REQUEST FOR PROPOSAL (RFP)

Development of ATR-Based Online Recruitment Software for SNDT Women's University, Mumbai.

(Recruitment of Teachers and Statutory Post)

1. Invitation for Proposal

SNDT Women's University, Mumbai hereby invites sealed technical and financial proposals from qualified and experienced agencies for the design, development, deployment, testing, documentation, and support of a web-based Recruitment Management System. The system must be fully compliant with Government-notified ATR Recruitment Guidelines for teachers post such as Assistant Professors, Associate Professors, and Professors etc., as well as with the prescribed selection guidelines for Statutory Positions under the Maharashtra Public Universities Act, 2016.

2. Background

SNDT Women's University, Mumbai undertakes the recruitment of teachers post such as Assistant Professors, Associate Professors, and Professors etc and Statutory Positions in accordance with the Revised Procedure for Recruitment of Teachers and Statutory Positions. In order to ensure uniformity, transparency, objectivity, auditability, and full statutory compliance in the recruitment process, the University proposes to implement a dedicated, secure, and robust online recruitment management software. The proposed system shall comprehensively support and streamline the recruitment processes for both faculty and Statutory Positions.

Relevant Government notifications and guidelines are available on the University website:
https://sndt.ac.in/examination-section/notifications-circulars

Note: [upload GR and then paste link above]

3. Objectives of the RFP

The objectives of this RFP are to:

- Implement a digitized end-to-end recruitment system
- Ensure ATR (75%) + Interview (25%) based merit computation
- Ensure Educational Qualifications (50%) and interview-based Assessment (50%) merit computation for statutory posts
- Eliminate manual discretion and inconsistencies
- Enable timely and legally defensible recruitment outcomes
- Maintain secure records and audit trails

4. Scope of Work

The scope of work includes, but is not limited to, the following:

4.1 System Architecture

- Standalone, web-based, modular, and scalable architecture
- Dedicated deployment for SNDT Women's University, Mumbai

4.2 Functional Modules

- Candidate Application Module
- Scrutiny & Verification Module
- ATR Evaluation Engine
- Shortlisting & Interview Module
- Merit List & Result Publication Module
- Administration & Reporting Module

4.3 ATR Guideline Compliance

- ATR evaluation (75%) and Interview evaluation (25%)
- Eligibility filtering (ATR > 50)
- Rule-based, non-editable scoring logic at the University level
- Indexed research validation (Scopus / WoS / SciFinder only)
- Automatic merit list generation (out of 100)

4.4 Payments, Data & Security

- Integrated online payment process including legacy data
- Data import, export, and migration including legacy data
- Role-Based Access Control (RBAC)
- Full audit trails and confidentiality controls

4.5 Deliverables

- Fully functional software
- Source code and deployment package
- User manuals and technical documentation
- Training and handholding
- Post-deployment support

5. Functional Requirements

The recruitment software must support two distinct categories of posts and provide a unified workflow for administration, scoring, merit listing, and reporting.

5A. Functional Requirements – Teachers Recruitment

Scope: For Assistant Professors, Associate Professors, and Professors.

Features:

1. **ATR-Based Evaluation**

   - Candidate scoring based on Academic, Teaching, and Research (ATR) guidelines.
   - ATR component weighted at 75% and Interview at 25% (or as per University/ATR guidelines).
   - Automatic eligibility filtering (minimum ATR score > 50).

2. **Modules Required:**

   - Candidate Application Module
   - ATR Verification & Scoring Module
   - Shortlisting & Interview Module
   - Merit List & Result Publication Module

3. Merit Calculation & Automation

- o Non-editable, rule-based scoring logic
- o Automatic combined score computation (out of 100)
- o Candidate ranking and shortlisting as per rules

4. Audit & Reporting

- o Indexed research validation (Scopus/WoS/SciFinder)
- o Complete audit trails for ATR scoring and approvals

5B. Functional Requirements – Statutory Positions

Scope: For posts such as Registrar, Director (Board of Exam & Evaluation), Finance & Accounts Officer, Director Sub-Campus, Director of Innovation, Director Lifelong Learning, etc.

Features:

1. Interview-Based Evaluation

- o Marks entered directly by Selection Committee members during interviews
- o Average scores calculated automatically
- o Total score out of 100

2. Weightage for Scoring

Sr. No.	Criteria	Marks
1	Educational Qualifications	50
2	Experience in Years Relevant to the Post	20
3	Domain Skills Relevant to the Post	10
4	Research and IPR Experience	-
5	Vision and Planning Relevant to the Post	10
6	Knowledge of University Act, Statutes, Ordinances, Regulations, Regulatory Bodies, Communication & Language Proficiency	10
Total		100

3. Merit List & Ranking

- o Automatic generation of merit lists ranked by total score
- o Filterable by post, score, or ranking

4. Specialized Posts

- o For Dean, Director (Knowledge Resource Centre), and Director (Sports & Physical Education), allow scoring per GR procedures for Professor selection

5C. Common System Requirements (Teachers & Statutory)

1. **Compliance**
   - System must comply with statutory guidelines and ATR rules (for teachers)
   - Support future amendments to the University recruitment procedures

2. **Audit & Confidentiality**
   - Full audit trail of scoring, approvals, and committee decisions
   - Digital sealing of records after completion
   - Confidentiality controls ensuring secure access to sensitive data
   -

3. **Payment & Data Management**
   - Integrated online payment process/gateway for new and legacy data
   - Candidate data import/export and migration capabilities
   - Role-Based Access Control (RBAC) for administrators, evaluators, and observers

4. **Security**
   - Non-editable scoring logic
   - Secure database with encrypted storage and transmission
   - User authentication and multi-level access control

5. **Reporting & Dashboard**
   - Real-time dashboards for recruitment progress
   - Exportable reports for ATR/Interview scoring, merit lists, and audit purposes
   - Historical data retention and easy retrieval for compliance/audit

6. **Communication Tools (Communication Support Feature)**

   The system shall provide integrated communication mechanisms to ensure transparency, timely information dissemination, and legally defensible recruitment processes.

   - **SMS and Email Alerts:** Automated alerts for application submission, scrutiny status, shortlisting, interview schedules, merit list publication, and final results
   - **Bulk Notifications:** Facility to send bulk SMS/Email notifications to applicants and internal users for announcements, instructions, and schedule changes
   - **Application Status Updates:** Real-time application status visibility to candidates through dashboard along with corresponding SMS/Email notifications to candidates and internal users
   - Bulk notifications for announcements, shortlists, interview schedules, and results
   - Real-time application status updates for candidates through dashboard and alerts

6A. Project Timelines

Sr. No.	Activity	Timeline
1	RFP Publication	Day 0
2	Pre-bid Meeting / Clarifications	Day 7
3	Last Date for Submission of Queries	Day 10
4	Issue of Clarifications / Addendum	Day 14
5	Last Date for Proposal Submission	Day 21
6	Technical Evaluation & Demonstration	Day 28–35
7	Opening of Financial Bids (Qualified Vendors)	Day 36
8	Award of Contract	Day 40
9	System Development & Customization	6–8 Weeks
10	Testing, Training & Go-Live	2 Weeks

(The University reserves the right to modify timelines.)

7. Eligibility Criteria for Bidders

Bidders must satisfy the following:

1. **Experience**
   - Minimum 3–5 years' experience in development of:
     - Recruitment / examination systems, or
     - Higher education governance software, or
     - Government / PSU workflow applications

2. **Technical Capability**
   - Expertise in web-based applications, secure databases, RBAC, and scalable systems

3. **Demonstration Capability**
   - Ability to provide GUI-based demonstration of ATR workflows

4. **Compliance Undertaking**
   - Written undertaking to comply with ATR guidelines and future amendments

5. **Support Capability**
   - Availability of training, documentation, and post-implementation support

8. Proposal Submission Structure

8.1 Technical Proposal

- Company profile
- Relevant experience & case studies
- System architecture & technology stack
- ATR compliance approach
- Security & audit framework
- GUI-based workflow explanation
- Implementation timeline

8.2 Financial Proposal

- Total cost (inclusive of development, deployment, training, and support)
- Phase-wise cost breakup
- Taxes and statutory levies

9. Evaluation Methodology

9.1 Technical Evaluation (70 Marks)

Sr. No.	Criteria	Max Marks
1	Understanding of ATR Guidelines & Compliance	15
2	System Architecture & Security Design	10
3	Functional Coverage of Recruitment Lifecycle	15
4	GUI-Based Demonstration & Workflow	15
5	Vendor Experience & Past Projects	10
6	Implementation & Support Plan	5
Total		70

Minimum qualifying score: 50 out of 70
Only technically qualified bidders shall proceed to financial evaluation.

9.2 Financial Evaluation (30 Marks)

- Lowest quoted price (L1) will receive 30 marks
- Other bids will be scored proportionately using the formula:
  [Financial Score = (L1 / Bid Price) **x** 30]

9.3 Final Selection

Component	Weightage
Technical Score	70%
Financial Score	30%
Total	100%

The bidder with the highest combined score shall be recommended for award of contract.

10. Payment Terms and Schedule (Indicative)

Project Phase	Payment
Contract Signing	10%
Completion of Development	40%
Successful Testing & Acceptance	30%
Go-Live & Training Completion	20%

11. General Terms & Conditions

- The software shall be the property of SNDT Women's University, Mumbai
- Source code shall be handed over at project completion
- Confidentiality of recruitment data shall be strictly maintained
- The University reserves the right to accept or reject any or all bids

12. Jurisdiction

All disputes shall be subject to Mumbai jurisdiction only.

Contact Information

Registrar,
SNDT Women's University
1, Nathibai Thackersey Road, Churchgate,
Mumbai – 400020
Phone: +91-22-22031879
Email: registrar@sndt.ac.in

Website: www.sndt.ac.in

Email for reporting queries: gad@sndt.ac.in

Instructions for Submission of Bid

(Two Envelope System as per Government of Maharashtra Norms)

Sealed bids are hereby invited from eligible and experienced bidders for the work as described below:

Name of Work:

Development of ATR-Based Online Recruitment Software for SNDT Women's University, Mumbai

(Recruitment of Teachers and Statutory Posts)

The bids shall be submitted strictly in accordance with the **Two Envelope System**, as prescribed under Government of Maharashtra General Financial Rules and applicable Government Resolutions (GRs).

Mode of Submission

The bidder shall submit the bid in **two separate sealed envelopes**, namely:

- **Envelope No. 1 – Technical Bid**
- **Envelope No. 2 – Financial Bid**

Both the sealed envelopes shall be placed in **one outer envelope**, which shall also be duly sealed.

Superscription on the Outer Envelope

The outer envelope shall be superscribed as follows:

TENDER FOR
"Development of ATR-Based Online Recruitment Software for SNDT Women's University, Mumbai"
(Recruitment of Teachers and Statutory Posts)
TWO ENVELOPE SYSTEM
DO NOT OPEN BEFORE THE SCHEDULED DATE AND TIME

The following details shall be clearly mentioned on the outer envelope:

- Name and full address of the bidder
- Contact number and email ID

Envelope No. 1 – Technical Bid

Superscription:
"Envelope No. 1 – Technical Bid"

Envelope No. 1 shall contain **only technical, eligibility, and statutory documents**.
No price or financial information shall be enclosed in this envelope.
Any bid found containing financial information in Envelope No. 1 shall be **summarily rejected.**

The Technical Bid shall contain the following documents:

1. **Covering Letter**
   - On the bidder's official letterhead
   - Addressed to **The Registrar, SNDT Women's University, Mumbai**
   - Containing name, address, contact details of the bidder
   - Name, designation, signature, and seal of the authorized signatory

2. **Constitution of the Bidder**
   - Proprietorship / Partnership / LLP / Company
   - In case of partnership, certified copy of Partnership Deed
   - In case of company, Certificate of Incorporation

3. **Experience and Technical Capability**
   - Minimum 3–5 years' experience in:
     - Recruitment / examination systems, or
     - Higher education governance software, or
     - Government / PSU workflow systems
   - Documentary proof of execution of similar works

4. **Technical Proposal**
   - Detailed understanding of ATR Recruitment Guidelines and statutory recruitment procedures
   - Proposed system architecture and technology stack
   - Module-wise functional details covering:
     - ATR-based teachers' recruitment
     - Statutory post recruitment
   - Security, audit trail, RBAC, and confidentiality mechanisms
   - Data migration and online payment integration approach

5. **Workflow Diagrams / GUI Explanation**
   - Conceptual diagrams, flowcharts, or screen layouts demonstrating:
     - Application processing
     - ATR evaluation
     - Interview scoring
     - Merit list generation
     - Reports and dashboards

6. **Implementation Schedule and Support Plan**
   - Phase-wise project execution timeline
   - Testing, training, deployment, and go-live methodology
   - Post-implementation support and maintenance arrangement

7. **Declarations and Undertakings**
   - Undertaking for compliance with ATR guidelines and statutory provisions
   - Declaration accepting all terms, conditions, and specifications of the tender

8. **Statutory Documents**
   - Copy of GST Registration Certificate
   - Copy of PAN Card
   - Audited financial statements for the last three financial years

Envelope No. 2 – Financial Bid

Superscription:
"Envelope No. 2 – Financial Bid"

Envelope No. 2 shall contain **only the Financial Bid.**
No technical or statutory documents shall be enclosed in this envelope.

The Financial Bid shall include:

1. **Schedule of Rates / Price Bid**
   - Total lump-sum price for the complete work, inclusive of:
     - Software development and deployment
     - Customization
     - Training and handholding
     - Post-deployment support
   - Phase-wise breakup of costs, wherever applicable

2. **Taxes and Duties**
   - GST and other applicable taxes shown separately

3. **Acceptance of Payment Terms**
   - Written confirmation of acceptance of the payment schedule prescribed in the tender

Opening and Evaluation of Bids

- Envelope No. 1 (Technical Bid) shall be opened first and evaluated by the competent authority.

- Envelope No. 2 (Financial Bid) shall be opened **only in respect of those bidders who qualify in the Technical Evaluation**.

- The decision of SNDT Women's University, Mumbai shall be final and binding on all bidders.

General Conditions

- The University reserves the right to accept or reject any or all bids without assigning any reason thereof.

- Conditional, incomplete, or non-responsive bids shall be rejected.

- The software and source code developed under this contract shall be the property of SNDT Women's University, Mumbai.

ANNEXURE – I

UNDERTAKING FOR COMPLIANCE WITH ATR GUIDELINES & STATUTORY PROVISIONS

(On Bidder's Letterhead)

To,
The Registrar,
SNDT Women's University,
Mumbai.

Subject: Undertaking for compliance with ATR Recruitment Guidelines and statutory provisions

Sir/Madam,

I/We, _____ (Name of the Bidder), having our registered office at _____, hereby solemnly affirm and undertake as under:

1. That I/We have carefully read, understood, and examined all the terms, conditions, scope of work, specifications, and requirements mentioned in the Request for Proposal (RFP) for **Development of ATR-Based Online Recruitment Software for SNDT Women's University, Mumbai.**

2. That I/We hereby undertake to strictly comply with:
   - Government-notified **ATR Recruitment Guidelines** applicable to recruitment of Teachers,
   - Prescribed selection guidelines for Statutory Posts under the **Maharashtra Public Universities Act, 2016**, and
   - Any amendments, modifications, or clarifications issued by the Government / University from time to time.

3. That the proposed software shall ensure:
   - Rule-based, non-editable scoring logic,
   - Full audit trail and confidentiality of recruitment data,
   - Complete statutory compliance and transparency.

4. That I/We shall make necessary changes in the software to accommodate future amendments in ATR guidelines or statutory recruitment procedures, without violating the terms of the contract.

5. That this undertaking shall remain valid for the entire duration of the contract.

I/We hereby declare that the above statements are true and correct.

Place: Date:

Signature of Authorized Signatory
Name:
Designation:
Seal of the Bidder

<center>**ANNEXURE – II**</center>

DECLARATION REGARDING ACCEPTANCE OF TENDER TERMS & CONDITIONS

(On Bidder's Letterhead)

To,
The Registrar,
SNDT Women's University,
Mumbai.

Subject: Declaration regarding acceptance of tender terms and conditions

Sir/Madam,

I/We, _____ (Name of the Bidder), hereby declare that:

1. I/We have read and understood all the terms, conditions, instructions, eligibility criteria, scope of work, evaluation methodology, and general conditions mentioned in the RFP document.

2. I/We unconditionally accept all the terms and conditions of the tender without any deviation, reservation, or conditionality.

3. I/We confirm that the bid submitted by us is complete in all respects and is in conformity with the tender requirements.

4. I/We further declare that:

   o No criminal case is pending against the firm/company or its directors/partners,

   o The firm/company has not been blacklisted or debarred by any Government / Semi-Government / Autonomous Body / University.

5. I/We understand that any false declaration may result in rejection of the bid and/or termination of the contract.

Place:
Date:

Signature of Authorized Signatory
Name:
Designation:
Seal of the Bidder

DECLARATION REGARDING NON-BLACKLISTING

(On Bidder's Letterhead)

To,
The Registrar,
SNDT Women's University,
Mumbai.

Subject: Declaration regarding non-blacklisting

Sir/Madam,

I/We hereby declare that our firm/company, _____, has not been blacklisted, debarred, or suspended by any Central Government, State Government, Public Sector Undertaking, Autonomous Body, or University as on the date of submission of this bid.

I/We further declare that no proceedings for blacklisting or debarment are pending against us.

Place:
Date:

Signature of Authorized Signatory
Name:
Designation:
Seal of the Bidder

PRICE BID / FINANCIAL BID FORMAT

(To be submitted in Envelope No. 2 – Financial Bid only)

Name of Work:

Development of ATR-Based Online Recruitment Software for SNDT Women's University, Mumbai

(Recruitment of Teachers and Statutory Posts)

Sr. No.	Particulars	Amount (₹)
1	Software Design & Development	
2	Customization & Deployment	
3	Data Migration & Payment Gateway Integration	
4	Testing & Acceptance	
5	Training & Handholding	
6	Post-Deployment Support & Maintenance	
	Sub-Total	
	GST (Specify % and amount)	
	Total Project Cost (Inclusive of Taxes)	

Total Cost (In Words):

Rupees _____ only.

Declaration (Price Bid)

I/We hereby certify that the above prices are inclusive of all costs, duties, taxes, and levies as applicable and that no additional charges shall be claimed beyond the quoted amount, except as permitted under the tender conditions.

Place:
Date:

Signature of Authorized Signatory
Name:
Designation:

Seal of the Bidder