

## REQUEST FOR QUOTATION

Ref. No.: DBRANLU/Examination/RFQ-01

Date: 08/05/2025

### RFQ FOR Developing, executing & maintenance of Examination related Record Management System



**Dr. B.R. Ambedkar National Law University**

**For Registration, Academics, Pre/Post Examination  
and other examination allied work.**

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**SECTION I**  
**INVITATION FOR Quotation**

Dr. B.R. Ambedkar National Law University, Sonapat, Haryana is a State University established under Act 15 of 2012. The quotations are invited from the interested Agencies/Firms/Service providers for **Developing, executing & maintenance of Examination related Record Management System for various examination modules of University** - For Registration, Academics, Pre/Post Examination and other examination allied work. Interested credible Agencies/Firms/Service providers are encouraged to participate in this.

1. Interested eligible Agencies/Firms/Service providers are required to submit duly filled quotation latest by 26.05.2025(upto 11:00 AM). However, they are requested to regularly visit University's website (<http://www.dbranlu.ac.in/>) for latest information/updates
2. All bids must be accompanied by supporting document mentioned in the RFQ document and must submit their quotes offline at the university Campus by Hand or Post/Speed post to the office address mentioned below by the date and time indicated below.

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**Controller of Examinations,**

Dr. B.R. Ambedkar National Law University Sonipat

**SECTION II**  
**TERMS AND CONDITIONS OF RFQ**

1. Interested credible and eligible Agencies/Firms/Service providers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the RFQ document. Failure to furnish all information required in the RFQ document or submission of a quote not substantially responsive to the RFQ document in every respect will be at the bidder's risk and may result in the rejection of the quote.
2. The bidder should give their quote in Indian currency only.
3. The Bidders shall have to submit their quotes offline at the university Campus by Hand or Post/Speed post.
4. The University reserves the right to invite bidders to conduct a demonstration or technical presentation of their system/software, showcasing its implementation at other University/Boards, etc.
5. Before submission of bids, bidders must ensure that self-attested copies of all the necessary documents as required in this RFQ document have been submitted with the quote, failing which their bid may be out-rightly rejected and will not be considered.
6. The conditional bid shall not be considered and may be rejected out rightly in very first instance.
7. Financial bids will only be considered from bidders who meet the eligibility criteria. The bidder selection will be based on the lowest total price quotation for two academic cycles, which includes the development and maintenance in the first year, followed by maintenance for an additional year.
8. Performance Security Deposit: The performance security deposit, calculated at 15% of the total value of the development fee awarded, will be deducted from the first payment to be made by the University after the completion of the work. University will release this security deposit amount after expiry of the contract and till the event of migration of platform from developed to other platform or any other period as decided by both the parties.
9. The Registrar, Dr. B.R. Ambedkar National Law University, Sonapat reserves all the rights to accept or reject any or all bids without assigning any reason.
10. **Non-Disclosure/ Confidentiality Agreement:** The selected vendor would have to enter Non-Disclosure/Confidentiality Agreement with the Institute for the Examination Data and other data and processes of the Institute which are part of the Examination process.
11. The bidder shall be the single point of contact with DBRANLU and shall be solely responsible for the execution and delivery of work without subletting or engaging in sub-contracting of the core examination-related activity.
12. The contract shall be on “End to End outsource basis” and the bidder should have all relevant

facilities and logistics available to execute the work.

13. Bidder should be OEM and own the complete source code of the Software/Web Application.
14. Bidder should have all the necessary components and dependencies of source code of Software/Web Application in place so that any change required in any of the components of the software, and technical skill should be available to make necessary changes. The major/minor changes in software required by DBRANLU must be met immediately.
15. Software/Web Application code should have multiple backup systems in place so that anytime source code and University's data can be recovered in case of any disaster.

### SECTION III SCOPE OF WORK

The Scope of Work is divided into the following broad categories:

- General
- Registration & Academics
- Program & Course Curricula Management
- Student's Portal
- Pre Examination
- Post Examination

#### General:

<b>Approximate number of students for whom the services are being arranged</b>	600 Approx.(As on date, which may rise upto 1000 in upcoming years)
<b>Training</b>	Training of Faculty & Staff Members
<b>Application</b>	Mobile/Desktop App/Browser Extension
<b>Technical Support</b>	Required

\* The University reserves the right to change the number of assessments at any point in time.

Following are the general features required in the solution:

1. Web-based application with secure web access (e.g., HTTPS instead of HTTP). The Solution should be interoperable across different platforms.
2. Provision to use or configure the solution or related modules such as Examinations, Faculty for other educational institutions like University Departments.
3. Access with single sign-on. Supporting integrated payment gateway.
4. Capability for continuous improvement and up-gradation.
5. Configurability through a web interface. Provision for decision support mechanism. Facilitate paperless working.
6. Workflow-based process approval and archival mechanism which should be a rule-based engine and not a hard-coded workflow.
7. Supporting digital signatures for selected high-level functionaries. Comprehensive data and application security features.
8. Adequate security provisions for preventing tampering of the software as well as data. Archival of information and data.
9. Provision for role-based access rights.
10. Provision of interactive validations of data entries. Provision for report generation as per requirements.
11. Provision to be made for a Mobile Application for online admission and other facilities as per the requirement of the university.

## **Registration & Academics**

1. When pre-admission activities are finished, selected candidates should be enrolled in the University, student demographics will be entered in the database. Thereafter student shall register themselves with credentials given to them. University can maintain records of submitted documents by students, provided document can be scanned and uploaded for future reference.'
2. The following features should be provided:
  - Student Registration and Record Management (Student ID card generation etc.)
  - Academic Calendar Management
  - Student/Faculty Allocation
  - Course Allocation
  - Student Portal Password generation

## **Program & Course Curricula Management**

This module should display the University Course catalogue and exam schemes.

1. Define courses conducted by the University under different categories(UG, PG, PHD and diploma courses)
2. Define course structure or scheme of examination for each of the courses under all the categories
3. Define papers included under each of the courses
4. Define mark details for each paper type, including max and min marks for passing, etc.
5. Define passing, gracing, and exemption logic for each course separately
6. Validation of student's eligibility for taking a particular course
7. Modification of existing course by introducing new subject/syllabus/paper
8. Multiple course structures attached to the same program
9. Manage Changes in the pattern or duration of the program

## **Student's Portal**

Dedicated portal for students should help them pay their examination fees, view examination schedule, attendance status etc. It should be a one stop solution for the students to all the examination related queries. It should also show examination notices as and when issued by the Examination Branch/HOD offices.

This module should display following catalogue.

1. Student Personal & Qualification Details
2. Course Details
3. Examination Schedules
4. Examination Form and Re-evaluation form Submission including fee.
5. Attendance Details and e-mail Alerts
6. Notice Board
7. Certificates Request
8. Previous year question papers

## **Student Attendance**

Create an online attendance register to maintain daily attendance records. Generate subject-wise, teacher-wise or course-wise attendance reports. Track and evaluate attendance history to enforce discipline.

1. Semester-wise
2. Teacher Course Allocation
3. Attendance entry
4. Attendance Rule Configuration
5. Course Wise Attendance Report
6. Student Attendance report in all subjects

## **Pre-Examination**

This module should manage all processes prior to the examinations, such as online submission of examination forms, generating hall tickets.

This should contain at least following:

1. Promotion of students to the subsequent/next higher semester/course.
2. Internal portion marks feeding (separate page for the assigned faculty for feeding mid-term and project marks)
3. Exam. Form approval online by Exam Branch.
4. Generation of Hall tickets upon confirming eligibility by HOD office.

**Post Examination Management & Result Processing:** Post-conduct examination activities should manage all processes related to exam completion and evaluation. Get an overview of examination attendance, record and lock final marks, generate results and grade sheets, process requests for re-evaluation, tabulate results. The modules should also generate certificates, and manage compartment exams if any. The below features are expected in this module

1. Students Exam hall attendance feeding
2. Examination Attendance
3. Final(End-term) Marks Feeding
4. Marks Locking
5. Result Generation
6. Re-Evaluation
7. Grade Sheet Generation(DMC)
8. Tabulation Chart Generation(Result Sheet)
9. Degree Details Generation
10. NAD(National Academic Depository)/ABC(Academic Bank of Credits ) compliances
11. Various Certificates Printing (Transcript, DMC, Degree & etc.)
12. Back Paper/Compartment Exam Management
13. Examiner Payments management
14. Printing of Examination Material: Roll list, centre copy, Attendance sheet, TR, Grade sheet (Stationery will dealt with at the University level)



**SECTION IV**  
**Details of the Agency/Firm/Service provider**

S. No	Organizational Details	
1.	Name of Organization	
2.	Type of Organization Firm/Company registered under the Indian Companies Act, 2013 / 1956	
3.	Particulars of registration with various Govt. Bodies/ Tax Authorities a. Registration no b. Place of Registration c. Date of Validity	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous bodies/ /Reputed Educational Institutes in India.	
5.	Address of registered office with telephone no. & E-mail	
6.	Authorized Contact Person with telephone no. & E-mail ID	
7.	Any other information considered necessary but not included above	

Signature

Name and Address of the Bidder with Seal

**SECTION V**  
**ELIGIBILITY CRITERIA (TECHNICAL PARTICULARS & CHECKLIST)**

<b>Sr. No.</b>	<b>Pre-Qualifying Criteria</b>	<b>Supporting Compliance Document</b>	<b>Compliance (Yes/No)</b>
1.	The firm/organization should be registered with appropriate tax authorities such as GST.	Copy of the GST certificate to be attached. (Mention GST no. here)	Yes/No
2.	The firm/organization should have been registered with the relevant Authority for the domain of work in Bid Document at least for last 05 financial years.	Copy of Certificate or relevant documents highlighting turnover. <b>(Mention here the existing period in India)</b>	Yes/No
3.	Bidder should have a turnover of at least Rs. 20 Lakh and should be profitable in each of the last three Financial Years respectively. Financial Years i.e., 2021-22, 2022-23 and 2023-24.	Audited copies of the Financial Statement shall be submitted as proof. <b>(Mention here turnover)</b> <b>2021-2022</b> <b>2022-2023</b> <b>2023-2024</b>	Yes/No
4.	The agency should be certified for compliance with established Information Security Standards such as ISO27001, ISO 20001 & ISO 9001	Duly signed copy of ISO27001, ISO 20001, ISO 9001 certificate Attach <b>(Mention here ISO Type)</b>	Yes/No
5.	The bidding agency should have authorized and globally accepted software certification, CMMi Level 3 or 5. Proof of this should also be submitted.	Proof to be Submitted <b>(Mention name of a web application)</b>	Yes/No
6.	Undertaking/Declaration regarding 'Not having blacklisted as on date, by any central/state Govt. organization, educational institute, etc.	Attach Declaration	Yes/No
7.	Bidder should have at least one complete End-to-End Examination Process Experience in atleast 03 Central/State University/Boards in India in the last three Financial years i.e., 2021-22, 2022-23, 2023-24, for similar nature as given in the Scope of work mentioned herewith in this RFQ document.	Completion Certificate / Work Order / Performance Certificate to be submitted	Yes/No

Place:

Signature

Name and Address of the Bidder with Seal

**SECTION VI  
FINANCIAL BID**

Financial (Price) Bid for **Developing, executing & maintenance of Examination related Record Management System for various modules of University.**

**Financial Bid:**

**1. Rate for Development of the said work including 1<sup>st</sup> year's maintenance (One time payment):**

Sl.No.	Pricing Components	Rate
1.	<b>Developing, executing &amp; maintenance of Examination related Record Management System for various modules of University as detailed in the Scope of work in the RFQ. (Including charges mentioned at point no. 1 below).</b>	

**2. Rate for Execution and maintenance of outlined work.**

Sl. No.	Pricing Components	Rate ( Per Student Per Semester)			
		Up To 500 Students	501 to 750 Students	750 to 1000 Students	More Than 1000 Students
1.	<b>Maintenance charges after successful implementation of Examination related Record Management System for various modules of University as detailed in the Scope of work in the RFQ. (Not applicable for first year)</b>				

**Note:**

1. Rates to be quoted inclusive of all applicable types of charges such as Cloud, Storage, insurance, data backup charges, expert visit to University charges(as & when required) GST & taxes.
2. The bidder selection will be based on the lowest total price quotation for two academic cycles, which includes the development and maintenance in the first year, followed by maintenance for an additional year.
3. Billing shall be made on the actual rates quoted per candidate per semester.
4. Rate should be quoted in Indian Rupees only.

Date:  
Place:

Signature  
Name and Address of the Bidder with Seal

**SECTION VII**  
**GENERAL TERMS AND CONDITIONS**

**1. Amendment of RFQ Documents**

At any time prior to the deadline for submission of bids, the DBRANLU can modify the RFQ documents & terms of conditions by corrigendum. .

In order to allow prospective bidders reasonable time in which to take the corrigendum into account in preparing their bids, the DBRANLU, at its discretion, may extend the deadline for the submission of bids.

**2. Language of Bid**

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid submitted by the Bidder and any correspondence between the bidder & the DBRANLU, shall be in the English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Bid, the translation shall govern.

**3. Period of Validity of Rates**

Rates shall remain valid for 120 days after the deadline for submission of bids prescribed by the DBRANLU.

**4. Contract Period:** The initial term of the contract shall be two years, with the possibility of renewal on an annual basis thereafter. Renewal will be subject to the University's requirements and provided that the rates of maintenance charges remain unchanged. In the event of a rate increase, the University shall have the final decision-making authority, or rates will be mutually agreed upon. However, the University reserves the right to terminate the firm's/bidder's services at its sole discretion without providing any reason.

**5. Time frame for execution of work:** The selected Agency/Firm/Service Provider shall be required to develop and finalize the solution within 60 days of the work order being awarded. This process must include continuous communication with the University to ensure proper execution and regular review of progress. Accordingly the work should get started from 2025-2026 academic year. Failure to which penalty charges amounting to 1% per week shall be applicable subject to maximum of 10% of development charges.

**6. Payment:** Payment for Services shall be made in Indian Rupees only. Half Payment after deducting performance security deposit of Development component i.e., onetime payment of the work shall be released post completion of development of said solution and test of the same by the University and rest of the half(except performance security deposit of development charges) shall be released upon completion of the first academic cycle. Thereafter maintenance charges (bi-annually) will be released on invoice basis of actual numerical records verified by the University.

**7. Documents comprising the Bids:** The documents prepared by the bidders shall comprise the following components:

- Bid to be furnished as per the format for technical specifications.
- Technical literature for each product/service, covering full technical specifications.
- Bid prices should be quoted item-wise as per the format provided and duly signed and complete as per the format.
- Maximum educational discount as could be offered should be mentioned.

**8. Data migration:**

- **The Agency will have to import current data to the prepared solution so that solution/system can cater the University's requirement from day one.**
- University at any stage of time may intent to migrate to other software/solution for examination related management solution. In such case, the firm/vendor shall have to provide all the data to the University in desired format. Failure, to do so may result in forfeit of Security deposit.

**9. Resolution/Service period:** All issues or problems identified by the University after the completion of development and during the execution phase must be resolved or addressed within 72 hours. Failure to do so will entitle the University to impose penalties on the selected Agency/Firm/Service Provider.

**10. Penalty Cause**

In case of failure/delay in delivering services/support services a penalty of 1,000/- per 72 hours shall be charged. More than five Failures/delays in delivering services may result in terminations of the contract.

**11. Termination of contract:**

If the performance of the vendor is not satisfactory in executing the project, then the same will be informed in writing by Examination Branch, DBRANLU as a warning letter and if in spite of the issue of the warning letter the performance does not improve to the satisfactorily level as per the expectation of DBRANLU i.e., scope of work & tnc of bid within a fortnight then second warning letter will be issued. If after the issue of the second warning letter also performance doesn't satisfy DBRANLU's expectations, then University reserves the right to terminate the contract prematurely by giving one-month notice in writing without assigning any further reason whatsoever. After that the contract shall be terminated and the amount deemed payable to the vendor (if any) will sine die without any further payment. No further claim for the payment shall be entertained. The decision of the competent authority of DBRANLU regarding determining the performance will be final.

**12. Force Majeure:**

Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or the Institute as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as Natural phenomena, including but not limited to floods, droughts, earthquakes, epidemics/pandemic; Acts of any Government, including but not limited to war, declared or undeclared, priorities, quarantines, embargoes; Terrorist attacks, public unrest in work area Restriction, Freight Embargo; provided either party shall within ten (10) days from the occurrence of such a cause notify the other in writing of such causes. The Bidder or the Institute shall not be liable for delay in performing his/her obligations resulting from any Force Majeure causes as referred to and/or defined above.

**13. Amendments in Scope of Work:** The University reserves the right to make amendments to the scope of work in the best interest of the University, provided such amendments are essential for the effective execution of examination-related activities and the bidder shall have to make the changes in the developed solution/software without any additional cost.

**14. Dispute Resolution:** In case of any dispute relating to this bid or post finalization of contract, the matter shall be referred to the committee, duly constituted by the Vice-Chancellor, DBRANLU and the constituted committee shall try to resolve the issue. In case, dispute cannot be resolved by the committee, then the decision of the Vice-Chancellor, DBRANLU shall be final.

## **15. Others Terms and Conditions**

- **Performance Security Deposit:** The performance security deposit, calculated at 15% of the total value of the development fee awarded, will be deducted from the first payment to be made by the University after the completion of the work. University will release this security deposit amount after expiry of the contract or till the event of migration of platform from developed to other platform and any other period as decided by both the parties.
- Performance Security will be forfeited by the University i.e., Dr. B.R. Ambedkar National Law University, Sonapat in the event the firm does not fulfill the service/requirement during the contract period and other terms and conditions of the bid.
- Rates should be valid for at least 120 days from the last date of submission of Quote.
- All legal disputes will be subject to Sonipat Jurisdiction and will be interpreted under Indian Laws.
- The Registrar, Dr. B.R. Ambedkar National Law University, Sonapat reserves all the rights to accept or reject any or all bids without assigning any reason.
- All the rates will be FOR, Dr. B.R. Ambedkar National Law University, Sonapat.
- In case the officials/experts of the selected Agency/Firm/Service Provider are required to visit the University for the purpose of setting up the solution, all associated expenses shall be borne by the respective Agency/Firm/Service Provider. The University will not be responsible for any TA/DA, lodging/boarding charges, or other visiting expenses incurred by the officials/experts of the Agency/Firm/Service provider.
- The bidding agency shall ensure a single point of contact with DBRANLU and shall be solely responsible for the execution and delivery of the work.
- The bidder should participate as a single entity; no consortium or group companies will be allowed.
- The Bidder should be registered with appropriate tax authorities such as Income tax, GST etc., and should submit valid certificates of registration with these authorities.
- The bidder should have all relevant facilities and logistics available to execute the work. Appropriate technology, hardware and software, dedicated connectivity, trained remote proctoring staff, and adequate security measures with due diligence should be available.
- The agency should have an in-house quality assurance and product testing team with proven and robust quality management processes required for diagnosing the issues faced by the University.

All the terms and Conditions of this bid document are acceptable to me /us.

**Signature of Bidder**

Name and Address of the Bidder with Seal