

**COMPETITIVE BIDDING DOCUMENT**

**For**

**“Development & implementing a suitable software in Telugu language for  
inviting online applications from candidates seeking admission into  
various diploma courses of SVVU and for online counselling  
for the Academic Year 2019-20”**



**Sri Venkateswara Veterinary University  
Administrative Office :: Dr. Y.S.R. Bhavan  
Tirupati – 517 502  
Andhra Pradesh**



**SRI VENKATESWARA VETERINARY UNIVERSITY**  
ADMINISTRATIVE OFFICE : DR. Y.S.R. BHAVAN : TIRUPATI-517501 :: ANDHRA PRADESH  
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**E-TENDER NOTIFICATION FOR DEVELOPING SOFTWARE IN TELUGU  
LANGUAGE FOR INVITING ONLINE APPLICATIONS AND ONLINE  
COUNSELLING**

**(AP e.procurement notice No. )**

**Ref.No.1242/Acad.-I/2018**

**Dated:16-03-2019**

E-tenders are invited from the reputed software firms / organizations for developing & implementing suitable software for “inviting online applications from candidates seeking admission into various diploma courses of SVVU during the academic year 2019-20”. Tender forms and other details can be downloaded from [www.apecurement.gov.in](http://www.apecurement.gov.in) from 18-03-2019.

1]	Tender document online opening date	18-03-2019
2]	Pre bid meeting	03-04-2019 at 11.00AM at Admn. Office, SVVU, Tirupati Prospective bidders may attend if any clarifications are required.
3]	Tender document online closing date	9-04-2019, 5.00 PM
4]	Bid-Submission Online closing date	9-04-2019, 5.30 PM
5]	Submission of all the uploaded documents (Hard copies) at Administrative Office, SVVU, Tirupati	12-04-2019, 12 Noon
6]	Bid online opening date at O/o. The Registrar, SVVU, Administrative Office, Dr. Y.S.R. Bhavan, Tirupati.	12-04-2019, 2.00 PM

- Bidders shall have APTS Registration (for Details log on to [www.pts.gov.in](http://www.pts.gov.in))
- For details visit [www.apecurement.gov.in](http://www.apecurement.gov.in)
- For any clarifications, Please contact: +91-9989777373

**D. SRINIVASA RAO  
REGISTRAR**

## **SCOPE OF THE WORK**

The bidders are required to “Develop & Implement a suitable software for inviting online application from candidates seeking admission into various Diploma courses of Sri Venkateswara Veterinary University and for online counselling during the academic year 2019-20” with online payment mode, prepare merit list for the seats allotment through counselling duly following the rule of reservation and Presidential Order. Two or three offline counsellings may also have to be conducted.

The required information needed from the applicant for developing the software in Telugu language for inviting Online application for admission into various Diploma courses of SVVU during 2019-20 is provided in **Annexure – A (in Telugu language)** and all the detailed information pertaining to list of diploma courses, Polytechnics, the number of seats in various diploma courses, basis of seats etc., is provided in **Annexure – B (In Telugu Language)**.

Sri Venkateswara Veterinary University, has received a total of 2163 applications (through online mode) for admission into various diploma courses during academic year 2018-19. This information is being provided to the bidders to have an idea about the quantum of work and to understand the admission process and the application requirement for quoting the price in financial bid. However about 18 private polytechnics are likely to be affiliated during 2019-20 resulting to increasing in number of seats.

**It is to be noted that the successful bidder / firm need to provide the University within seven (7) days of last date of inviting online applications with the following for admission into various diploma courses of SVVU**

- (a) The soft copy of all Online applications  
(along with attachments)**
- (b) The soft copy of merit list.**

**The Bidder / firm should maintain the entire data in the appropriate Server till the completion of final counselling.**

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## TERMS AND CONDITIONS

1. The bidders are required to offer their rates for **“Developing and implementing Online Admission system : Inviting Online Applications and for online counselling and subsequently offline counselling”**.

Particulars	Unit Price in Rs. (Per online application)
Developing and implementing software (in TELUGU language) for <b>inviting online applications and for online counselling and subsequently offline counsellings</b> for admissions into various diploma courses of SVVU for 2019-20 based on GPA obtained in SSC Examination.	

2. A crossed D.D. for Rs.5,000/- drawn in favour of **“The Comptroller, SVVU, Tirupati”** may be made towards cost of tender application (Non-refundable).
3. The bidder is required to develop the software as stated at S.No. 1 by carefully examining the requisite specifications details given by the University (in Annexure A and B for diploma courses) for inviting online applications from eligible candidates and for online counselling and subsequently offline counsellings till the closure of counselling.
4. This offer must be opened for a period of **Twelve** months from the date of acceptance of tender and shall be bound by communication of acceptance within 24 hours from the date of confirmed work order.
5. **Eligibility Criteria**  
Only those firms / Organizations which fulfil **all** the following eleven (11) conditions under the technical bid will only be eligible and invited for making presentation.

S. No.	Criteria	Supporting Document
i.	The company should be registered under the companies Act 1956	Company Registration Certificate issued by ROC
ii.	ISO 9001 Certification and ISO 27001 Certification are essential	Self Attested copies
iii.	The bidder should have a minimum of 10 years software solutions experiences in Online admission process in Veterinary / Agricultural domain	Proof of Experience Certificate
iv.	The bidder should have developed its own software: “Third party software solutions” will not be considered.	Self Certification

v.	Should have an average annual turnover of Rs.1.00 crore in the last 3 financial years i.e. 2016-17, 2017-18 and 2018-19	1) Chartered Accountant Certificate, along with self-attested copy of Annual Statement containing annual turnover figures. 2) A list of clients with proof of work order needed.
vi.	The bidder must have handled at least 20 thousand applications in any one institute / University in the admission process during the previous year 2018-19 ( <b>indicative of handling / server capacity</b> )	Provide proof
vii.	The bidder should have provided similar software solutions of Online Admission Process:”Inviting Online Applications (or) Online seat allotment (or) Both” <b>In atleast two state Veterinary / Agricultural Universities</b> in the country	Copy of work order & Experience details need to be provided through a certificate issued by the organization
viii.	The bidder should provide one (1) Technical staff conversant in “Telugu – Regional Language” full time (24x7) during online application process and online counselling and subsequently offline counsellings	Self certification to that extent needed
ix.	The bidder should provide “Multiple Payment Gateway” for handling Online Applications	Proof of successful implementation need to be provided.
x.	The company should not have been blacklisted by State / Central Government Organization	Self certification to that extent needed.
xi.	The Non-Refundable Application Fee Rs.5,000/- in the form of Demand Draft should be enclosed.	D.D. for Rs.5,000/- drawn in favour of “ The Comptroller, SVVU, Tirupati <b>Should be kept in the technical bid cover.</b>

6. The firms / bidders who qualify in technical bid by fulfilment of all the requirements qualification criteria under item (5) above, must make a presentation of software of **”inviting Online applications and online counsellings”** for Admission into various diploma courses before the committee on **12-04-2019 at 02.00 P.M.** The firms may ensure that they fulfil all the 11 requirements under qualification criteria, since the application fee is non-refundable.
7. The firms / bidders who meet the technical requirements **Satisfactorily**, including a satisfactory presentation before the committee, **will only be eligible for opening the financial bid forms.** Even If the firm passes in the technical bid but fails to give a satisfactory presentation, the firm will not be eligible for financial bid. The decision of the committee is final in this regard.

## **INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF TENDER APPLICATION**

1. The firms / bidders who qualify in technical bid by fulfilment of all the requirements qualification criteria under item (5) above, must make a presentation of software before the committee on **12-04-2019 at 2.00 P.M.**
2. The firms / bidders, who meet the technical requirements satisfactorily, including a satisfactory presentation, will only be eligible for opening the financial bid forms.
3. If any, information sought in this document is missing or not clearly specified by the bidder, it will be assumed that the organization is not in a position to furnish information.
4. An undertaking (Self Certificate) is to be submitted that the organization hasn't been blacklisted by any central/State Government department / Organization.
5. Please note that all the pages of the Tender document should be signed with date and seal of the organization and should be put near the signature of the Authorized signatory on all the pages.
6. The University reserves the right to accept / reject any or all applications received in response to this advertisement without assigning any reasons. whatsoever. University also reserves the right to revise the eligibility criteria for short listing the bidders, if necessary.
7. The firms may provide the necessary additional information over and above the prescribed format by enclosing a separate sheet.
8. Tender application forms without photostat copies of all documents prescribed in eligibility criteria under terms and conditions, will not be considered.
9. Confidentiality should be maintained all along the admission and counselling process. Any sort of information regarding admissions should be given to others. All the correspondence should be made with Controller of Examinations / Registrar of SVVU, Tirupati.
10. All the information and data regarding admissions should be given in the form of soft copy after completion of counselling process.

## TRANSACTION FEE

11. All the participating bidders shall pay a transaction fee (non-refundable) to M/s. APTS, Vijayawada through online. (0.03% of estimate value + GST as applicable). It is mandatory for all the participant bidders from 1<sup>st</sup> January 2006 to pay a Non-refundable Transaction fee electronically to the MD., APTS, Vijayawada by the service provider through “payment Gate Way Service on e.procurement Platform”.
12. All the tenderers are requested to enclose an amount of Rs.20,000/- [Rupees twenty thousand only] towards EMD in the form of DD drawn in favour the “Comptroller, Sri Venkateswara Veterinary University, Tirupati”. The EMD in respect of unsuccessful Tenderer shall be returned after finalization of the tenders. The EMD paid by the tenderers shall not carry any interest. The successful tenderer has to deposit a sum of Rs. 20,000/- [Rupees Twenty thousand only] as security deposit. The EMD amount of approved Contractor shall be adjusted against Security Deposit which shall be returned after satisfactory expiry of contract period without any interest.
13. The contract shall be for ONE year from the date of entering into Contract. The contractor has to enter into an agreement with University on Rs.100/- non-judicial stamp paper.
14. The terms and conditions of this tender shall be part and parcel of the Contract executed by the person or agency whose tender is accepted. The terms and conditions mentioned shall invariably be adhered to strictly and in case of violation of any of the conditions, the University reserves the right to terminate the contract even during the middle of the Contract and the Security Deposit shall be forfeited.
15. The University will have privity of Contract with the Contractor only and will give instructions to him and will have nothing to do or be concerned with the conditions of employment of the workers working for the contractor.
16. The University shall not be liable for any illegal action or omission made by the staff of the Agency. In case of any loss or damage caused to the University on account of any act, omission, negligence on the part of the Agency and or its representative etc., in handling of the duties / functions entrusted or otherwise or on account of breach, omission, failure or negligence on the part of the Agency or its agents / representatives in the compliance of provisions thereof or in carrying out, executing, performing or fulfilling any of its obligations or operations hereunder, the Agency shall be liable to make good such loss or damage determined by the University and shall not be open to any question by the Agency.
17. The contract of online counselling will end till all the seats are filled up. The quoted amount per application includes all the expenditure that will be incurred by the bidders and no extra amount will be paid. The number of applications received will be counted as per the application fee received and the count for paying the bidder will also be the same. A person who is well versed with Telugu language should be present at Sri

Venkateswara Veterinary University, Main building for helping the counselling process.

18. The tenderer has to affix his signature on each page of the tender document.
19. All the participating bidders are requested to handover the Hard copies of e-tender along with all enclosures and DDs of application fee and EMD (Original) in the Administrative Office of Sri Venkateswara Veterinary University, Tirupati by 12.00 Noon on 12-04-2019.

**ANNEXURE - I**

**TECHNICAL BID – TENDER APPLICATION FORM**

**GENERAL INFORMATION ABOUT THE ORGANIZATION:**

1. Name and address of the organization :  
(Phone, Fax and e-mail address)
2. Name and designation of :  
Head of the Organization
3. Year of incorporation :
4. Number of qualified services personnel :
5. No. of orders taken up so far :  
(Enclose user(s) List with satisfactory  
performance certificate from clients)

**QUALIFICATION CRITERIA FOR TECHNICAL BID**

6. Qualification criteria

<b>S. No.</b>	<b>Criteria</b>	<b>Details of Documents enclosed</b>
1.	The company should be registered under The companies Act 1956	
2.	ISO 9001 Certification and ISO 27001 Certification are essential	
3.	The bidder should have a minimum of 10 years software solution experience in Online admission process in Veterinary / Agricultural domain	
4.	The bidder should have developed its own software. “Third Party software solutions” will not be considered.	
5.	Should have an average annual turnover of Rs.1.00 crore in the last 3 financial years i.e., 2016-17, 2017-18 and 2018-19	
6.	The bidder must have handled at least 20 thousand applications in any one institute/ University in the admission process during the previous 2018-19 ( <b>indicative of handling server capacity</b> )	
7.	The bidder should have provided similar software solutions of Online Admission Process: “Online Applications (or) Online seat allotment (or) Both” <b><u>in at least two State Veterinary / Agricultural Universities</u></b> in the country.	
8.	The Bidder should provide One (1) technical staff conversant in “Telugu – regional language” full time (24 x 7)during process of online application and counselling.	

9.	The Bidder should provide “Multiple Payment gateway” for handling Online applications.	
10.	The company should not have been blacklisted by State / Central government organization	
11.	The Non-refundable Application fee of Rs.5,000/- in the form of Demand Draft should be enclosed.	

7. Whether Photostat copies of all the :  
documents required are enclosed

**SIGNATURE OF THE APPLICANT**

**Note:**

- a. Attach additional sheets giving full particulars (Name and address of the firm, Name and Address of the Proprietor).
- b. Tender application forms without Photostat copies of all documents prescribed in qualification criteria under terms and conditions will not be considered.

**ANNEXURE - II**

**TENDER FOR “DEVELOPING AND IMPLEMENTING ONLINE ADMISSION SYSTEM : INVITING ONLINE APPLICATIONS AND FOR ONLINE COUNSELLING AND SUBSEQUENT OFFLINE COUNSELLINGS**

The Tenderer is required to print the following undertaking on his/her letter head with date, signature, seal and submit along with tender.

**UNDERTAKING**

1. I/we are ready to execute the Contract with effect from the date stipulated by SVVU and sign in the Contract agreement on non-judicial stamp paper worth Rs.100/- [Rupees one hundred only]
2. I/We undertake to furnish a Security Deposit of sum as informed by the University which is to be retained by SVVU for the entire period of contract which shall be refunded only after the satisfactory expiry of the Contract agreement entered by me/us without any interest. The security Deposit and /or will not carry any interest.

**SIGNATURE OF THE APPLICANT**

**ANNEXURE – III**  
**FINANCIAL BID – TENDER APPLICATION FORM**  
(to be used by the Tenderers)

From

To  
The Registrar,  
Administrative Office, SVVU,  
Tirupati – 517501, A.P.

Ref: Your Tender Notification No. \_\_\_\_\_ Dated \_\_\_\_\_

I/We have read the contents of the terms and conditions mentioned in your tender schedule and its enclosures and agree to abide by the same.

I/We hereby offer to execute the job of inviting online applications for admission into Diploma courses as per the details given by the University (or such portion thereof as you may specify on the acceptance of tender) at the price(s) given below.

I/We Agree to hold the offer open for a period of **twelve** months from the date of acceptance of tender and shall be bound by communication of acceptance dispatched within 24 hours from the date of execution order.

I/We have also examined the requisite specifications for developing software for inviting online applications from candidates in accordance with the requisite specifications.

I/We have carefully considered all the details /information in **Annexure A and B** pertaining to various diploma courses of SVVU for 2019-20 and particulars regarding settlement of disputes and we hereby agree to sign the same in token of consciously accepting the same and do hereby state that we accept them without any reservations and accordingly

I/We quote the following rates:

<b>Particulars</b>	<b>Unit Price in Rs. (per each / one online application)</b>
(a) Developing and implementing a suitable software ( <i>in TELUGU language</i> ) for <b>inviting online applications and for online counselling and subsequent offline counsellings</b> for admission into various diploma courses of SVVU for 2019-20 based on G.P.A. obtained in S.S.C. Examination.	

The execution of the above will be done as per the notification by the university for calling applications within 24 hours from the date of receipt of execution order.

Date:

SIGNATURE OF THE APPLICANT  
(Name and address of the Bidder  
Registered firm / Company)

**Note:** Attach additional sheets giving full particulars (Name and address of the Firm, Name and Address of the Proprietor.



**SRI VENKATESWARA VETERINARY UNIVERSITY**  
**ADMN.OFFICE, Dr. YSR BHAVAN, TIRUPATI – 517 502**  
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To  
M/s Abhinandana Media Services,  
#18-38-M26-99, Flat No. 525,  
Shree Vignesh Towers,  
Tirumala Bypass Road  
Near Leelamahahal Centre,  
Tirupati 517501

**Lr.No.1242/Acad.I/2019, Dt: 14-03-2019**

Sir,

Sub: SVVU, Tirupati – E-tenders for developing online admissions system for SVVU Polytechnics for the year 2019-20 – Notification Publication in **Indian Express** Daily in all India edition – Requested -Regarding.

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I request that the enclosed Notification No.1242/Acad.-I/2018, dated 16-03-2019 of SVVU pertaining to developing of online admissions system for SVVU Polytechnics for the year 2019-20 may be published on 17-03-2019 in **Indian Express** Daily for all India edition in one insertion in the Economy size duly allowing **15.3%** discount on Tariff amount and furnish credit bill and advance stamped receipt to the above address for arranging payment.

**Encl: As stated above**

**Sd/- D. SRINIVASA RAO**  
**REGISTRAR**  
**SVVU :: TIRUPATI**

**// F.B. O. //**

**SUPERINTENDENT**



**SRI VENKATESWARA VETERINARY UNIVERSITY**  
ADMINISTRATIVE OFFICE : DR. Y.S.R. BHAVAN : TIRUPATI-517501 :: ANDHRA PRADESH

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**TENDER NOTIFICATION**  
**(AP e.procurement Tender No.275864)**

**Ref.No.1242/Acad.-I/2018**

**Dated:16-03-2019**

E-tenders are invited from the reputed software firms / organizations for developing & implementing suitable software for “inviting online applications from candidates seeking admission and online counselling into various diploma courses of SVVU during the academic year 2019-20”. Tender forms and other details can be downloaded from [www.apecurement.gov.in](http://www.apecurement.gov.in) from 18-03-2019. The details are also available at [www.svvu.net](http://www.svvu.net), [www.svvu.edu.in](http://www.svvu.edu.in).

**D. SRINIVASA RAO**  
**REGISTRAR**