



OFFICE OF THE PRINCIPAL
GOVERNMENT AUTONOMOUS COLLEGE, SUNDARGARH

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Letter No: 2933 / Date 22/11/2025

Quotation Call Notice

Sealed quotations are invited from registered firms with adequate experience in taking up the "Examination Management System" (EMS) of the Government Autonomous College, Sundargarh. The sealed quotation with complete documents should reach the office of the undersigned by **02-12-2025 (till 4.00 PM)** by **SPEED POST/REGISTERED POST/COURIER SERVICE** only. The following documents must be attached to the quotation documents:

1. PAN of the vendor
2. GSTIN

The envelope containing the bid must be superscribed "**Quotations for EMS**". Selected / Shortlisted bidders will be intimated by e-mail / Speed Post, and they have to give a demonstration before the selection committee on the scheduled date and time which will be notified later.

The quotations will be opened at 4.00 PM of 03-12-2025 in the chamber of the undersigned in the presence of Purchase Committee.

Incomplete quotations and quotations received after office due date will not be considered.

Further, the undersigned reserves the right to reject any or all the tenders/quotations without assigning any reason thereof.

The functions of EMS and the terms and conditions are attached as **Annexure-I**.

Bhola 22/11/25
PRINCIPAL

Government Autonomous College, Sundargarh

Memo No: 2934 // Date 22/11/2025

Copy to: Controller of Examinations/College Website & DIPRO for wide circulation/SO for information and necessary action

IR 22/11/2025
(COE, GIACS)

Bhola 22/11/25
PRINCIPAL

Government Autonomous College, Sur.dargarh

Annexure-I

Functions of the Examination Management System (EMS)

1. The main objective of this system is to assist various types of users in managing and monitoring the examination activities.
2. Updating the College website with all advanced features, fulfilling all criteria of academic and administrative activities, and real-time updating of events/notices/results etc.
3. Updating of students' data for preparation of (through payment gateways) online form fill-up, fee deposit and issue of admit card etc.
4. Coding of answer scripts for U.G., P.G. and B.Ed. courses.
5. Database for tabulation work of U.G., P.G. and B.Ed. courses.
6. Provision for online examinations as and when required.
7. Uploading of soft copy of mark sheet/grade sheets on the college website.
8. All activities related to ABC & NAD (National Academic Depository).

TERMS AND CONDITIONS FOR EMS

1. The firm must have 03 (three) years of experience in Examination Automation work.
2. The firm should have a minimum 03 (three) years of experience in the relevant field in at least three Universities or Autonomous Colleges of Odisha.
3. The firm should have a valid GST certificate.
4. The database is the sole property of this institution, and provision must be made to make it available at the disposal of the University.
5. There shall be an MOU between the first party (College) and 2nd party (the proprietor/owner of the firm), which shall be renewed every year, depending on the satisfactory performance of the firm.

Bhaskar 22/11/25

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