



**कुमाऊँ विश्वविद्यालय, नैनीताल(उत्तराखण्ड)**  
**KUMAUN UNIVERSITY, NAINITAL (UTTARAKHAND)**

पत्रांक-केयू0/आर0ओ0/2021-22/320

दिनांक- 07.01.2022

**कुमाऊँ विश्वविद्यालय, नैनीताल**

**निविदा सूचना (डिजिटलाइजेशन कार्य)वर्ष 2021-22**

विश्वविद्यालय के परीक्षा अनुभाग में संग्रहीत टैबुलेशन चार्टों का डिजिटलाइजेशन(Digitization)कार्य हेतु निविदा आमंत्रित की जाती है। निविदा से सम्बन्धित समस्त विवरण/नियम शर्तें विश्वविद्यालय की वेबसाइट [www.kunainital.ac.in](http://www.kunainital.ac.in) से डाउनलोड कर प्राप्त की जा सकती है।

कुलसचिव

पू0सं0-केयू0/आर0ओ0/2021-22/320

दिनांक 07.01.2022

- प्रतिलिपि:-1. विज्ञापन व्यवस्थापक, दैनिक समाचार पत्र हिन्दुस्तान/राष्ट्रीय सहारा को इस आशय से प्रेषित कि उक्त विज्ञापन को उत्तराखण्ड संस्करण में 6X4 सेमी0 के कॉलम में उत्तराखण्ड संस्करण में दिनांक 08-01-2022 के अंक में प्रकाशित कर नियमानुसार विशेष छुट प्रदान करते हुए बिल दो प्रतियों में भुगतान हेतु अधोहस्ताक्षरी को प्रेषित करे।
2. वित्त अधिकारी, कुमाऊँ विश्वविद्यालय, नैनीताल।
3. श्री के0के0 पाण्डे,प्रभारी विश्वविद्यालय वेबसाइट, को इस आशय से प्रेषित की संलग्न निविदा प्रपत्र को उक्त विज्ञापित सहित विश्वविद्यालय वेबसाइट में तत्काल अपलोड करने का कष्ट करे।
4. निजी सचिव कुलपति को माननीय कुलपति जी के अवलोकनार्थ हेतु प्रेषित।

(दिनेश चन्द्रा )  
कुलसचिव



## **Kumaun University Nainital**

Notice inviting “Expression of Interest” for

**Design and Development of Application software and  
Digitization of Academic Records of Student's Enrolled with  
Kumaun University, Nainital**

Dated – 07/01/2022

The Registrar  
Kumaun University Nainital,  
Uttarakhand-263001

## **ABOUT KUMAUN UNIVERSITY, NAINITAL**

- Kumaun University, a residential-cum-affiliating university, was established on 1st December 1973 under the Act of State Legislature (UP State Universities Act), and is a permanent member of the Association of Indian Universities (AIU)
- Kumaun University has been awarded “A” grade by the National Assessment and Accreditation Council (NAAC)
- Kumaun University is an ISO 9001-2008 certified institution, which follows International Quality Management System.

Kumaun University Nainital invites “Expression of Interest (EOI)” for Design and Development of Application software and Digitization of Academic Records of Student's Enrolled with Kumaun University, Nainital from leading, reputed, professionally & financially sound and duly registered companies/agencies/organizations which have Minimum 05 years of experience in relevant and similar execution for Development, Supply, Implementation, and Maintenance of complete project in any University.

### **Procedure for Submission of EOI**

Vendors, willing to submit EOI, may download full document of EOI containing details of Scope of Work and the desired prerequisites by visiting University Website <http://www.kunainital.ac.in/>. Any amendment/update to the EOI or its Terms & Conditions will be uploaded on official website of the University. The EOI must be submitted in the prescribed format along with all supporting documents in compliance with the requirements of EOI. The companies/firms/organizations will be shortlisted after detailed presentations by them before the designated Committee.

Note:

1. EOI may be sent in triplicate in a sealed envelope duly super scribed. “Expression of Interest Design and Development of Application software and Digitization of Academic Records of Student's Enrolled with Kumaun University, Nainital ”either by registered post or speed post addressed to the Registrar, Kumaun University Nainital-263001.
2. The University reserves the right to accept or reject any or all the EOIs at any stage of the process or any of the terms without assigning any reason. No correspondence in this regard shall be entertained.
3. In case holiday happens on the opening of the bids, the same shall be opened on next working day.

**ANNEXURE 1: SCHEDULE**

<b>Document Name</b>	Notice inviting “Expression of Interest” for Design and Development of Application software and Digitization of Academic Records of Student's Enrolled with Kumaun University, Nainital
<b>Document Reference Number</b>	KU/RO/Examination/DDAS/2022
<b>Date of issue of EOI notice</b>	07/01/2022
<b>Last date for receiving queries</b>	15/01/2022
<b>Last date for submission of EOI Response</b>	31/01/2022
<b>Opening of EOI</b>	01/02/2022
<b>Date of responder(s) Presentation. Potential responders should make sure that they qualify all criteria as per EOI as only representatives of eligible companies will be allowed to attend the PRESENTATION</b>	01/02/2022
<b>Cost of EOI</b>	5,000/-
<b>Earnest Money</b>	Rs. 200000/-
<b>Bid Validity</b>	90 Days

**Note:** The parties must submit the response both in hardcopy in sealed envelope through registered post or speed post addressed to The Registrar, Kumaun University, Nainital-263001 so as to reach us on or before the mentioned date and time of submission.

The envelope containing the EOI Response should be super scribed with the title of the tender “Expression of Interest Design and Development of Application software and Digitization of Academic Records of Student's Enrolled with Kumaun University, Nainital”. The EOI Envelope should contain two separate envelopes, the technical bid and financial bid sealed separately in the main envelope containing the aforesaid title. The financial bid of those organization(s)/firm(s) shall be opened once they qualify the technical bid. The organization(s)/firm(s) failing to qualify the technical bid shall not be allowed for presentation and their financial bid shall be repealed.

**Venue for Presentation:** Conference Room, Kumaun University, Nainital/Virtual Presentation depending upon the Covid-19 situation and as per Central/State Government SOP.

## BROAD SCOPE OF WORK

### 1.0 Need of Digitization and Archival System:

Kumaun University has old Student's Record present in Hard Copy in various sizes. They need to be digitized to avoid the following:

- (a) Opaque System prone to manipulations, harassment and extortion.
- (b) Theft of High value and important documents.
- (c) Ageing and decaying of documents.
- (d) Handling of documents is difficult because of their size and volume.
- (e) Delay in issuing of duplicate documents.

### 2.0 Advantages of Digitization:

The basic advantages of getting the documents digitized are:

- (a) Immediate response to queries made by Students, Colleges and University Authorities.
- (b) Accessing old document without handling/damaging them.
- (c) Overcome storage space shortages.
- (d) Flexible and fast retrieval regardless of archive size.

#### Overview:

- It is proposed to digitize the following documents by scanning of the documents and data creation of referral fields for searching:
  - (A) Tabulation Charts.
  - (B) Enrollment Record.
  - (C) Theory Answer book Scanning
- The Tabulation Charts are present in the Secret Section, the Enrollment Data is with the Enrollment Section and answer book is with examination section of the University.
- The dimension of tabulation charts to be scanned and rates should be quoted separately for different dimensions as mentioned below:
  1. 15 inches by 12 inches.
  2. Enrollment chart
  3. Answer book with 16 leaves and 32 pages in all.

### **3.0 Document Preparation:**

- Documents Preparation to be done by the concerned firm in university premises.
- Documents will be received from the university authorities in counted numbers.
- Unbinding/Un-stitching of document will be done if required followed by fanning of documents and making them dust free for smooth scanning.
- Straightening will be done to enhance the quality of creased 'dog-eared' documents, if Required?
- Repair operation (to the extent possible) will be done on all those documents which are too brittle and prone to damage in case of any kind of physical handling.

### **4.0 Scanning and Data Entry:**

- Scanning and Data Entry to be done by the concerned firm in university premises, in consultation and supervision of the concerned authority.
- A setup of Computers of high Storage Capacity and High-Resolution Document Scanner, Flat Bed Scanner and wide format Scanners will have to be installed in the concerned sections of the University.
- Secured working space with furniture and un-interrupted power supply will be provided by the University.
- The Documents will be received from the concerned section by a Supervisor.
- Numbering will be done for the document. This number will help in identifying the document set later in the process of scanning etc.
- The Document will then be passed to the Scanner Operator who will receive the documents and start the scanning process.
- The Scanner Operator will name the digitized file in the pre-decided file naming format based on document number, type and size.
- After completing the scanning of a batch, the scanner operator will commit the batch and hand it over to Quality Control operator.
- The document will then be sent to the Data Entry Section where Data Entry will be done for referral fields, like academic year, Session, Student's Roll Number, Enrollment number, Class/program/ course/ Student's Name and Father's Name. The entry will be done against the document code provided while numbering of the document.
- Print outs will be taken and data entered is checked again for any correction by checking team. Corrections are marked in the data and it is finalized to be linked to the scanned image.
- The images of the documents generated through scanning will be in TIFF group 4 image format, which is an ISO standard image format in document imaging.
- If any document is not found fit for scanning, it will be noted and further action will be taken after discussing with University Authority.

## **5.0 Quality Control and Indexing:**

- The scanned batches will automatically appear on the Scan Quality Control workstation. The operator will receive the files along with the batch of scanned documents. At this stage an operator will be required to check and verify the following:
  - Scan Quality is up-to-the mark or not. If any discrepancy is found, re-scanning will be done. If the image has some spots or patches, it will be cleaned. Images will be cropped to size, if required.
  - The number of documents scanned - should match the number of pages mentioned in the scan batch. If the number of pages scanned, are less and the pages whose image is missing is found in the packet, he will insert the image at the correct place in the batch by using scan-insert option.
  - The sequence of the documents scanned - if it is not correct, he will correct the image sequence electronically.
- After passing the images through Image QC, the image batches will come to Indexing Stage from Scan Quality Control Stations.
- The Document code shall be entered against the entered data and document will be indexed with the soft data.
- The Indexed Document will get linked with the Data entered by the Data Entry Section.
- Once the Scanned Image is Indexed and linked with entered data, final Quality Control will be done by randomly checking the records. After final data verification accuracy level of 100% shall be assured.

## **6.0 Post Scanning Activities:**

- After completion of the digitization process (scanning, QC and indexing) the physical records will be rearranged in the similar condition in which the records were received from Record Room keeper that includes binding of the un-bound records without additional cost on the University.
- They will be marked with a sign to indicate that they have been scanned. No record will be accepted back unless it is signed by the authorized signatory of the organization/firm.

## **7.0 Software Application – Data base Generation:**

- A web-based application will be developed that will help in Searching for a particular Record. The user will put in the year, college name, enrolment no, roll no, class/program/ course, Student's name and father's name to search the record or any 3 to 4 combinations. The search results will show the matching results. When the user clicks on the required record, the image will opens where further details can be viewed.
- Regular back up will be taken on daily/weekly/monthly basis along-with data and the images in the computer system.

### **Architecture of the Software:**

The system will be three tier and web-based system, as stated below:

o **Client or Front End:**

This tier will have browser to access the application. Suitable rich and web clients would be selected based on the usability needs.

o **Middle Tier:**

This Tier will have the application server where the core logic for the application will be hosted and will also be responsible for transaction management authentication and data protection.

o **Back End:**

This tier will have the database where the data of the application will be hosted.

Software Interfaces will be protected by username and password, which will have different levels of authentication.

All the data will be entered or modified in the central database server in real time. This will enable the authorities to view real time reports.

o **Development Platform of Software:**

The Application will be developed in ASP.NET (Ver. 3.0)/PHP with MS SQL Database. The front end will be browser and the application will be in English. The application will run on Web Server.

Back-end: MS SQL 2008 Server or higher

Front-end : ASP.NET 2008 (C#), FLASH, HTML and JAVA Script Server  
O/S : Windows 2008 advance server (recommended)or  
higher.

Client O/s : Windows NT/ 9x/XP/98/ Windows XP Pro/ VISTA/  
Windows2008.



## **Guiding Principles**

Being an institution, KUMAUN UNIVERSITY, NAINITAL has created and adopted best practices across its organizational operations. It expects from all its partners to follow the same. In view of this, KUMAUN UNIVERSITY, NAINITAL has framed the following guiding principles to be adhered to by interested participants. The best practices may be more than what are specified below:

The proposed solution should be an Integrated, Scalable, Modular and User-friendly.

The proposed solution must implement a multi-level security across various tiers and software layers of the IT platform.

Best practices from the industry must be implemented across the tiers and layers of the proposed solution and across various phases of the software development lifecycle.

## **Software Support and Maintenance Practices**

Software support and maintenance for a period of five years post go-live of the software platform is mandatory and part of the scope of work of the proposed program. The selected bidder must ensure that the technology / platform of the proposed software (application and system included) be of the latest version as published by the OEM (where applicable) and made available at no extra cost to the University.

## **Setup and Commissioning**

Installation, Setup and Commissioning of the system to host the software servers along with the portfolio applications will be part of the scope of work. Ensure that all non-functional requirements are catered to and will be part of the design and the proposed solution. The server infrastructure and connectivity requirements along with the data center details will be provided by KUMAUN UNIVERSITY, NAINITAL to the selected bidder for configuration.

## **Documentation & Training**

Providing all design, documents, user and operational manual in hard and soft copy form. The bidder will provide necessary training and hands-on to the university employees for a requisite period until and unless they are well acquainted with the software.

## **Integration**

Some of the software systems are running in the University for its smooth functioning but need to integrate these systems with proposed solution.

## **Security and Vulnerability**

Solution provided must be secure and free from any type of Vulnerabilities and Attacks. Regular up-gradation in view of Security and Vulnerability is required. The up-gradation for the coming 5 years shall be the responsibility of the selected organization/firm.

## Eligibility Criteria/Prequalification

The bidder must possess the requisite experience, strength and capabilities for providing the services necessary to meet the requirements, as described in the EOI document. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the IT applications, systems and support services sought by KUMAUN UNIVERSITY, NAINITAL. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the EOI document. The invitation to bid is open to all bidders who qualify the eligibility criteria as given below. Eligibility criteria are mandatory and binding on the organization/firm and any deviation in the same will attract bid disqualification.

S.No.	Criteria	Document to be provided
1.	The bidder should be a company registered under the Companies Act, 1956	Certificate of Incorporation.
2.	The bidder must have successfully implemented preferable more than one similar University Examination archival and Management System in any Indian University.	Documentary proof from earlier institute/university where the project was completed. List of successfully completed projects indicating cost, customer name & address.
3.	Bidder must have ISO 9001:2000, 9001-2015, 20000-1-2018, 27001-2013, COMMI-3 certificate or other such certification. Preference will be given to higher certification. The certificate must be issued before the date of this tender.	Valid Copy of Certificate issued before the date of this tender.
4.	The bidder company( pvt. ltd. or firm) Should have a minimum annual turnover of more than INR 2 Crore for the last three consecutive Financial Years.	Practicing Chartered Accountant Certificate for Net worth and Copy of the audited balance sheet of the company for last 03 years.
5.	The Bidder should not be under a Declaration of Ineligibility or black listed with any of the Government/ Public sector unit Agencies	Self-Declaration from Authorized Signatory of the Bidder
6.	The responder shall be the single point of contact for KUMAUN UNIVERSITY, NAINITAL and shall be solely responsible for all the warranties, upgrades and guarantees etc. Offered by the OEM etc. An undertaking to this effect should be Submitted	Self-certification
7.	Having minimum manpower strength of 30	List of employees
8.	Having at least 05 years' experience of handling computerized registration and examination system. Preference will be given to the bidder having experience of handling more than 10 lacks candidates per single examination for more than three continuous years	Substantiating documents
9.	The Firm Should have its own software development center from last 10 years.	Substantiating document
10.	Having a registered Office set up in any	Address & Address proof

	state/UT of India. The university reserves the right to physically inspect the organisation's/ firms office setup before or during the work. If found not suitable the work assigned shall be repealed and the EMD shall be forfeited without any further notice. Any discrepancy arising out of this EOI shall be under the jurisdiction of Hon'ble High Court of Uttarakhand at Nainital.	
11.	Able to provide total integration & solution	Self-certification
12.	Agreeable to sign Service Level Agreement (SLA) documents	Draft undertaking

### EOI Submission

The bidder must submit a Demand Draft (DD) for the value of INR 5000/- ( Five Thousand Only) along with the EOI Response. The DD should be in favour of “**Finance Officer Kumaun University Nainital**” payable at Nainital. **This is a non-refundable amount.**

### Bid Evaluation process

All responses including the proposed solution(s) received by Kumaun University, Nainital shall be evaluated by an Evaluation Committee duly constituted by Kumaun University, Nainital, on the basis of eligibility criteria mentioned in this document. The shortlisted responders will present the solution before the Technical Committee as shortlisted by the university on 01/02/2022 i.e., the bid opening date. Only the eligible bidders based on qualifying the technical bid shall be allowed to present the solution before the committee either physically or virtually depending on covid-19 scenario/ or as per the directions of the central/state government covid-19 SOP. In case of physical presentation depending upon covid protocol the venue shall be Conference Hall, Administrative Block, Kumaun University, Nainital.

Firms who qualify and are shortlisted by the technical committee after presentation, their financial bids will be opened, KUMAUN UNIVERSITY, NAINITAL shall be at liberty to reject any response received from any company or consortium for the Expression of Interest in reply of notice inviting this Expression of Interest.

### General Terms and Conditions

- The bid from those bidders who have failed to submit information as given in the Eligibility criteria as well as that given on the tender form will be rejected and their financial bid also will be repealed. Technical Bid must contain required documents. The bidders are required to submit both Technical bid and Financial bid in separately sealed covers kept on a bigger envelope mentioning the title of the EOI at the time of submission. Financial bid of only those bidders shall be entertained who qualify the Technical bid and subsequently present a satisfactory solution before the authorized technical committee.
- Technical Bid will be opened on the prescribed date of the tender in the presence of representatives of the bidders either physically or virtually depending upon the covid-19 scenario. All tenders without EMD will be rejected.
- In case the bids are not received from sufficient number of firms up to the stipulated date and time, last date for receiving and opening the tenders can be extended by the University and no further communication shall be entertained in this regard. The university reserves all rights in this concern.

- If the bidder resizes from his offers and puts forward new terms after opening of the tender, his earnest money is liable to be forfeited.
- The submission of more than one tender for one and same category and under different names is prohibited. If, at any time it is discovered that this condition has been violated, all the tenders of the firm shall be rejected or contract(s) cancelled and the earnest money or security deposit(s) will be forfeited to the University.
- Refund of Earnest Money: The earnest money of unsuccessful bidders shall be refunded soon after final acceptance of tender/bid.
- The successful bidders (Approved supplier) shall be required to deposit an amount of security equal to 5% of the value of the order placed in the form of a crossed demand Draft or Bank Guarantee from a scheduled bank. The approved firm shall be required to execute an agreement with the University on a non-judicial stamp paper of Rs 100/- to supply and install the equipment/items and demonstrate the performance as per terms and conditions of the tender as per specifications of the equipment/items.
- Forfeiture of Earnest Money: The earnest money shall be forfeited in the following cases:-
  - i. When the bidder withdraws or modifies the offer after opening of tender/bid but before acceptance of the tender/bid.
  - ii. When he does not execute the agreement, if any, prescribed within the stipulated time.
  - iii. When he fails to commence the supply of the items as per work order within the prescribed timeframe.
  - iv. When the bidder does not deposit the security money after the work order is given.
- Forfeiture of security deposit: Security deposit shall be forfeited in the following cases:
  - i. When any terms and conditions of the contract is infringed or deviated;
  - ii. When the bidder fails to provide services/carry out work satisfactorily.

Notices will be given to the bidder with reasonable time before earnest money or security deposit forfeited.

- The tendered rates must be valid for at least a period of six months from the date of opening the tender. If the rates quoted are not valid for the above period, the bidder should mention the same explicitly in their offer. However, in the event of downward trend in the rate, university reserves the right to negotiate the rate or reduce the validity of the rate.
- The Registrar, Kumaun University, Nainital reserves the right to accept any tender, not necessarily the lowest, reject any tender without assigning any reason and accept any tender for all or any one or more items for which tender has been submitted.
- In case the rates quoted by all the bidders are very high, or do not suit the University, negotiation can be conducted as per rules.

- The contract can be repudiated at any time by the Registrar, KUMAUN UNIVERSITY, NAINITAL (U.K.) if the work order is not executed in time and/or to satisfaction after giving an opportunity to the contractor (bidder) for being heard.
  - The tender must be submitted accurately in accordance with the conditions of the tender and all the enclosures (duly signed and stamped) must be attached along with the tender as demanded. Otherwise the tender will be rejected.
  - Legal proceedings, if any, arising out of the tender documents shall be under the jurisdiction of Hon'ble High Court of Uttarakhand at Nainital and not elsewhere.
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**FINANCIAL BID**

S.No	Service Description	GST @ 18 %	Unit Price	Total Price
(A)	Scanning of tabulation chart (per page) and creation of web based application with referral fields for data retrieval (per candidate).			
(B)	Enrollment Register (per page)			
(C)	Answer Book Scanning containing 16 leaves (both sides) i.e., 32 pages			

**Registrar Kumaun  
University Nainital, Uttarakhand**