and every answersheet and making a bunch in 50 nos.
- After the making bunch centre give these bunches to the examiner for evaluation.
Examiner Evaluate the answersheet as per the university rules at the centre.
After the evaluation process is complete the particular subject examiner make a bill for TA and evaluation payment process and submit to the centre.
Centre audit the bill as per university rules and regulation if any correction is required then it would be corrected and this corrected bill would be approved.
After the approval the bill centre give the account payee cheque to the examiner.
Centre store all bills and submit the section with their account.
Centre makes the bunches ready exam wise, subject wise, these bunch would be given to the computer section for the mark entry process.
Computer section operator entered the mark based on subject Barcode, ID Barcode and Manual if required in offline / online mark entry software.
After the end of the day section print the mark entry checklist for entry verification process.
Checklist would be given to the centre for verification.
After the verification Checklist return submit to the computer section with correction.
Computer section daily get the backup and restoring in the server and then after making correction.

Points to consider:

• Mark Entry software
• Payment module for the examiner.
• In the external program Assignment and answersheets both are received and processed as above.

Reports:

• Checklist – Date wise, subject wise, program wise
• Operator Count report – Date wise, subject wise, program wise
• Program wise remaining count report.
• Subject wise remaining count report.
• Faculty wise, Program wise, Subject wise summary report.
• Mark entry statistical analysis report dynamic Other reports

(Regular – External) - Reassessment

• Reassessment and Rechecking Application Receiving, Listing, Preparing
• Reassessment and Rechecking Application Receiving
• Reassessment and Rechecking Application Listing cum sorting
• Reassessment Process and Publishing results and dispatching marksheet with letter.
• Evaluated Answersheet sorting, storing and dumping.
• Reassessment and Rechecking Application Receiving, Listing, Preparing

A. Reassessment and Rechecking Application Receiving

Purpose:

After the publication of the examination results, student can apply for the reassessment and rechecking of the paper.

Process Flow:

• Students get the form from college / Section / University Website.
• student fill the form and attached required document like marksheet copy or web based result print
• Regular Program students submit the form with document, fees to the college / department.
• College / Department collect the forms and submit to the section with college forwarding letter.
• Sections verify the forms and their fee amount then section mention code like 3303 for payment purpose.

Process Flow:

• College / Department paid the fees to the cash counter of the university and they get two receipts.
• College/Department submit the forms, college forwarding and one copy of receipts to the section.
• For External Program student submit the form with document, fees to the Section.
• Section verify the forms and documents and mention code like 3303 in the form and give it to the student for fee payment at cash counter of the university.
• After payment, student submit the form and one copy of the receipt to the section.

Points to consider:

• In under graduate program student can allow 2 papers for reassessment at degree level year otherwise only 1 paper can be reassess.
• In Post Graduate program student can allow maximum 2 Paper for reassessment.
• Other points may be discussed with section.

**Reports:**

• Reassessment form filled by the College / Department / Student
• College forwarding with payment calculation
• Student list which are reassessed paper
• Reassessment form Register
• Reassessment Statistical Analysis Report Dynamic

**B. Reassessment and Rechecking Application Listing cum sorting**

**Purpose:**
Sorting and listing for the reassessment process.

**Process Flow:**

• After the form filling section sorting and listing for program wise and subject wise application and enter in the computer.
• After the Entry section, print the report Program wise, Subject wise Answer sheet ID List.

**Points to consider:**

• Based on the form entry system gives subject wise, program wise list
• Other points may be discussed with section.

**Reports:**

• Reassessment ID Report
• Subject wise, Program wise, College wise Report
• Report like RR1, RR2, RR3, RR4, RR5, RR6, RR7, RR8 NO CHANGE, RR8 RESULT CHANGE
• Reassessment Statistical Analysis Report Dynamic
• Reassessment Process and Publishing result and dispatching marksheet with letter
**Purpose:**

Processing the Paper assessment and receive the answer sheet and enter reassessed mark and process result and publish the result and dispatching the letter and marksheet.

**Process Flow:**

- After the Getting Answer sheet ID list they find the physical answer sheet from the convention center wherever the store the Answer sheet.
- Sticker is stick on the answer sheet and hide the mark which are mentioned in the answer sheet.
- Dispatch the Answer sheets for reevaluation to those Professors which are finalized by the Hon. V. C.
- After receiving reevaluated answer sheets, enter the new mark in the computer.
- After the New Mark entry get print of the entered marks and verify them with reassessed answer sheet.
- Process for result processing.

**Process Flow:**

- After the processing, one report which are name is reassessment after result process is generated and print.
- After the printing make process of singing of authorities.
- After the singed Report receive Marksheet and Letter Printing
- After the marksheet print verify the ordinance, gracing and total mark in the marksheet.
- Dispatching the Marksheet and Letter to the student by Reg. A. D.

**Points to consider:**

- Based on the form entry system gives subject wise, program wise list
- Other points may be discussed with section.

**Reports:**

- Reassessment ID Report
- Subject wise, Program wise, College wise Report
- Report like RR1 to RR8
- Reassessment Statistical Analysis Report Dynamic
Annexure – 1

Price Bid Format for Software (Send Physically)

<table>
<thead>
<tr>
<th>Price for software</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Per Student per semester)</td>
<td></td>
</tr>
<tr>
<td>Price for Hardware (Rent)</td>
<td></td>
</tr>
<tr>
<td>(Server and Hosting etc per year)</td>
<td></td>
</tr>
</tbody>
</table>

Note: Grand total amount will be considered as a commercial Price.
Annexure -B

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Clients Details where development of genuine based web applications have been undertaken during last three years Name &amp; Address of Client</td>
</tr>
<tr>
<td>B</td>
<td>Type of Client</td>
</tr>
<tr>
<td>C</td>
<td>Place(s) of Service</td>
</tr>
<tr>
<td>D</td>
<td>Whether the Applications developed were multilingual?</td>
</tr>
<tr>
<td>E</td>
<td>Duration</td>
</tr>
<tr>
<td>F</td>
<td>Total Number of manpower Deployed</td>
</tr>
<tr>
<td>G</td>
<td>Quantity of work number of Programs, forms, reports etc.</td>
</tr>
<tr>
<td>H</td>
<td>Cost of the project</td>
</tr>
<tr>
<td>I</td>
<td>Approximate value of Service (in Indian Rupees)</td>
</tr>
<tr>
<td>J</td>
<td>Details of Hardware/ Software/Technology used</td>
</tr>
<tr>
<td>K</td>
<td>Any special features of the project which the Agency may like to specify</td>
</tr>
<tr>
<td>L</td>
<td>Name, title and Contact details of the contact at Client location</td>
</tr>
<tr>
<td>M</td>
<td>Agency Signature, Name, Designation &amp; Company Seal</td>
</tr>
</tbody>
</table>

Note:

1. Separate sheets for each client to be enclosed

2. Letter from the client on the project executed to be enclosed.
## Annexure -C

**DETAILS OF THE HARDWARE, SOFTWARE AND MANPOWER OF TEH BIDDER**

<table>
<thead>
<tr>
<th></th>
<th>Name of Company and Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Details of Hardware Equipments (Computers / Servers specification and make)</td>
</tr>
<tr>
<td>3.</td>
<td>Details of Software</td>
</tr>
<tr>
<td>4.</td>
<td>Details of Manpower</td>
</tr>
</tbody>
</table>

Signature of the Agency  
Date  
Place  
Company Seal

Note: Separate sheets may be attached as required. Please enclose one page CV of all Technical Manpower of the Company