



KRISHNA UNIVERSITY

Rudravaram, Machilipatnam- 521004. Ph:08672-259212/06

TENDER NOTICE

Online tenders are invited from the established firms for Examination stationery, Result processing work and operation of KRU food court and store management. The Tender Schedule particulars can be downloaded from www.kru.ac.in and the bidders should submit their bids through the website <https://tender.apecurement.gov.in>

Date : 26-07-2025

Sd/- REGISTRAR

BID DOCUMENT
Open Competitive Bid (OCB)
(E-Procurement)
For

**Examination result processing work and other
examination related works**



Krishna University :: Machilipatnam
Website: www.kru.ac.in

Tender

Examination result processing work i.e. online examination applications, Generation of formatted data, result processing, certificates printing and various examination related certificates and all other related examination result processing works.

Bid Calling date	27-07-2025
Bid Document Fee	Rs. 5000/- (Rs. five thousand only)
Bid document downloading start date	28 -07-2025
Bid document downloading end date	11-08-2025
Bid online submission closing date	11-08-2025
Last date and time for submission of hard copies	14-08-2025 at 12.00 PM
Opening date and time of Prequalification Bid	14-08-2025 at 2.00 PM
Financial Bid opening date and time	14-08-2025 at 03.00 PM
Contact Person	+919542487999/08672-259212/13

Note: The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s.VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: contact@vupadhi.com, Phone: 08645-246370/71/72/73/74.

CLARIFICATIONS:

- Queries if any can be made through e-mail only on kuexams2010@yahoo.com on or before 04-08-2025. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S.No	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query
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- The addendum/corrigendum if any shall be published on Krishna University website i.e. www.kru.ac.in as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments made by Krishna University, Machilipatnam.

Sd/-
REGISTRAR



KRISHNA UNIVERSITY
MACHILIPATNAM
SCHEDULE

1. Name and full detailed postal address :
of the firm with phone number
2. Income Tax PAN Number :
3. Latest Income Tax Clearance :
Certificate (Photo copy to be enclosed)
4. Experience Certificate from two educational :
Institutions in A.P/Telangana.
5. Type of firm :
6. Responsible person to be contact legally :
7. works to be executed are as follows: :

I. The following are the works to be executed by the firm for the students

Sl. No.	Nature of work			
I	Section-A –Online Examination Applications for each Notification			
	Providing online login facility for new colleges and to maintain the logins of existing colleges (approximate 190 colleges)			
	Online registration of the candidates along with fee particulars as per the notification			
	Providing online printing of individual applications and consolidated statements for colleges			
	Online login for university & providing consolidated statements and statistical reports (college wise, group wise, category wise, gender wise and consolidated report as well as statement of best colleges, statement Gold medals etc.,) on day to day basis			
	Incorporation of necessary corrections as per the directions of officers of Examination Section			
	Providing detailed soft copy in external hard disk incorporating all necessary corrections and including late registrations to the examination section in Ms-Excel format at least three working days before the commencement of examinations			
			Rs.	Ps.
	Total Price Quoted for Section-A for each notification per candidate	:		
II	Section-B-Generation of formatted data for conduct of examinations for each Notification			
	Preparation and supply of question paper requirement college-wise, centre-wise, subject-wise, regulation wise and day wise			
	Generation of digital Hall-Tickets with data, photo & signature of the candidates			

	including all late registrations and supply of the in college wise / center wise			
	Printing of Hall-Tickets with data, photo and signature of the each student including all late registrations and supply of the same in college wise / center wise			
	Generation of Bar-Code be printed on the OMR award sheet of the student and the same have to be handed over to the authorized printer as instructed by the university authorities for theory, practical & etc.			
	Preparation of D-Forms college-wise, centre-wise, day-wise and subject-wise etc.,			
	Preparation of statement comprises of theory and practical entitlement amount for college wise/ center wise in excel format			
			Rs.	Ps.
	Total Price Quoted for Section-B for each notification per candidate			

III	Section –C : Result Processing for each notification			
	Data entry of manually entered marks (double entry by different persons) with data verification and validation			
	Reconciliation and confirmation of the data entered			
	Scanning of OMR award sheet (Theory, practical & etc.,) including verification and incorporation of corrections			
	Processing of results work			
	Preparation of results consolidated course wise, college-wise, grade wise, category wise, gender wise results			
	Incorporations of corrections if any noticed after the publication of results			
			Rs.	Ps.
	Total Price Quoted for Section-C for each notification per candidate	:		

IV	Section –D : Revaluation notifications Result Processing			
	Providing online revaluation application			
	Supplying pickup list			
	Processing of Revaluation results that includes – Sl.No: III – Section - C			
			Rs.	Ps.
	Total Price Quoted for Section-D for each notification per candidate	:		

V	Section-E: Printing and supply of certificates for each certificates			
	Printing and supply of along with three copies of the detailed statements with serial nos. of certificates including supply of soft copy in PDF format of each certificate. The same process is applicable if any corrections are noticed.			
			Rs.	Ps.
	Total Price Quoted for Section-E for each notification per candidate	:		

VI	Section-F:Printing and Supply of Records of Results for each notification			
	Preparation, printing and supply of TMs / TRs as bounded books along with soft copy in PDF format of each certificate			

	Back-postings of corrections in TMs/TRs in bounded books including supply of soft copy in PDF format of each Book			
	Preparation, printing and supply of all the documents of course completed candidates such as marks, grades, year of passing, class as bounded books including supply of soft copy in PDF format of each book			
			Rs.	Ps.
	Total Price Quoted for Section-F for each notification per candidate			

VII	Section-G: Printing and Supply of Consolidated Certificates for each student			
	Printing and supply of Consolidated Statement of Marks Memos/Consolidated Statement of Grades including verification of all documents for applied candidates in prescribed format along with soft copy of records in external hard disk (Quote Price per candidate)			
			Rs.	Ps.
	Total Price Quoted for Section-G for each notification per candidate			

VIII	Section H: Printing and supply of Original Degree Certificate for each student			
	Printing and supply of Original Degree Certificate including verification of all documents for applied candidates in prescribed format along with soft copy of records in external hard disk. The tenderer has to maintain online login module for apply of OD by the students and should provide login access to the staff of examination section when required (Quote Price per candidate):			
			Rs.	Ps.
	Total Price Quoted for Section-H for each notification per candidate			

IX	Section-I: Printing and supply of Convocation Books for each academic year/each convocation per page			
	Printing and supply of Convocation Books three copies including supply of soft copy in PDF and word format of each Book (Specify rate per page including Bonding of Books as specified by the university) (Quote Price per page):			
			Rs.	Ps.
	Total Price Quoted for Section-I for each notification per candidate			

X	Section J: Printing and Supply of Transcripts for each candidate			
	Printing and supply of transcripts in the prescribed color format duly printing verification code. The same is to be supplied in soft copy in PDF and excel format duly verifying particulars for each applied candidate in A4 size format (Quote Price for each candidate for two sets of certificates)			
			Rs.	Ps.
	Total Price Quoted for Section-J for each notification per candidate			

XI	Section-K: Online View & Printing of Student Data for each candidate			
	Creating & Maintenance of Database with Online view & Printing of Detailed Student Data for all the registered candidates since 2008 batch. To update the data on daily basis in the format specified by the University and supply of semester wise database to the University in hard disk and excel format (Quote Price for each candidate)			
			Rs.	Ps.
	Total Price Quoted for Section-K for each notification per candidate			

XII	Section-L: Arranging Student Data for each candidate required by Digilocker/NAD			
	Compilation, Preparation, Maintenance and Delivery arrangement of Student Data as per the requirement of Digilocker/NAD under intimation to the University from time to time course wise, group wise, gender wise, grade wise (APAAR with Digilocker) (Quote Price for each candidate)			
			Rs.	Ps.
	Total Price Quoted for Section-L for each notification per candidate			

XIII	Section –M: Maintain all the results in web service mode			
	The tenderer should be able to handle and provide web service of the results to the Social welfare and other departments of the A.P Government and UGC, New Delhi, APSCHE, National Academic Depository (NAD) and other departments of the University as and when required to maintain all the results in web service mode (Quote Price for each candidate)			
			Rs.	Ps.
	Total Price Quoted for Section-M for each notification per candidate			
	Grand total Price Quoted for Section A to M for each notification per candidate			

XIV	Section –N : Online evaluation			
	Scanning of answer booklets.			
	Creating login for examiners and distributing soft copies of answer booklets to examiners and facilitating online evaluation process.			
	Consolidation of individual subject results and final results processing.			
			Rs.	Ps.
	Total price quoted per each script for section N	:		

***	Note : The tenderer will be selected based on the prices quoted from sections A to M. University has the right to adopt online evaluation or to continue with the existing conventional method of valuation. If online evaluation is adopted, the price quoted in section – C of the above will not be considered and University may negotiate the price quoted for online evaluation in section – N with successful tenderer (i.e. who has quoted least price from sections A to M combined to gether).			

<i>Note : All the above rates includes all taxes, including Preparation and printing statistical reports such as ranks lists, best college statement, list of gold medals as and when asked by the concerned officer (C.E/A.C.E) and any other statistical reports as per the requirement of the university/Government/ UGC or any other agency with the signature and subject to the conditions of agreement.</i>
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REGISTRAR
KRISHNA UNIVERSITY

SIGNATURE OF TENDERER
WITH FIRM SEAL



**KRISHNA UNIVERSITY
MACHILIPATNAM**

**Tender Schedule containing terms and conditions for the tenders called for processing
University Examination results**

The work for which tenders are called for pertaining to the processing and publication of results of University examinations of UG, PG, Professional Courses and Research Programme by way of computerization. The work consists of the following components.

1. Computer data entry of marks, Scanning of OMR sheets / awards, processing and publication of results and issue of marks list on pre-printed sheets/Certificates for concerned courses.
2. Processing and publication of results, printing of marks memos and provisional certificates on pre-printed sheets, preparation of T.M's and T.R's etc.
3. The Tenderer should submit the tender form in a sealed cover addressed to the Registrar, Krishna University along with SBI DD. For Rs. 50,000/- (Rupees fifty thousand only) towards EMD in favor of the Registrar, Krishna University payable at the State Bank of India, Machilipatnam for the work of processing University Examination results by way of computerization. Interest will not be paid on EMD amounts under any circumstances.
4. In addition to the EMD the tenderer shall also submit Bank Guarantee for Rs. 1,00,000/- (Rupees one Lakh only) which may be executed by the University any time, in the event of Breach of contract.
5. The prices quoted should be inclusive of all taxes.
6. The successful tenderer has to undertake the work and complete the same within the period specified, at the University campus only.
7. Since it is confidential and sensitive work, all the work should be done in the University campus only.
8. The successful tenderer has to undertake the work with specified number of trained staff as below.
 - a) Three Programmers (2 Persons for UG + 1 Person for PG & Professional Courses)
 - b) Three Data Entry Operators
9. The successful tenderer shall furnish the names of the Programmers and data entry operators with qualifications and responsibilities entrusted to them prior to the commencement of the work.
10. The successful tenderer has to undertake the work and complete the same with their own equipment and furniture at the space provided by the University.
11. The successful tenderer has to make their own arrangements to accommodate their staff.
12. If the tenderer fails to complete the work within the prescribed period, the orders given will be cancelled and EMD will be forfeited and penalty as decided by the University can also be imposed.

13. The University reserves the right to accept or reject the tender in whole or part without assigning any reason.
14. The tenders will be received up to 12.00 PM. on 14-08-2025 and will be opened on the same day at 02.00 PM in the presence of the tenderers who are present at that time or their authorized representatives.
15. The tenderer must be a firm having at least 3 years of experience in this field and they must have already carried out similar work at least for two similar Educational Institutions in the State for which documentary evidence must be submitted.
16. The turnover of the tenderer firm for the past 3 years must be greater than 50 lakhs.
17. The rates approved shall be valid up to two years from the date of the work order
18. The selected tenderer shall enter into an agreement with the Registrar, Krishna University on ` 100/- non-Judicial Stamp paper containing all terms and conditions of this work. The agreement shall be entered into within one week from the date of issue of work order.
19. Approximate strength of the candidates per annum will be around 50000 only for all UG, PG and Professional Courses, inclusive supplementary and instant examinations.
20. The tenderer should furnish the following documents along with the tender form, failing which their tender is liable to be rejected.
 - a. Name and full detailed postal address of the firm with phone number.
 - b. Type of Firms:
 - c. Responsible person to be contacted Legally.
 - d. Certificate of Registration of the firm
 - e. Labour Registration, ESI, PF Registration of the firm
 - f. Latest Income Tax Clearance Certificate.
 - g. Experience Certificate of similar work from at least two similar educational institutions in the State.
 - h. Relevant experience certificates as specified in point no:15 of above terms and conditions.
21. The tenderer shall undertake the work in a most confidential manner and not to indulge in any kind of malpractice by himself or by his employees for which the tenderer shall be held responsible. In the event of any such incident, the University shall have the power to impound EMD and execute Bank Guarantee, in addition to taking necessary civil and criminal action as per law.
22. The payment will be made to the firm after completion of the work on submission of related programs, database files and relevant documents in both soft and hard copies.

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