



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

(A Central University established by an Act of Parliament)

Hyderabad, Telangana State, India

EFLU/SS/2025/30

Date: 31.10.2025

“Notice Inviting Tender”

**For Hiring of consultancy for conducting online entrance
test for Ph.D programme**

Tender Document

The English and Foreign Languages University invites sealed bids for Hiring of consultancy for conducting online entrance test for Ph.D programme.

Details of the Bid

Bid Reference	Tender No.: EFLU/SS/2025/30
Particulars	Hiring of consultancy for conducting online entrance test for Ph.D programme as mentioned at annexure-A
Last date for Tender Submission	By 10 th November 2025 by 03.00 pm
Date and Time of opening of tender (tentative)	At 10 th November 2025 at 4.00 pm
Delivery and Installation period	Immediate from the issue of the Work Order date.
Address for Communication	The Registrar I/c, The English and Foreign Languages University, Hyderabad-500007, Telangana, India.
Contact Details for clarifications	Controller of Examinations, EFL University, Hyderabad, Phone: 040-27689447, 27689474
Tender Document, and Terms and Conditions	Available on our website www.efluniversity.ac.in

The tender document shall be dropped in the Tender Box placed at Stores Section or post/courier addressing to The Registrar I/c, The English and Foreign Languages University, Hyderabad-500007, Telangana. The tender documents shall reach within the last date and time or summarily rejected without any reason.

Annexure-A

Specifications:

S. No.	Description of Ph.D. Entrance Test through online mode	Qty.
1	Application Management (Designing and hosting of the online application form, and setting up a help desk for applicant support)	1 Job
2	Generation/Download of Admit Cards	
3	Test Centre Management	
4	Conduct of Computer-Based Examination	
5	Preparation/Compilation of Results	
6	Generation of Merit Lists	

Note:

ANNEXURE – B

Limited Tender FormName of the Procuring Entity: **THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY**

Firm's Reference		Date	
Firm Registration No. (if any)		PAN (attach photocopy)	
TIN/VAT/GST/CST No.		LIMITED TENDER FORM	Address:
Phone			
Fax			
Email:			

Item-wise Quotation Format

Sl. No:	Job Description	Price Per Student		Taxes & Duties	Total Rate per Student	Total Value
1	Conducting of Ph.D Online Entrance Test (Including Application Management, Generation & Download of admit cards, test center management, Conduct of Online Computer-based exam, Preparation/Compilation of results, Generation & handover of merit lists)					
	Grand Total					

Execution Schedule:

Enclosed Specifications/Drawings/Special Conditions of Contract:

Item/Tender Specific Conditions of this Tender:

We engage to supply the material(s) to your office and comply the following:

1. Tender schedule and technical specification indicated.
2. Item/tender specific conditions for this tender.
3. Terms and conditions printed overleaf.
4. General conditions of contract signed by me at the time of supplier registration (for registered suppliers)
5. I/we confirm that set off for the ED, VAT/GST, etc. paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under VAT/GST, etc.
6. This offer is valid for 90 (ninety) days from the date of opening of the tender.
7. That we have not been debarred by any Government/Undertaking.
8. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.
9. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Signature & Seal Place & Date:		Name of Authorized Signatory:	
Address:		Tel. No./Fax. No./Mobile No. Email Id:	

Terms and Conditions of Limited Tender

1. The quotation must be in the form furnished by Procuring Entity and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not, the quotation will not be considered. Quotation written in pencil will not be considered.
2. Quotation will be opened on due date at the indicated venue in presence of the tenderers or their representatives who may wish to be present.
3. The University reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
4. Participation in this tender is by invitation only and is limited to the selected Procuring Entity's registered suppliers. Unsolicited offers are liable to be ignored.
5. Please quote whether your organization is large scale industry or small scale industry. If you have NSIC/MSE/MSI/DGS&D/GEM Certificates, please attach it to the quotation. Mention your registration details.
6. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should include all charges. Otherwise, the quotation is likely to be rejected. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
7. Payment of sales tax is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding CST/ST/GST is recorded in the quotation, the CST/ST/GST will be considered as included.
8. Bidder should execute the online examination project as and when University provides the Schedule and guidelines.
9. In case your quotation is accepted and order is placed on you, the execution of the job against the order should be made within the period stipulated as per University guidelines. The University reserves the right to recover any loss sustained due to delayed execution of work by way of penalty @ ½% (half percent) of the total value of the job covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground.
10. Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Hyderabad only.

Specific Terms and Conditions:

1. The examination shall be conducted in accordance with the directions and supervision of the Controller of Examinations, EFL University.
2. The Bidder must ensure confidentiality, integrity, reliability, and fairness at all stages of the process.
3. The Bidder should have minimum 10 years' experience in conducting large-scale online examinations.
4. Proof of having conducted similar examinations for universities, boards, or government bodies should be enclosed along with the tender documents mandatorily.
5. The Bidder should not have been blacklisted by any government, PSU, or academic institution.
6. **Bidder Turnover:** The Bidder should have at least 65 Lakhs Annual turnovers for last three years (2022-2023, 2023-2024, 2024-2025).
7. **Technical Bid:** The Bidder should submit Company profile, project methodology, infrastructure details, certifications, experience proofs, team composition documents.
8. **Financial Bid:** The Bidder should submit Per candidate/per session cost with applicable taxes.
9. The Bidder should submit its technical and financial sealed bids in two separate envelopes placed in a single sealed big envelope.
10. **Earnest Money Deposit (EMD):** The Bidder should submit EMD for Rs.32,500/- refundable after successful execution of the Examination.
11. **Performance Security:** 10% of the contract value will be refundable after successful completion of the project.
12. Payments will be milestone-based: 100% after successful exam cycle with acceptance and completion duly certified by the COE.
13. **Duration:** The contract will be valid for **five (5) years**, renewable based on performance and mutual consent, subject to approval of Competent Authority. There should not be any increase in prices during the 5 Year Contract period.
14. **Termination:** The University reserves the right to terminate the contract with **30 days' notice** in case of: Non-performance or breach of terms, Security breach, Bankruptcy or insolvency of the vendor, etc.
15. All candidates and examination data are the property of the University.
16. Bidders shall not copy, share, or use data for any purpose other than this project.
17. Bidders shall enter into an agreement in Non-judicial 100 rupees stamp paper.
18. Bidders may not reuse or resell any part of the system developed for this tender.
19. The University reserves the right to accept or reject any bid without assigning any reasons.
20. Canvassing in any form will lead to disqualification.
21. Any modification in the tender shall be published on the University website.
22. The Bidder must agree to all terms and conditions as stated herein on business letter head.

Sd/-

Registrar I/c