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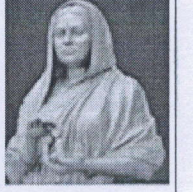
खरेदी व भांडार विभाग

जा.क्र.पुअहोसोविसो/विवले/खभांवि/२०२३/ 1345

दिनांक 27 DEC 2023

प्रति

विषय: प्रस्तुत विद्यापीठातील पदवी, पदव्युत्तर व पीएच.डी अभ्यासक्रमांच्या प्रवेशपूर्व परीक्षेसाठी विद्यार्थ्यांचे ऑनलाईन अर्ज भरून घेणे ते निकाल लावण्याची प्रक्रिया करणेकरिता दरपत्रके मागविण्याबाबत..

महोदय/महोदया,

उपरोक्त विषयास अनुसरुन आपणास कळविण्यात येते की, प्रस्तुत विद्यापीठामध्ये महाविद्यालये व विद्यापीठातील संकुलातील पदवी, पदव्युत्तर पदवी व पीएच.डी. अभ्यासक्रमांच्या प्रवेशपूर्व परीक्षाकरिता सर्व विषयांच्या प्रश्नपत्रिका DTP Typesetting and E-secured delivery Question papers व विद्यार्थ्यांचे ऑनलाईन अर्ज भरून घेणे ते सदर विद्यार्थ्यांचे निकाल घोषित करण्यापर्यंतची सर्व प्रक्रिया बाह्यस्रोत कंपनीकडून करण्यासाठी करावयाचे आहे. तरी आपले अपेक्षित दर करासह **अंदाजपत्रकामधील [Annexure - A]** तपशिलाप्रमाणे दरपत्रकात भरून **मा.वित्त व लेखा अधिकारी, पुण्यश्लोक अहिल्यादेवी होळकर सोलापूर विद्यापीठ, सोलापूर** यांच्या नावे दि.०१/०१/२०२४ पर्यंत पाठवावे.

तरी आपले दरपत्रक नमूद केलेल्या तारखेपूर्वी कार्यालयीन वेळेत पोहोच करावीत. दरपत्रकासंदर्भात सविस्तर माहिती खालीलप्रमाणे आहे. वरील कामाचे दरपत्रक, सुचना सोलापूर विद्यापीठाच्या http://su.digitaluniversity.ac व http://sus.ac.in या संकेतस्थळावर **Quotation** या शिर्षकाखाली उपलब्ध आहे.

अ.क्र	तपशील	दिनांक	वेळ	ठिकाण
१	दरपत्रके प्रकाशित करण्याचा दिनांक व वेळ	२७/१२/२०२३		वित्त व लेखाविभाग पुण्यश्लोक अहिल्यादेवी होळकर सोलापूर विद्यापीठ, सोलापूर-४१३२५५
२	दरपत्रके स्विकारण्याची दिनांक व वेळ	२७/१२/२०२३		
३	दरपत्रके सादर करणे अंतिम दिनांक व वेळ	०१/०१/२०२४	सायं ०६.००	
४	दरपत्रके उघण्याचा दिनांक व वेळ (शक्य झाल्यास)	०२/०१/२०२४	सायं ०३.००	

(सीए. श्रेणिक शाह)
वित्त व लेखा अधिकारी

सुचना व अटी

१. दरपत्रक हे सिलबंद पाकिटातून कार्यालयीन वेळेत मा. वित्त व लेखा अधिकारी, पुण्यश्लोक अहिल्यादेवी होळकर सोलापूर विद्यापीठ, सोलापूर-पुणे महामार्ग केगांव, सोलापूर-४१३ २५५ यांच्या नावाने विहित मुदतीत पोहोचतील अशा बेताने पाठवावीत.

२. पाकीटावरती " प्रस्तुत विद्यापीठातील पदवी, पदव्युत्तर व पीएच.डी अभ्यासक्रमांच्या प्रवेशपूर्व परीक्षेसाठी विद्यार्थ्यांचे ऑनलाईन अर्ज भरून घेणे ते निकाल लावण्याची प्रक्रिया करणेकरिता दरपत्रके " असा स्पष्ट उल्लेख करावा.

३. <u>Annexure - A-</u> मधील तपशिला प्रमाणे काम करणे आवश्यक आहे.

४. दरपत्रकामध्ये खाडाखोड किंवा व्हायटनर चा वापर केल्यास दरपत्रक रद्द करण्यात येईल.

५. <u>महाराष्ट्र दुकाने व आस्थापना (शॉप ॲक्ट लायसन्स) मध्ये नमूद केलेल्या व्यवसायाचा संबंधित कामाशी संबध असणे आवश्यक आहे. (संबधित कामाचा अनुभव असणे बंधनकारक राहिल.)</u>

६. <u>शॉप ॲक्ट लायसन्स, पॅन कार्ड, GST Registration, यांच्या छायांकित प्रती जोडणे बंधनकारक राहिल. तसेच नियमानुसार GST Registration प्रमाणपत्र नसल्यास तसे हमीपत्र फर्मच्या लेटरहेड वर तयार करून जोडावे.</u>

७. दिलेल्या मुदतीनंतर म्हणजेच उशिरा आलेल्या दरपत्रकांचा विचार केला जाणार नाही. तसेच अटी व शर्ती अपूर्ण असलेली दरपत्रके मंजूर करण्यात येणार नाहीत.

८. <u>दरपत्रक हे देताना आपले दर सर्व करासहित (Including GST किंवा Excluding GST) किंमत असा स्पष्ट उल्लेख करावा.</u>

९. <u>फर्मने दिलेले दर हे अंतिम राहतील त्यामध्ये कोणतीही वाढ केली जाणार नाही याची नोंद घ्यावी.</u>

१०. <u>न्युनतम दर असलेल्या फर्मला पुरवठा आदेश दिल्यानंतर विहित मुदतीत साहित्याचा पुरवठा न केल्यास संबंधित फर्मवर नियमानुसार कारवाई करण्यात येईल.</u>

११. पुरवठा आदेशाप्रमाणे काम झाल्याची खात्री झाल्यानंतरच प्रचलीत कराची कपात करून देयक आदा करण्याची कार्यवाही करण्यात येईल.

१२. कोणतेही कारण न देता दरपत्रके स्विकारणे अथवा नाकारणे किंवा कोणत्याही टप्प्यावर प्रक्रिया रद्द करण्याबाबत विद्यापीठाने अधिकार राखून ठेवलेले आहेत. तसेच पुरवठा आदेशानुसार साहित्य प्राप्त झाले नसेल तर ठेकेदाराचा ठेका रद्द करण्याचा अधिकार विद्यापीठास राहील.

१३. वरील दरपत्रकासंदर्भात काही शंका/अडचण असल्यास विद्यापीठाच्या ०२१७-२७४४७७०-७४ (Ext.१७३) या दुरध्वनी क्रमांकावर संपर्क साधावा.

१४. <u>सदर सुचना व अटी मान्य असल्याची स्वाक्षरी व शिक्का असलेले दरपत्रक जोडणे बंधनकारक असेल त्या शिवाय दरपत्रकाचा स्विकार केला जाणार नाही. याची नोंद घ्यावी.</u>

१५. <u>वरील सुचना व अटी मान्य आहेत.</u>

<div align="right">पुरवठादाराची स्वाक्षरी व शिक्का</div>

Punyashlok Ahilyadevi Holkar Solapur University, Solapur

Financial Bid (Online OMR based Ph.D Entrance Examination (PET)

Annexure – A

Sr. No.	Particulars	Rate
1	Rates quoted for all the responsibilities end to end basis as per scope of work (Annexure - B) per candidate for computer/Android based examination. Duration of Exam: 4 hrs. Duration of exam for Divyang (PwD): additional 20 minutes per hour or as per applicable govt. rules	Mention rate per candidate Rs......................... /- (Rs. In words ……………….. ………………..only)
2	Rates quoted for all the responsibilities end to end basis as per scope of work (Annexure -C) per candidate for OMR based examination. Duration of Exam: 4 hrs. Duration of exam for Divyang (PwD): additional 20 minutes per hour or as per applicable govt. rules	Mention rate per candidate Rs......................... /- (Rs. In words ……………….. ………………..only)
3	DTP – Type setting of question paper (Including secured Remote question paper delivery at examination centers as per time table) work for all the objective type question papers.	Mention rate per page Rs......................... /- (Rs. In words ……………….. ………………..only)

➢ **Please Mention GST Separately**

Authorized Signatory & Stamp

Name of the firm :

Person Name:

Designation:

Full Address & Contact No.

Pattern of Examination

The Single MCQ Test is held in more than _____ subjects consisting of two papers out of one, which is common to all subjects, and that one is Bilingual. All the papers will consist of objective type questions (MCQ). The Test paper contain 200 questions to be attempted and duration is for 04 hours. The total Number of candidates may vary from examination to examination.

Annexure B

SCOPE OF WORK (for computer based examination)

The selected Service Provider shall be responsible for end-to-end examination management and undertake the below mentioned activities. However, the scope of work will not be limited to these activities. The selected Service Provider shall take necessary precaution to safe-guard system data from all vulnerabilities/threats and maintain confidentiality and secrecy of all information related to people, process and data during all the three phases i.e. pre examination, conduct of examination and post examination. The selected Service Provider shall deploy one personnel/ In- charge at Examination Section, Punyashlok Ahilyadevi Holkar Solapur University, Solapur on regular basis who would be responsible for communicating the progress of work on the examination, team management, issue management etc.

All examination phases'/processes shall be carried out by the selected Service Provider in consultation with Examination Section of University.

Following shall be made available by the selected Service Provider to Examination Section of University:

1. Master data of all registered candidates in Excel Format
2. Soft Copy of Master Data of all the Centres, etc.
3. Complete candidates' response during the examination, audit trail of all appeared candidates.
4. Attendance sheet of all appeared candidates.
5. Video recording of CCTV Cameras of each of all the centres/venues.
6. Reconciliation of fee receipts after close of online application

Scope of Work has been divided into three broad phases (End-to-end format)

- Pre-Examination Phase
- Conduct of Examination Phase
- Post Examination Phase

The selected Service Provider is expected to draw the examination plan and implement the design of the examination processes as required by Examination Section, Punyashlok Ahilyadevi Holkar Solapur University, Solapur. Broadly, the requirements will be as follows:

<u>Complete Security management processes</u>

- ▪ Physical Security
- ▪ Information Security
- ▪ Server Security
- ▪ Network Security

Candidate handling process

- ▪ Mapping of candidates details with Exam Centers
- ▪ Validation and verification of identity
- ▪ Attendance
- ▪ Machine/seat allocation and handling of security parameters

1. Pre-Examination Phase

Online Registration of Candidates

1. Design, configuration, customization and deployment of e-Forms/Application formson official/given website to enable online registration of candidates/applicants at any given time (24 X 7).
2. Configure system validations and facility to capture applicant data through online payment mode.
3. Online Help / FAQs
4. Integration of candidate registration module with Bank specified by University to enable receipt of examination fee payment gateway.
5. Applicants shall apply online only and should be able to upload scanned copy of theirphoto, signature, documents, etc.
6. Generation of fee receipt and filled up application form. Reconciliation of fee receipt after the close of the online application and refund to candidates who have made excess fee payment.
7. Provision for updation of application status based on successful fee receipt from candidates.
8. Disable application form after expiry of submission date.
9. Providing Facility to the candidates to review their applications and edit/make corrections in the entries they have made after the close of online application and submission of additional fee due to change in category or refund of excess fee.

10. System generated "Candidate Registration Report" detailing day-wise registration, gender/caste categorization, fee confirmation details and valid candidates enrolled for the PET, etc.

Examination Centre Management and Examination Schedule

1. To identify required examination Centres as per the requirement of Examination Section, Punyashlok Ahilyadevi Holkar Solapur University, Solapur after receiving intimation regarding city locations and approximate number of candidates to ensure conduct of examination in a Single day in two Sessions covering all candidates.
2. Arrangement and preparation of Examination centers as per the requirement of the examination at least 20 Days prior to the scheduled date of the examination, to ensure that centre is notified to a candidate at least 10 days prior to the date of conduct of

Examination.

3. Distance between screens of two candidates taking the examination should be at least 2 feet (front and both sides) and wooden/hard board partitions to be installed on three sides of computer machine in such a manner that candidate cannot see other candidate's computer system. Gatta, Transparent material and Thermocol, etc. are strictly prohibited for partitions.
4. Exam Centre verification using Capacity Estimation Process should be ensured. Number of seats/Nodes at a particular center along with 20% buffer capacity and other logistic arrangement i.e. DG set (Generator set/UPS), security, etc. may also be ensured.
5. Ensure availability of at least 2 additional servers (Network/LAN) switch at each examination Centre
6. Deployment of administrative resources at the examination centres hired by the agency like Test Centre Administrator, IT Manager and other supporting staffs at each examination Centre to ensure successful completion of the examination. University on its own discretion may deploy its functionaries at each test centre to oversee the overall examination process.

7. Checking of all nodes, network equipment's, electrifications, CCTV Cameras and other active / passive devices as per the examination centre worthiness assessment plan at each test centre location at least five (05)days prior to the scheduled date of examination.
8. Preparation of examination Centre allocation sheet, Test Centre checklist and fill out the details of each Test Centre (seating capacity, number of nodes and other required facility) and submit the same to University at least 20 days prior to the scheduled date of examination.

9. Selection, finalization, registration and mapping of examination centres in system along with the contact details/address of the examination Centre.
10. To ensure proper lighting, ventilation and cooling systems in examination halls/rooms.
11. To arrange/provide adequate displays and required instructions/ information to the candidates appearing for test at computer-based test examination centres.
12. Soft copy of Candidates Application Master Data base having Roll No., Centre No., Subject Photographs, Signature etc. of registered candidates to be provided by the selectedservice provider to Examination Section, before 10 days of Exam.

Admission Card Generation

1. Randomization of candidate data and Randomized generation of examination roll number
2. Allocation of Candidates in various examination Centres in system based on the pre-defined parameters as agreed with University.
3. Generation of Admission Card in online system.
4. System generated "Exam-Roll List" detailing examination Centre wise allocation of the Candidates.
5. Facility to download PDF/non-editable version of the Admission Card (containing Registration No. /Roll Number/ subject/Date/Location/ Time/Address/Instructions etc bycandidate at least 10 days prior to the scheduled Date of Examination.
6. Generate unique Login ID and Password in system and SMS and e-mail notification tothe candidates on registered mobile number at least 05 days prior to the scheduled Date of Examination.

Centralized Help desk support services:

1. Set-up centralized help desk during registration of application process as well as 10 days prior to the scheduled date of examination. The help desk will function from 9 AM to 5.30 PM. The contact details of Help Desk will be notified in the Advertisement/Web site.
2. To provide Telephonic/email support to the candidates and guide them in taking print outof the Admission Cards, other Examination Centre related queries etc.
3. Provide daily call-log details and intimate to the University via email.
4. Intimate University, whenever any candidate reports non-receipt of Admission Card/incomplete information provided to the candidate etc. (if required)

Establishment of Examination Control Unit (ECU)

1. Deployment of sufficient number of Technical Experts at the designated confidential   Examination Control Section, University to facilitate in question paper [to be provided by Examination Unit, CSIR-HRDG] for uploading, configuration in system, test server set-up, console monitoring etc. by the Selected service provider.
2. Set-up Exam console for monitoring the entire examination

Environment Check at Test Centre and Conduct Mock Drills / Mock Tests

1. Checking environment based on test centre readiness check-list and ensure readiness of individual test centre.
2. Verify working condition of the available/allocated node / terminals to undertake thetest with the required configurations, system scanning, operating system / web browser compatibility assessment etc.
3. Verification of network configuration and internet bandwidth/LAN connectivityavailability check
4. Conduct 02 (two) Mock Tests (dry run) along with University designated representatives at least 3 days prior to the scheduled date of examination.
5. Conduct Final Mock Test (dry run) in the presence of University designated representatives at least 1 day prior to the scheduled date of examination.
6. Certification of the nodes eligible for conducting the CBT and sealing of the Test Centre after conducting final mock test.
7. Getting test centers ready in compliance with test requirements including installation of CCTV cameras at all test centers installed in such a manner that it covers faces of all candidates and recording throughout theexamination process which is to be handed over to University after completion of examination. Frisking of candidates who are to take the test as per law.

2. Conducting Examination Phase

Test Centre Administration to conduct Examination

1. Final inspection/testing of the Servers installed at all Examination Centres and Connectivity at least1 day prior to the commencement of examination.
2. Ensure availability of the roll number wise sheet and attendance sheet in all the Examination Centres along with the list of candidates who would undertake examination in the designated Examination Centre.
3. Allocation of seats and allotment of terminals to all eligible candidates should be completed at least 15 minutes prior to the commencement of Examination.
4. Assigning login credentials to the candidates to undertake the test
5. Each venue must have 20% additional spare working computer nodes. For instance if a venue has capability to host 100 candidates at one go, then there must be at least 20 spare computer nodes. Provision to allot new Desktop /Terminal to candidate in case of failure of any Node and assist them to undertake the examination with minimum delay.
6. The Selected Service Provider would arrange for the necessary servers to conduct the examination at each examination centre. One main server and one backup server will be available at each examination centre.

7. The selected service provider shall have a contingency plan for candidate management/Shifting in case of any emergency.

Test Delivery and Monitoring

1. Test will be delivered only over the intranet at a Test Centre and the candidates will access the test through a computer. The Delivery should only be done on distributed model (i.e. through local intranet based servers). Centralized internet delivery model will not be accepted.
2. Selected Service Provider shall provide adequate mechanism to securely transfer bilingual question sets for upload at central server and secure link to transfer the question papers at examination centres.
3. Ensure readiness of the Server available both at Examination Centre and Examination control Unit (ECU) along with availability of the required internet bandwidth/connectivity and necessary power backup at Test Centres to ensure smooth conduct of the entire examination process
4. Download the candidates list who are going to undertake test at the designated test centres
5. **Ensure download/upload / push question papers to Examination centres from Examination Section.**
6. Application software shall provide secured access to   the participants/candidates based on the provided login ID/Password to allow the candidates to login to the application and undertake the Computer Based Test.
7. Application software shall have the provision to display same question in jumbling manner to various candidates with various options

configured for the questions (questions to be jumbled ensuring that no two candidates are having same sequence of questions at the same point of time)

8. Application software shall display only one question on screen at a time with various Options

9. Application software shall have the facility for navigation between various Questions, ability to navigate to other sections before completing a section or no scroll back , asper needs of University.

10. **Application software shall have secured storage for answers to questions bycandidate as per the scheme of the subject provided by the Examination Section.**

11. Application software shall have the facility for instant display of attempted questions anytime during the examination and provision for different colour coding for attempted, not attempted, mark for review or no scroll back of questions as per needs of Examination Section . Availability of colour blind feature at the time of examination, so that colour blind people can take the test, if needed.

12. Application software shall have the ability to trace candidates requested questions from Examination center and maintain system audit trail.

13. Application software shall have the facility to generate monitoring log/system click byclick audit trail on the server for every candidate with his/her IP and Complete traceability of any single candidate's node

14. The Computer Based Test shall stop automatically after expiry of the scheduled examination duration.

15. Uploading of responses along with audit trail to ECU from the test server after completion of the examination.

16. Scheduling Backup Server to take continuous backup from Main Server at each Test Centre and availability of continuous Back-Up and restoration facility for Business continuity planning /Disaster Recovery purpose

17. Restart / Resume of Test (in case of node / power / network / application failure etc.)

18. **In case of Machine, Power or Network Failure, software shall be able to retrieve candidates attempted questions and its responses entered by the candidate fully along with creation of incident report and system audit trail (downtime details, additional time taken by the candidate etc.)**

19. Acknowledgement of Exam progress to ECU from Examination Centre Superintendent / Technical team.

20. Computer based exam software should support standard features such as display of details of candidates, detailed instruction upon login, start and closure of examination at scheduled time, virtual numeric scientific keypad, time left, flag questions for review, marking/unmarking of question, display of status of questions with different colour and symbols, switching between sections, switching between English and other languages, provision forenlargement of font, navigation to unanswered questions and prompt submission.

21. No browser/window other than the exam should be accessible.

22. Provision to download / save / burn the participants list at all the Examination centres, candidate's responses, CCTV footage, system audit

trail in hard disc (single session hard disc / non-writable hard disc, which cannot be overwritten in future) at the TestCentre as well at the ECU after completion of the examination. Submit three sets of hard disc (single session disc / non-writable hard disc which cannot be overwritten in future), in signed & sealed envelope to University on the date of examination.

23. The candidate's responses, photograph, audit trails should be uploaded automatically from the local server to the Selected Service Provider data center in a secured manner. There should not be any traces of any data pertaining to candidate whatsoever post uploads left on the exam server.

24. The selected service provider should be able to hand over the raw responses/data to Examination Section immediately (same day) after the candidate's response upload from local exam server. The software should have capability to take the answer key post examination. The data also need to be uploaded to a server at the Master Control Facility ofselected service provider. After confirmation, From University the selected service provider should demonstrate complete automatic deletion of the responses and audit trails in hard disc of the main and backup server.

25. The selected service provider should be able to send to each of the candidates its own response and used question paper/ID through email after the conduct of examination (within 48 hours).

26. **Collection of feedback/grievances from candidates:** To obtain candidate's feedback through online Feed Back Form, after the test is over.

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3. Post Examination Phase

Candidate's Response Evaluation and Result publication

1. Application software for uploading the Answer key on the website for candidate's objections/comments, if any, and compilation of all objections received from the candidates and disposal of the same in consultation with University authorities.

2. Question-wise detailed evaluation of the candidate responses/ item analysis.

3. Apply scoring rules and cut-off to arrive at final merit list.

4. Generation/compilation of results and preparation of various reports as per requirement of University.

5. Submission of three sets of hard disc (single session hard disc / non-writable hard disc, which cannot be overwritten in future), in signed & sealed envelope to University containing Result / Merit list.

6. Hand over to University audit trails of all candidates & CCTV footage / video recording of entire exam process within 48 hrs. of completion of examination and keep a backup copy of the same so as to provide information as & when required by University.

7. The evaluation of each subject may vary; accordingly, the selected service provider has to design the application software for result to ensure compatibility.

8.

1.   Analysis of the candidate results and provision for generation of various
        MIS reports (hardand soft copy):
   ➢ Subject & specialization- wise /Category-wise/Gender-wise/state &
     university-wise/Test Centre-wise etc.
   ➢ Other reports as desired by University.
   ➢ Result folders of all qualified candidates along with complete
   application and their uploaded documents (hard & soft copy)
2.   Analyse the test pattern and answering pattern and submit reports
        on the answering pattern and feedback on question patterns /
        difficulty level.
3.   Preparation and submission of Incident reports (if any).
4.   Provide support to University team in preparation of Court cases,
        RTI, candidates queries, press queries and other related activities

Annexure- C

Sr. No	Particulars	Unit	Amount in Rs.
1	**Part I** 1. Separate Website linked with su.digitaluniversity.ac/sus.ac.in 2. Student Registration Facility (Photo, Name, Address, Education. Etc.) 3. With center Preference Facility 4. Student SMS Alert Facility 5. Master ID for Control on whole process 6. Student various information (Ex. Boys, Girls, Caste wise, Handicap, Subject wise, Fees Home University, Other University etc. 7. Information transfer in Excel format 8. Subject wise student Information of the center **Part II** 1. Registration / Payment of Fees online Payment through all Credit / Debit / Net banking 2. Generation of Hall Ticket 3. Center wise Student Allocation list 4. Ofline Examination 5. Scanning of OMR Sheet & Result declaration 6. General Subject wise Merit list 7. Provide the all information in the format as desired by university. 8. Conducting PET (Ph.D) Entrance Examination for Various Faculties and handing out the result.	Rate per Student	Rs.