

NOTIFICATION

INVITATION FOR EXPRESSION OF INTEREST (EOI)

FOR IMPLEMENTATION OF OFFICE AUTOMATION SYSTEM FOR CENTRE FOR DISTANCE AND ONLINE EDUCATION

EOI Notification No.:CDOE/008676/2026, Date:20-08-2026.

The Centre for Distance and Online Education (CDOE), Bharathidasan University, Tiruchirappalli, invites **Expression of Interest (EOI)** from reputed, experienced and competent firms/agencies having proven expertise in the development, customization, implementation and maintenance of Office Automation Systems for Centre for Distance and Online Education of student admission and related academic/administrative activities.

The CDOE conducts admissions to various Undergraduate and Postgraduate programmes during every Academic and Calendar Year through PCP Centres, LCS Centres and Online mode. The CDOE has obtained approval from the Distance Education Bureau (DEB), University Grants Commission (UGC) to offer 34 Undergraduate and Postgraduate programmes.

The proposed system is intended to automate and streamline various admission-related activities including application processing, UGC-DEB ID and ABC ID related activities, scrutiny and verification of applications/documents, eligibility and fee verification, applicant communication, admission status tracking, report generation and maintenance of admission records, Exam notification, Hall ticket generation, book Inventory etc.,

Interested and eligible firms/agencies may submit their EOI along with the required documents as specified in **Annexure-I**.

The detailed scope of work, eligibility criteria, requirements, terms and conditions and submission procedure are given in **Annexure-I**.

Last Date for Submission of EOI	03-09-2026
Time	5.00 p.m.
Place / Mode of Submission	By Speed Post

The University reserves the right to accept or reject any or all EOIs without assigning any reason. Submission of EOI shall not confer any right for award of work. The EOI is only for assessing the capability and experience of interested firms/agencies and for further action as per the rules and procedures of the University.

REGISTRAR

Encl.: Annexure-I – Scope of Work, Eligibility Criteria and Terms & Conditions

ANNEXURE – I

SCOPE OF WORK, ELIGIBILITY CRITERIA AND TERMS & CONDITIONS

1. Scope of the Proposed System:

The proposed Office Automation System shall, inter alia, provide facilities for:

Sl.No.	Admission Management
1	Create configurable application forms with support for data validation.
2	Provision for applicants to upload scanned documents like mark sheets, photograph etc.
3	Enrolment and integration relating to the UGC-DEB ID
4	Generation / verification of Academic Bank of credits (ABC) ID
5	Support for Online payment: integration with major payment gateways.
6	Provision for University to scrutinize, verify, approve or reject the applications received online
7	Configure the workflow-based admission process as per University's requirement.
8	Create and send automated letters to the applicants at various stages of the admission process.
9	Provision to collect admission fees from admitted students.
10	University Admin should be able to view real time analytics like - Admission Dashboards, Daily admission trend, enrolment details etc.
11	Send notifications (SMS/Email) at various stages
12	Verify all admission actions via proper audit log and workflow history for each applicant
13	Allocation of course batches to admitted students
14	Provision to collect academic fees
15.	Data security, backup, audit trail and other necessary administrative Controls
	Multiple Student Registration at University
1	Provision to provide login for university / centres
2	Provision for student login
3	Provision to update the student profile information by the learning centres
4	Provision for registration of students with course of study and subjects
5	Provision for online payment of registration fee
6	Provision for approval of students by University
7	Provision for payment reconciliation
8	Provision for registration correction form
9	Provision for generation of registration number as per rule
10	Provision for generation of registration certificate (pdf format)

SL.NO.	Exam Enrolment
1	Provision for examination fees management for regular and arrear / supplementary exams
2	Provision for online enrolment with integrated online fee payment.
3	Provision for defining the registration window for students to register for subjects as per the subject selection rule applicable in the academic session.
4	Provision for Choice Based Credit System: Student can themselves register to extra credit, audit course or open elective subject
5	Provision for student subject correction form
6	Provision for examination roll number generation based on rules
7	Provision for student eligibility checks and approval by centres / university.
8	Provision for enrolment of applicant in solution on University Admin Approval
	Internal Marks Capturing
1	Provision for marks capturing window based on specific dates
2	Provision to capture marks for internal exams
3	Provision for extension of marks capturing window
	Exam Schedule Creation and Centre Mapping
1	Provision for exam schedule upload for regular and arrear / supplementary
2	Provision for allocation of centre to students
3	Provision for exam centre attendance in-charge assignment
4	Provision for checklists and nominal rolls distribution
5	Provision for centre wise, day wise answer book requirement
	Hall Ticket Generation
1	Provision for generation of hall ticket
2	Provision for issuance of online hall ticket to student
3	Provision for college admin to download hall tickets of his Centres
4	Provision to block hall ticket for ineligible students
	External Marks Capturing
1	Provision for faculty authorization for an exam - subject wise or Centre wise
2	Provision for external practical marks capturing subject wise
3	Provision for external theory marks capturing subject wise
	Result Processing
1	Provision for assigning default grade to absentees and who did not register for the exams
2	Provision for processing of regular internal marks
3	Provision for processing of regular external marks and semester level marks
4	Provision for processing of arrear / supplementary marks
5	Provision for grace marks processing
6	Provision for result processing

	SGPA/CGPA Processing
1	Provision for calculating of SGPA/CGPA
	Result Publishing
1	Provision for Exam semester/ Annual result publishing to be viewed by faculty, student, and parent
2	Provision to withhold results for a student if required
3	Provision for 360-degree view of regular and arrear / supplementary
4	Provision to freeze scores – making it read only for users
	Tabulation Register / Report (TR) Generation
1	Provision to generate TR in bulk
2	Provision to publish TR
3	Provision to view/download/print TR by students
	Marks Review Application
1	Configuring application fees and window
2	Online application with online fees payment
3	Re-totaling /re-valuation /re-re-valuation marks capturing
4	Result reprocessing after re-totaling /re-valuation /re-re-valuation
	Report Card Generation
1	Provision to check eligibility for report card generation
2	Provision to generate report card for regular exam
3	Provision to generate report card for arrear / supplementary
4	Provision to download/print report card
5	Provision for online report card delivery to students
	Promotion
1	Provision for promotion of students
	Certificate Generation
1	Provision for online request for certificates like provision certificate, degree certificate, transfer with online fee payment
2	Provision for request approval by university admin
3	Provision for generation of certificates (only PDF generation is in scope and physical printing of mark sheet is not in scope)
	Mobile Application (web based)
1	Provision for students to view the exam results through web based mobile application

2. Eligibility Criteria:

The participating firm/agency shall:

- Be a legally registered entity having valid registration documents.
- Have proven experience in development/implementation of student admission, University ERP, educational software.
- Possess adequate technical manpower and infrastructure for implementation and support.
- Have experience in implementing similar systems for Universities, Higher Educational Institutions, Government organizations or reputed institutions, preferably.
- Have the capability to provide training, technical support, maintenance and necessary system updates.
- The agency should have been certified with CMMI level 3-5 for service and development.
- The data are to be hosted in India with Tier 3 or 4 for Data Centres and should have a backup mirror facility.
- Data Centre should be verified by Ministry of Electronics and Information Technology, Government of India.
- The proposed solution should be owned by agency or firm. No sub contracting will be allowed.
- The infrastructure of the agency or firm must be CERT-In certified.
- The firm or agency should own the copyright to the source code of the solution and submit a self-declaration confirming the same.
- Agency should have their payroll of minimum 500 technical and administrative employees for the proper execution of the project.
- The average annual turnover of the firm or agency during the last three years should be not less than ₹50 CR.
- The agency or firm should not be blacklisted by Central Government or State Government Department or University for similar scope of work.
- Details and documentary proof of similar works completed/under implementation have to be furnished.

3. Documents to be Submitted:

The EOI shall contain:

1. Profile of the firm/agency.
2. Registration/incorporation details.
3. Details of similar projects executed.
4. Details of clients and experience in educational institutions, if any.
5. Details of technical manpower/team.
6. Brief description of the proposed solution.
7. Relevant work orders/completion certificates/client credentials, wherever applicable.
8. Contact details of the authorized representative.
9. Any other document supporting the firm's technical capability.

4. General Terms and Conditions

1. This EOI is intended only for assessing the capability and experience of interested firms/agencies.
2. Submission of EOI shall not constitute any commitment or guarantee for award of work.
3. The University reserves the right to shortlist suitable firms/agencies based on the information furnished.
4. The University may seek additional information/clarification from the participating firms/agencies.
5. The shortlisted firms/agencies may subsequently be required to submit detailed technical and financial proposals as per the procedure prescribed by the University.
6. The University reserves the right to modify, cancel or withdraw the EOI, wholly or partly, without assigning any reason.
7. All subsequent procurement/selection activities shall be undertaken only with the approval of the competent authority and in accordance with the applicable University rules and procedures.
8. The University shall not be liable for any expenditure incurred by the firms/agencies in connection with preparation or submission of the EOI.
9. The decision of the competent authority of the University shall be final in all matters relating to this EOI.

5.Submission Details:

The Firm / Agency, accepting the above terms, may submit their EOI (only as in the Proforma attached herewith) in a sealed envelope (not by email), superscribed as **“EXPRESSION OF INTEREST – BDU, OFFICE AUTOMATION SYSTEM FOR CENTRE FOR DISTANCE AND ONLINE EDUCATION”** only by **Speed Post** to:

**The Registrar
Bharathidasan University,
Palkalaiperur,
Tiruchirappalli-620 024.
Tamil Nadu.**

All the documents/ photo copies enclosed with the above Proforma must be attested by the authorized signatory with signature and seal. The EOI, not as per Proforma or incomplete by any means will not be taken for consideration.

The EOI, complete in all respects as above is to be sent in a sealed cover by Speed Post only so as to reach the Registrar, Bharathidasan University, Tiruchirappalli on or before **03-09-2026 (Date) by 5.00 p.m. (Time)**. The EOI, received after the above date and time will not be considered.

For any queries, contact: The Director, Centre for Distance and Online Education, Bharathidasan university, Tiruchirappalli-620 024. cde@bdu.ac.in 8300184010 & 0431 2407054.

Place: Tiruchirappalli-24.

Date: 20-08-2026

REGISTRAR
Bharathidasan University
Tiruchirappalli – 620 024.



CENTRE FOR DISTANCE AND ONLINE EDUCATION,
BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI-620 024.

EXPRESSION OF INTEREST [EOI] –SUBMISSION PROFORMA

FOR IMPLEMENTATION OF OFFICE AUTOMATION SYSTEM FOR STUDENT
ADMISSION AND RELATED ACADEMIC / ADMINISTRATIVE ACTIVITIES OF
CENTRE FOR DISTANCE AND ONLINE EDUCATION

EOI Notification No.:CDOE/008676/2026, Date:20-08-2026.

1.DETAILS OF THE FIRM / AGENCY:

Sl.No.	Particulars	Details
01.	Name of Firm / Agency	
02.	Type or Organization	
03.	Year of Establishment	
04.	Registration / Incorporation Number	
05.	PAN Number	
06.	GST Registration Number	
07.	Registered Office Address	
08.	Branch Office Address , if any	
09.	Telephone Number	
10.	Mobile Number	
11.	E-Mail	
12.	Website	
13.	Name of the Authorized Representative	
14.	Designation of Authorized Representative	
15.	Mobile Number and E-Mail ID of Authorized Representative	
16.	Name of the Chief Executive / Proprietor / Managing Director / Partner	
17.	Total Number of Employees	

2.ELIGIBILITY & EXPERIENCE:

Sl.No.	Particulars	Details
01.	Years of Experience in Software/EPR	
02.	Experience in University / Higher Educational Institution Projects	
03.	Number of similar projects completed/under implementation	
04.	Average annual Turnover	
05.	Technical Manpower Available	
06.	CMMI Level Certification	
07.	Data Centre	

08.	MIETY Certification	
09.	CERT-In Certification	
10.	Source Code – Self defamation	

3.EXPERIENCE IN SIMILAR PROJECTS:

Sl.No.	Name of the Client/Institution	Nature of Project	Scope of Work	Supporting Documents
01.				
02.				
03.				
04.				
05.				

4.PROPOSED SOLUTION – BRIEF DETAILS:

Please provide a brief description of the proposed system covering the major functional areas specified in Annexure-I, including:

- 1.Admission Management and Online Applications
- 2.Documents Scrutiny and Verification
- 3.UGC-DEB ID / ABC ID related activities
- 4.Online Fee Payment
- 5.Student Registration
- 6.Examinations Enrolment and Mars Management
- 7.Hall Ticket and Examinations Centre Management
- 8.Result Processing
- 9.Report Card Generation
- 10.Certificate Request & Generation
- 11.Student Communication through SMS / E-mail
- 12.Dashboards, Reports and Anaytics
- 13.Audit Trail, Security, Backup and Data Management
- 14.Web based Mobile Applications
- 15.Book Inventory
- 16.Integration with existing / external systems, wherever required

Brief Description:-----

5.TECHNICAL CAPABILITY:

Sl.No.	Particulars	Details
01.	Proposed Technology / Framework	
02.	Database	
03.	Hosting / Cloud Infrastructure	
04.	Payment Gateway Integration	
05.	SMS / E-Mail Integration	

06.	API / External System Integration	
07.	Data Security & Backup	
08.	User / Role-based Access Control	
09.	Technical Support / Help Desk	

6.IMPLEMENTATION & SUPPORT:

Sl.No.	Particulars	Details
01.	Proposed Implementation Period	
02.	Training Facility	
03.	Technical Support Facility	
04.	Onsite / Remote Support	

7. DOCUMENTS ENCLOSED:

- 01.Firm Company Profile
- 02.Registration / Incorporation Certificate
- 03.PAN and GST Certificate
- 04.Details of Similar Projects
- 05.Work Orders / Completion Certificates / Client Credentials
- 06.Details of Technical Manpower
- 07.Brief Technical / Solution Proposal
- 08.Self declaration of non black listing certificate
- 09.CMMI level Certification
- 10.Data Centre
- 11.MIETY Certificate
- 12.CETR-In Certificate
- 13.Yearly turnover certificate from CA (Chartered Accountant)
- 14.Other Supporting Documents

08. DECLARATION BY THE FIRM / AGENCY:

- We hereby declare that the information furnished in this EOI Application Proforma and the documents enclosed are true and correct to the best of our knowledge and belief.
- We confirm that our firm/agency has the required experience, technical manpower and infrastructure to undertake the development, customization, implementation, training, support and maintenance of the proposed Office Automation System.
- We have carefully read and understood the EOI Notification and Annexure-I- Scope of Work, Eligibility criteria and Terms & Conditions, and agree to abide by the same.

- We understand that submission of the EOI does not guarantee award of work and that the University reserves the right to shortlist, accept or reject any EOI in accordance with its rules and procedures.

Place:-----

Date:-----

Signature of Authorized Representative	
Name	
Designation	
Name of Firm / Agency	
Official Seal	