



**National Law University and Judicial Academy (NLUJA), Assam
Hajo Road, Amingaon, Guwahati, Assam**

NOTICE INVITING QUOTATIONS (NIQ)

NIQ No.: NLUJAA/ACAD-ADMIN/F/MISC./2024/25/

Date: 01 /04 /2026

FOR

“Design, Development, Implementation, Customization, Deployment, and Maintenance of an Integrated End-to-End Academic and Examination Management Software System”

IMPORTANT INSTRUCTIONS TO BIDDERS

1. Quotations shall be submitted under a Two-Bid System, namely:
 - **Technical Bid**
 - **Financial Bid**
2. The bidder shall submit the Technical Bid and Financial Bid in two separate sealed envelopes, clearly superscribed as:
 - **“Technical Bid – NIQ for Examination Management Software”**
 - **“Financial Bid – NIQ for Examination Management Software”**
3. Both sealed envelopes shall be placed in one outer sealed envelope superscribed:
“Quotation for Design, Development, Implementation, Customization, Deployment, and Maintenance of an Integrated End-to-End Academic and Examination Management Software System”
4. **A non-refundable Court Fee Stamp of Rs. 8.25/-** shall be affixed as per applicable requirement.
5. Incomplete quotations, conditional quotations, or quotations received after the due date and time shall be **summarily rejected**.
6. The University reserves the right to accept or reject any or all quotations without assigning any reason.

1. INTRODUCTION

National Law University and Judicial Academy (NLUJA), Assam, Guwahati, an autonomous institution of national importance, invites **sealed quotations under a Two-Bid System** from reputed, experienced, and technically competent firms for the **Design, Development, Implementation, Customization, Deployment, and Maintenance of an Integrated End-to-End Academic and Examination Management Software System**.

The proposed software system shall cover the **complete student lifecycle, from admission to issuance of degree certificates**, and shall ensure efficiency, transparency, accuracy, security, and data integrity of academic and examination processes.

2. OBJECTIVE

The objective of this NIQ is to establish a **secure, scalable, robust, and fully integrated digital platform** to support academic and examination administration at NLUJA, Assam.

<i>Sl. No.</i>	<i>Objective</i>
2.1	Streamlining academic and examination processes
2.2	Ensuring error-free and timely result processing
2.3	Enabling automation of transcripts and certificates
2.4	Maintaining a centralized and secure student database
2.5	Enhancing administrative efficiency and audit readiness

3. SCOPE OF WORK

The selected bidder shall provide a complete **end-to-end solution covering**, but not limited to, the following modules:

3.1 Admission & Student Information System (SIS)

<i>Sl. No.</i>	<i>Requirement</i>
3.1.1	Student registration and admission database
3.1.2	Course/programme allocation
3.1.3	Student profile management
3.1.4	Document upload and verification
3.1.5	Academic history tracking

3.2 Academic Management

<i>Sl. No.</i>	<i>Requirement</i>
3.2.1	Course structure and curriculum management
3.2.2	Credit system configuration (CBCS/other)
3.2.3	Faculty allocation
3.2.4	Academic calendar management

3.3 Attendance Management

<i>Sl. No.</i>	<i>Requirement</i>
3.3.1	Daily attendance entry – course-wise and faculty-wise attendance recording
3.3.2	Automated attendance calculation and reporting
3.3.3	Alerts for shortage of attendance

3.4 Examination Management

<i>Sl. No.</i>	<i>Requirement</i>
3.4.1	Examination scheduling and timetable generation
3.4.2	Subject/course mapping
3.4.3	Hall ticket/admit card generation with QR/Barcode
3.4.4	Seating plan automation
3.4.5	Invigilator duty allocation

3.5 Evaluation & Marks Management

<i>Sl. No.</i>	<i>Requirement</i>
3.5.1	Secure marks entry (internal/external examiners)
3.5.2	Multi-level verification and moderation
3.5.3	Grace marks configuration
3.5.4	Re-evaluation and scrutiny workflow
3.5.5	Backlog and improvement examination handling

3.6 Result Processing

<i>Sl. No.</i>	<i>Requirement</i>
3.6.1	Automated computation of results
3.6.2	GPA/CGPA calculation based on configurable rules
3.6.3	Result approval workflow
3.6.4	Result publication with role-based access (portal + notifications)

3.7 Grade Sheet & Transcript Generation

<i>Sl. No.</i>	<i>Requirement</i>
3.7.1	Semester-wise grade sheets
3.7.2	Consolidated transcripts
3.7.3	Digitally signed and verifiable formats (QR/Barcode-based authentication)

3.8 Degree Certificate Generation

<i>Sl. No.</i>	<i>Requirement</i>
3.8.1	Automated generation of degree certificates
3.8.2	Integration with convocation records
3.8.3	Secure archival and verification features

3.9 Convocation Module

<i>Sl. No.</i>	<i>Requirement</i>
3.9.1	Eligible student identification
3.9.2	Certificate issuance tracking
3.9.3	Digital repository of awarded degrees

3.10 Alumni & Exit Management

<i>Sl. No.</i>	<i>Requirement</i>
3.10.1	Alumni database creation
3.10.2	Migration of student data post-graduation
3.10.3	Alumni portal integration

3.11 Reporting & Analytics

<i>Sl. No.</i>	<i>Requirement</i>
3.11.1	Customizable reports for administration
3.11.2	Statutory and regulatory reporting

- 3.11.3 NAAC/NIRF support reports
- 3.11.4 Audit logs and compliance tracking

3.12 User & Access Management

<i>Sl. No.</i>	<i>Requirement</i>
3.12.1	Role-based access (Admin, Faculty, Controller of Examinations, Students)
3.12.2	Secure authentication mechanisms
3.12.3	Audit trails of all user activities

3.13 Integration & Data Migration

<i>Sl. No.</i>	<i>Requirement</i>
3.13.1	Migration of existing legacy data
3.13.2	API integration with ERP, LMS, finance systems, (if applicable)

3.14 Training & Support

<i>Sl. No.</i>	<i>Requirement</i>
3.14.1	On-site/online training for (Admin, Faculty and Staff)
3.14.2	User manuals and documentation
3.14.3	Helpdesk and ticketing system
3.14.4	Onsite/remote support and maintenance

4. TECHNICAL REQUIREMENTS

<i>Sl. No.</i>	<i>Requirement</i>
4.1	Web-based, secure, and scalable architecture
4.2	Cloud / On-premise deployment (bidder to specify preference)
4.3	Scalable architecture (microservices preferred)
4.4	Compliance with data protection and cybersecurity standards
4.5	End-to-end encryption
4.6	Automated regular backup and disaster recovery mechanisms
4.7	Audit logs for all transactions

5. ELIGIBILITY CRITERIA

5.1 Technical Eligibility

Sl. No.	Criteria	Supporting Documents
5.1.1	Minimum 5 years' experience in software development	Incorporation/Registration Certificate, work orders
5.1.2	Experience in academic/examination management systems	Work orders / completion certificates
5.1.3	At least 3 similar completed projects for universities/educational institutions	Completion certificates / client certificates

5.2 Financial Eligibility

Sl. No.	Criteria	Supporting Documents
5.2.1	Average annual turnover during the last 3 financial years as per CVC guidelines issued from time to time	Audited financial statements
5.2.2	Audited financial statements to be submitted	Balance Sheet / P&L Account

5.3 Statutory Requirements

Sl. No.	Requirement
5.3.1	GST Registration
5.3.2	PAN
5.3.3	Any other applicable statutory compliance

6. BID SUBMISSION

6.1 Two-Bid System

Bid Type	Contents
Technical Bid	Credentials, methodology, compliance statement, technical architecture, experience, statutory documents, and eligibility documents
Financial Bid	Detailed price quotation

6.2 Submission Format

The quotation shall be submitted in the following manner:

Envelope	Superscription
Envelope – 1	“Technical Bid – NIQ for Examination Management Software”
Envelope – 2	“Financial Bid – NIQ for Examination Management Software”
Outer Envelope	“Quotation for Design, Development, Implementation, Customization, Deployment, and Maintenance of an Integrated End-to-End Academic and Examination Management Software System”

A non-refundable **Court Fee Stamp of Rs. 8.25/-** must be affixed as applicable.

6.3 Address for Submission

The Registrar
National Law University and Judicial Academy (NLUJA), Assam
Hajo Road, Amingaon, Guwahati – 781031, Assam

7. EARNEST MONEY DEPOSIT (EMD)

Particulars	Details
EMD Amount	₹ 50,000/-
Mode of Payment	Demand Draft / Bank Guarantee
Exemption	MSME exemption as per applicable Government rules

8. EVALUATION METHODOLOGY

8.1 Technical Evaluation

<i>Sl. No.</i>	<i>Parameter</i>
8.1.1	Relevant experience
8.1.2	Understanding of scope of work
8.1.3	Technical architecture and security
8.1.4	Demonstration, (if required)

8.2 Financial Evaluation

<i>Sl. No.</i>	<i>Parameter</i>
8.2.1	Only technically qualified bidders shall be considered
8.2.2	Selection shall be based on L1 / QCBS (specify)

9. PERFORMANCE SECURITY

Particulars	Details
Amount	5%–10% of the contract value
Validity	Through the contract period plus maintenance period

10. TIMELINE & DELIVERABLES

Sl. No.	Activity	Indicative Timeline
10.1	Requirement finalization	2–4 weeks
10.2	Development and customization	8–12 weeks
10.3	Testing and deployment	4 weeks
10.4	Total implementation	4–6 months

11. SERVICE LEVEL AGREEMENT (SLA) & PENALTY

<i>Sl. No.</i>	<i>Requirement</i>
11.1	Defined uptime requirements
11.2	Penalty for delays and downtime
11.3	Response and resolution timelines

12. DATA SECURITY & CONFIDENTIALITY

<i>Sl. No.</i>	<i>Requirement</i>
12.1	Data ownership shall remain with NLUJA, Assam
12.2	Vendor shall be bound by strict confidentiality
12.3	No third-party data sharing without prior approval

13. INTELLECTUAL PROPERTY RIGHTS

<i>Sl. No.</i>	<i>Requirement</i>
13.1	Full ownership of software, source code, and data shall vest with NLUJA, Assam
13.2	Vendor shall provide source code and documentation

14. PAYMENT TERMS

Payment shall be made on a milestone basis, subject to satisfactory completion and certification by the University.

<i>Sl. No.</i>	<i>Milestone</i>
14.1	Development phase
14.2	Deployment phase
14.3	Final acceptance
14.4	Maintenance phase

15. TERMINATION CLAUSE

<i>Sl. No.</i>	<i>Requirement</i>
15.1	Termination for breach, delay, or non-performance
15.2	Notice period to be specified in the agreement

16. FORCE MAJEURE

A standard Force Majeure clause shall apply for unforeseen circumstances beyond the control of either party.

17. DISPUTE RESOLUTION

Particulars	Details
Arbitration	As per applicable law
Jurisdiction	Guwahati, Assam

18. RIGHT TO ACCEPT OR REJECT

NLUJA, Assam reserves the right to accept or reject any or all bids without assigning any reason thereof.

19. IMPORTANT DATES

Sl. No.	Particulars	Date / Time
19.1	Date of publication of NIQ	01 /04 / 2026
19.2	Last date for submission of bids	20 / 04 / 2026 up to 01.30 PM
19.3	Opening of Technical Bid	20 / 04 / 2026 at 02.00 PM
19.4	Opening of Financial Bid	To be notified to technically qualified bidders

20. CONTACT DETAILS

Particulars	Details
Contact Person	The Registrar
Address	National Law University and Judicial Academy, Assam, Hajo Road, Amingaon, Guwahati – 781031
Phone	+91-361-2738891
Email	registrar@nluassam.ac.in
Website	www.nluassam.ac.in

DECLARATION

All interested and eligible bidders are requested to submit their quotations strictly in accordance with the terms and conditions contained in this Notice Inviting Quotations.

Sd/-

Registrar

National Law University and Judicial Academy, Assam

Guwahati, Assam

ANNEXURE – I
CHECKLIST OF DOCUMENTS TO BE SUBMITTED

Sl. No.	Document	Submitted (Yes/No)
1	Covering letter on bidder's letterhead	
2	Technical Bid	
3	Financial Bid	
4	Court Fee Stamp of Rs. 8.25/- affixed	
5	EMD document	
6	Certificate of Incorporation/Registration	
7	GST Registration Certificate	
8	PAN Copy	
9	Audited financial statements for last 3 years	
10	Work orders/completion certificates of similar projects	
11	Technical architecture and methodology note	
12	Compliance statement	
13	Any other supporting documents	

ANNEXURE – II
FORMAT FOR FINANCIAL BID

Sl. No.	Component	Amount (₹)
1	Design and Development	
2	Customization	
3	Implementation and Deployment	
4	Data Migration	
5	Training	
6	Maintenance / AMC (Year 1)	
7	Maintenance / AMC (Year 2)	
8	Maintenance / AMC (Year 3)	
9	Taxes, if any	
10	Grand Total	

ANNEXURE – III
TECHNICAL COMPLIANCE STATEMENT

Sl. No.	Requirement	Compliance (Yes/No)	Remarks
1	Admission & SIS Module		
2	Academic Management Module		
3	Attendance Management Module		
4	Examination Management Module		
5	Evaluation & Marks Management Module		
6	Result Processing Module		
7	Grade Sheet & Transcript Module		
8	Degree Certificate Module		
9	Convocation Module		
10	Alumni & Exit Management Module		
11	Reporting & Analytics Module		
12	User & Access Management Module		
13	Integration & Data Migration		
14	Training & Support		
15	Technical Requirements Compliance		

ANNEXURE – IV
BIDDER'S PROFILE

Sl. No.	Particulars	Details
1	Name of the Firm/Company	
2	Registered Address	
3	Name of Authorized Signatory	
4	Contact Number	
5	Email Address	
6	Year of Incorporation	
7	GST No.	
8	PAN	
9	Number of Similar Projects Completed	
10	Average Annual Turnover (Last 3 Years)	