

# **Short Tender Document**

**(For Web based seat allotment process TG CETs (other) Admissions-2025,  
Telangana State.**

**Convener,  
TG CETs (other) Admissions-2025  
TGCHE, Masab Tank, Telangana**

# TENDER DOCUMENT

**Tender application fee: Rs.5000/- (Rupees Three thousand only)**  
**Earnest Money Deposit: Rs.1,00,000/- (Rupees one lakh only)**

Sealed quotations are invited under two bid tender system from the reputed and experienced service providers of Telangana State **for executing the work of Web Based Seat Allotment which includes Online Certificate Verifications, Exercising of Web Options and Web Based Seat allotment process for TG CETs (other) Admissions-2025.**

Interested firms, who wish to participate in the tender can take a printout format of the tender document and submit the same with necessary enclosures, Tender Fee, and other essential documents related to Technical bid, Commercial bid must be submitted on or before Dt:09-06-2025 by 5.00 P.M. in the office of Convener, TG CETs (other) Admissions-2025, Telangana State Council of Higher Education, Masab Tank, Hyderabad.

Telangana Council of Higher Education reserves all the rights to re-schedule, cancel or reject the tender without assigning any reasons thereof. For more details visit us at website: <https://tgche.ac.in>

**Last Date of Submission of Tender: Dt.09-06-2025 ( Time 5:00 P.M. )**  
**Date of Opening of Tender: Dt. 10-06-2025 (Time: 11:00 A.M. )**

## 1. INVITATION OF THE BID

**CONVENER, TG CETs (other) Admissions – 2025 Telangana Council of Higher Education, Hyderabad (<https://tgche.ac.in>) invites short tenders in two (2) separate sealed covers for Technical bid and Commercial bid for executing the work of Web Based Seat Allotment which includes Online Certificate Verifications, Exercising of Web Options and Web Based Seat allotment processes for TG CETs (other) Admissions – 2025 for the qualified candidates from TG PGCET, TG LAW CET, TG PGLCET, TG Ed.CET and TG PECET-2025 Entrance Tests conducted by Telangana Council of Higher Education, Hyderabad.**

### General Instructions, Terms and Conditions:

- The tender Document and Application formats may be obtained from the <https://tgche.ac.in> and pay **Rs.5000/- (Rupees Three thousand Only)** through Demand Draft drawn in favour of **Convener, TG CETs (other) Admissions – 2025**, towards tender document fee and for registering the exclusive name of the party who intends to actually submit the bids. The tender document fee is non-refundable, non-adjustable and non-transferable.
- Convener, TG CETs (other) Admissions – 2025, Telangana Council of Higher Education, Hyderabad reserves the right to select certain firm and reject the other participated in the tender without assigning any reasons whatsoever and also reserves the right to revise or alter the specifications of the work before the acceptance of any bids.
- Incomplete bids, late bids, amendments and additions to bids after opening the bids are liable to be rejected

- The bidder shall be responsible for the delivery of the services, its successful demonstration, and implementation training as required, as per specifications listed in the tender and at the sites allotted by the Convener,
- A Demand Draft for **Rs.5000/- (Rupees Three thousand Only)** drawn in favour of the **“Convener, TG CETs (other) Admissions – 2025”** payable at Hyderabad towards Tender application fee must accompany the bids. Bids without Tender fee will be rejected. The Tender Fee is Non-Refundable.
- A Demand Draft for **Rs.1,00,000/- (Rupees one lakh only)** drawn in favour of the **“Convener, TG CETs (other) Admissions – 2025”** payable at Hyderabad towards Earnest Money Deposit (EMD) must accompany the bids. Bids without EMD will be rejected. The EMD will be refunded to all the unsuccessful bidders only after the work orders are placed on the successful bidder.
- The price must be quoted in the format as specified in the tender document.
- The price mentioned in the tender document should be valid for acceptance up to a period of one year. The bidders should be ready to extend the validity, if required by the Convener, TG CETs (other) Admissions – 2025.
- Printed terms and conditions of the bidders will not be considered as forming part of the bid.
- The bidders shall be responsible for the execution of work of Web Based Allotment of Seats for TG CETs (other) Admissions – 2025 including Technical Support, commissioning and all service deliveries as listed in this tender document.
- The bidder should commence work as per the scope mentioned in the tender document within **one (1) week** from the date of issue of firm order and/or entering into contract.
- Bidders should enclose their bids with full details of all latest software and/or solutions proposed for the scope of work with full documentation/descriptive literature/leaflets indicating all features proposed.
- Sealed covers be addressed and delivered to :

**The Convener, TG CETs (other) Admissions – 2025**, Telangana State Council of Higher Education, Masab Tank, Hyderabad / PGRRCDE Online Counselling Center, Osmania University, Hyderabad

- The corresponding sealed envelopes should be titled as **“Web based seat allotment process for TG CETs (other) Admissions – 2025”** and addressed mentioning the notification number to **“The Convener, TG CETs (other) Admissions – 2025”** and all the bids must reach on or before **dt:09-06-2025 ( Time: 5:00 P.M)**. Bids received or submitted after the specified time will be rejected and no intimation will be sent in this regard.
- The Convener, **TG CETs (other) Admissions – 2025** on behalf of Telangana Council of Higher Education does not bind himself to accept the lowest bid on any bid and reserves the right of accepting the whole or any part of the bid or portion of the quantity offered; and the bidder shall obey the same at the rate quoted. The Convener, TG CETs-2025 (other) Admissions-2025 reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

- Acceptance of the bid shall be communicated through Phone call/email to the successful bidder.
- Any specific queries, communications and references should be made only through an email: [tgsetsadms@gmail.com](mailto:tgsetsadms@gmail.com).
- The bidder must enclose a copy of, PAN Card and last 3 years financial statements, including the IT Returns and the details of turnover.
- The bidder shall submit the experience certificate with proof of admission work executed by them during three academic years.

## **2. BROAD SCOPE OF WORK**

The system (software) should be capable of doing the following functions:

### **Application- Online Certificate Verification**

- Online registration and uploading of certificates
- Collection of Online Registration Fee
- Online Verification of Certificates
- Application maintenance and support
- Data Validation and generation of Reports

### **Web Options - Application Development and Hosting**

- Providing Online application to accept web options from qualified students
- Application and Database maintenance
- Hosting & Technical support

### **Providing Web Based Allotment Process**

- Web options data scrutiny
- Allotment process as per the rule of reservations of Telangana State rules and regulations
- Hosting of qualified candidate's data and maintenance
- Providing required technical support for exercising web based options by all qualified candidates
- Sending required information to candidates through SMS and mails
- Collection of Course Fee.
- Hosting of allotment lists, candidate wise and college wise
- Data Base Back-up & Maintenance
- Generating required reports as and when necessary
- Database should be transferred in a soft copy to the Convener, TG CETs (other) Admissions – 2025.
- The successful bidder has to offer the services from the date of commencement to the end of the admissions process of TG CETs (other) Admissions – 2025 which shall be for 4 months.

**Sd/-**

Convener,

TG CETs (other) Admissions – 2025  
Telangana Council of Higher Education

Date:

I agree to abide by the Conditions of Tender document

Signature of the Tenderer

Address:

Mobile:

AADHAAR card no.: