

**KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY**  
H.O Patgaon, Rani Gate, Guwahati-71017. City Office: NH37, Resham Nagar,  
Khanapara, Guwahati - 781022

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**Expression of Interest (EOI) with quotation for  
Providing Turn Key Solution for Conduct of Online Examinations of  
Krishna Kanta Handiqui State Open University  
( EOI No. KKHSOU/Exam/39/2008/PT/ 263 dated : 22.07.2021 )**

**Back Ground:**

Krishna Kanta Handiqui State Open University a premier institution in the field of distance education in the state of Assam was established by the Government of Assam vide Krishna Kanta Handiqui State Open University, Act,2005. The Head Office of the University is situated at Patgaon Rani, Guwahati-781017 and City Office at NH 37, Resham Nagar, Guwahati 781022. The university has more than 300 study centers spread out in the state of Assam through which enrolment of Learners are made. But learners have to apply online for admission to various courses. The university provides access of higher education to all segments of population, particularly the disadvantage groups i.e those living in remote and rural areas and also includes working people, housewives, adults who wish to upgrade or acquire degree, diploma, certificate and degree of Post-graduate level confers by the university. Total enrolment is around 1,20,000 Learners.

Expression of Interest (EOI) with quotation is invited from the reputed IT Firms who fulfils the following essential qualifications for providing Turn Key Solution for Conduct of Online Examination of Krishna Kanta Handiqui State Open University.

**1. Essential Qualifications/ Criteria for Firms**

- i. Must be a registered firm and should have their office in Guwahati.
- ii. Must have a trade license.
- iii. Must have PAN
- iv. In case of Private Limited or Limited company, one must have company registration.
- v. In case of partnership, firm must have registered deed of partnership.
- vi. Annual Turn Over should not be less than Rs. 50,00,000/- per year during last 3 financial years.
- vii. Must have experience of not less than 3 years in providing similar services to other educational institutions.

**Note: All the supporting documents should be attached with the application of EOI, without which the application will be rejected.**

**2. Specifications of Requirements/ Nature of work**

- I. The party must take the responsibility of providing support to the valid learners for continuous uninterrupted access to the system/portal during the examination time.

- II. All question papers should be uploaded in a secure mode so that only the concerned learner(s) will be able to access it.
- III. Should provide the facility to conduct continuous online examinations for simultaneous use up to 10000 numbers of learners.
- IV. Should provide the facility of instantaneous evaluation for MCQ part.
- V. Provision for submission of written answers to certain question and evaluation of those in proper format should be available.
- VI. More than 10000 learners should be able to download and upload simultaneously.
- VII. Uploading of answer scripts in pdf format (within certain size MB) should be easily available for the learners.
- VIII. Proper video demonstrations for the learners must be provided.
- IX. All answer scripts should be saved subject (course) wise and enrollment number wise.
- X. Should provide security options for proctored examination like movement marker, noise detection etc.
- XI. Learners' IDs and proper authentication to be ascertained by verifiable means.
- XII. The firm should provide the server and necessary server support for this purpose along with University access to live data and the complete database.
- XIII. University must be given direct access to the main database.
- XIV. All answerscripts of online examinations must be available for re-evaluation
- XV. All instruction of the system must be bilingual i.e. in English as well as in Assamese.

### **3. Time Period**

The firm will be required to provide the desired services initially for a period of one year which can be renewed for another year at the same terms and conditions on satisfactory performance up to a maximum of another two years.

Notwithstanding anything contained herein above, the University reserves the right to discontinue the service of the firm in the event their services are evaluated as unsatisfactory at any time during the period by giving notice of one month.

### **4. PAYMENT TERMS:**

The payment shall be made against the service provided by firm as per the nature of work, subjected to the following terms and conditions.

- 1) The payment during the entire contract period shall be made after completion of the work in accordance with the Financial bid submitted by the selected firm and accepted by the University.
- 2) TDS under Income Tax will be deducted at applicable rates.
- 3) The firm will raise the bills in triplicate after completion of the work to the University.

- 4) The KKHSO University will not pay any advance to the selected audit firm under any circumstances.

## 5. SUB-CONTRACTING:

The firm to whom work is awarded is not allowed to sub contract the work to any other parties either in part or full.

## 6. INSTRUCTIONS TO BIDDER FOR SUBMISSION

Interested firms meeting the criteria are required to submit the quotation in two covers as follows, **Cover-I (Technical Bid)** and **Cover-II (Financial Bid)** at the **City Office, Krishna Kanta Handiqui State Open University, NH37, Resham Nagar, Khanapara, Guwahati** . Envelopes of technical bid and financial bid should be individually sealed and then placed in a common outer cover which shall also be sealed and super scribed with the EOI reference no. and due date of submission.

**Cover-I: Technical Bid** (Cover I should be superscribed as Technical Bid and indicating the EOI No.) **Detailed EOI documents along with Scope of work can be downloaded from the University website : [www.kkhsou.in](http://www.kkhsou.in)** . Demand Drafts for Rs.1,000/- (One thousand) in favour of “**Registrar, Krishna Kanta Handiqui State Open University payable at Guwahati** towards cost of tender application fee (not refundable) and another D.D **for 20,000/- ( Rupees twenty thousand only) towards EMD (refundable) in the shape of DD pledged to Registrar, KKHSO University, Payable at Guwahati must be enclosed** with EOI and the offers without EMD shall be straightway rejected.

**Cover-II: Financial Bid** (Cover-II should be superscribed as Financial Bid and indicating the EOI Reference No. and shall contain Price only) Financial bid should be enclosed in a separate sealed cover and should be written in the format given as Annexure II. Failure to provide price bid in a sealed separate cover will result in invalidation of the offer. The bid should be clearly filled or typed and signed in ink legibly giving full address of the bidder. The rate should be quoted both in words and figures. All the pages of the bid should be duly signed by the authorized person affixing the seal. All corrections and overwriting should be initialled otherwise the tender shall be invalidated. The rates should be quoted in Indian Rupee including all taxes.

## 7. OTHER TERMS AND CONDITIONS

- 1) Bid(s) received beyond the due date of submission will be rejected. No tender document will be entertained by E-mail / FAX. The University shall not be responsible for any postal delay about non-receipt / non-delivery of the tender documents.

- 2) The selection shall be through a two-bid process

- I. At the first stage, the qualification for Technical conditions shall be considered by opening the responses/bids for the Technical criterion (which shall be in a separate and clearly marked envelope).
- II. The technically qualified bidders will be called for a presentation before the University Authority to demonstrate the salient features of the service to be provided.
- III. The Financial bid of the qualified bidders selected after the presentation shall be opened and evaluated. The Financial Bid of the parties who do not fulfil the Technical conditions and found disqualified in the presentation will be returned unopened.

- 3) In the event of the due date of receipt and opening of the tender being holiday/declared as holiday for the University, then due date of receipt / opening of the tender will be the next working day at the same time.
- 4) The **EOI document duly signed and stamped on each page** shall be submitted in original with the Technical bid as a proof to confirm the acceptance of the entire terms and conditions of tender. Any amendment and / or addition made to the tender are not permissible after opening of the tender. Incomplete tenders will be rejected.
- 5) The University reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever and the tendered shall not be entitled to claim any damage or compensation due to such rejection. In case of any dispute, the decision of Vice Chancellor, KKHSOUU shall be final and binding.
- 6) EOI received in the single-bid system ie. having the technical bid as well as financial bid in the same small envelope shall be rejected.
- 7) This EOI is subject to the jurisdiction of the local courts at Guwahati only. All disputes arising out of the EOI process shall have the jurisdiction of the local courts at Guwahati.
- 8) The EMD in respect of unsuccessful offers shall be released within 15 days after issuance of allotment letter in favour of the successful firm. The EMD of the successful firm shall be kept as security deposit which shall be released after successful completion of the assignment.
- 9) Quoted fee shall be submitted in prescribed document only. If submitted in any other form, the same shall be summarily rejected.
- 10) These are only proposed draft terms and conditions and can be modified at any time by the University at its sole discretion.

**Details of EOI are as follows:**

EOI No.	KKHSOU/Exam/39/2008/PT/263
Last Date and Time for receipt of EOI	12.08.2021 till 4 PM
Time and Date for Opening of Technical Bid	16.08.2021, 11 AM
Time and Date for presentation	Will be informed to the qualified parties
Time and Date for Opening of Financial Bid	Will be informed later
Tender Fee (non refundable)	Rs. 1,000/-
EMD (refundable but non-interest bearing)	Rs. 20,000/-
For technical Details Contact through E-mail	info@kkhsou.in

**REGISTRAR**

**TECHNICAL BID (All the information is to be supported by necessary documents as indicated in the previous pages)**

**General Information**

1. Name of the Bidder
2. Full Address of the Bidder with Pin Code, Telephone number, Fax number, e-mail address
3. Local Address of the Bidder, (if any) with Pin Code, Telephone number, Fax number, E-mail address
4. Registration with concerned Government bodies
5. Company Registration (in case of Private Limited or Limited company)
6. Registered deed of partnership (in case of partnership)
7. Trade License
8. GST Certificate
9. PAN Card
10. Annual Turn Over in last 3 years (should not be less than Rs.50,00,000/- per year)
11. Details of Earnest money deposit (Amount Rs., Bank Draft No., Bank Draft Issuing Date, Drawn on (Bank).
12. Supporting documents for experience of minimum 3 years in educational institution.

## FINANCIAL BID

EOI No.:

Date:

**Rates to be offered (inclusive of all taxes) for the following services**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Rate to be offered (inclusive of all taxes)</b>
1.	Providing Turn key Solution for the conduct of Online Examination in KKHSOU	

N.B: Statutory Changes in GST rate if any shall be borne by the Institute. Deductions shall be made by the Institute as per statutory rates & norms wherever applicable.

**We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.**

PAN No.:

GST Registration No.:

Signature:

Name:

Bank Address:

Affix Rubber Stamp:

Place:

Date:

**Details of the Firm's Professional Income**

(Gross Professional Fees earned)

Particular	Financial Year 2018-19	Financial Year 2019-20	Financial Year 2020-21	Average Annual Income
Annual Income* (In Rupees)				

\*Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax

Date: \_\_\_\_\_

Signature of the Bidder/Firm\_\_\_\_\_

Official Seal:

Name & Designation\_\_\_\_\_

### Details of Firm's Experience of Similar Services

**[During last 3 (three) years]**

Sl No.	Name of the Assignment	Duration of the Assignment ( Start Date / End Date )	Name of the Educational Institutions	Nature of the Supporting Documents provided
1				
2				
3				
4				
5				
6				
7				
8				

**\*Furnish the copy of the documentary evidence in support of the information provided above**

Date: \_\_\_\_\_

Signature of the Bidder/Firm\_\_\_\_\_

Official Seal:

Name & Designation\_\_\_\_\_

**Annexure-V**

**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

To

Date:

The Registrar,  
Krishna Kanta Handique State Open University  
Patgaon, Rani,  
Guwahati - 781017

Sub: Authorization for release of payment / dues from Krishna Kanta Handique State Open University, Guwahati through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

City \_\_\_\_\_ Pin Code \_\_\_\_\_

E-Mail ID \_\_\_\_\_ Mob No: \_\_\_\_\_

Permanent Account Number(PAN) \_\_\_\_\_

3. Particulars of Bank:

Bank name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No.			
(9 digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of cheque of your bank for ensuring accuracy of the bank name, branch name and code number)			
IFS Code: (11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number			

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, KKHSOU, Guwahati responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature & Seal of the Authorized Signatory of the Party**

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Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: \_\_\_\_\_

**Signature of the Authorized Official from the Bank**

***N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable***