



OFFICE OF THE REGISTRAR
GURUCHARAN UNIVERSITY
SILCHAR, CACHAR: ASSAM
গুরুচরণ বিশ্ববিদ্যালয়
শিলচর, কাছাড় : আসাম

A State University established by upgrading Gurucharan College under Assam Act No. LVII of 2023

Ref No.102/2/2025/II/570

Date: 09-09-2026

EXPRESSION OF INTEREST (EOI)

For Conducting Student Union Election through On-Site PC-Based Electronic Voting and Result Management System 2026

Gurucharan University, Silchar, Assam, invites **Expression of Interest (EOI)** from eligible and experienced agencies/firms/service providers having proven expertise in electronic voting and election-conducting services for providing **on-site, PC-based Electronic Voting and Result Management Services** for conducting the Student Union Election of the University 2026.

1. Background

Gurucharan University intends to conduct its Student Union Election in a transparent, efficient, secure and time-bound manner. With a view to facilitating speedy polling, accurate vote counting and prompt declaration of results, the University proposes to explore an **on-site electronic voting system using dedicated PC-based polling terminals** under the supervision of the University authorities.

The proposed system shall operate within the University premises through a **closed/local network**, without dependence on mobile applications or public internet-based voting.

2. Objective of the EOI

The primary objective of this EOI is to identify and engage a suitable agency/service provider capable of providing complete technical and operational support for conducting the Student Union Election through an electronic voting and result management system.

The proposed arrangement should facilitate:

- Secure and transparent electronic voting;
- One-student-one-vote mechanism;
- Voter identification and verification;
- Prevention of duplicate/proxy voting;
- Secure local transmission and storage of votes;
- Automated vote counting;
- Position-wise and candidate-wise result generation;
- Generation of voter turnout reports;
- Audit/activity logs for University records; and
- Timely declaration and printing of election results.



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3. Broad Scope of Services

The selected agency/service provider shall be required to provide services including, but not limited to, the following:

A. Pre-Election Preparation

- Site survey and planning of polling terminal locations in consultation with the University;
- Installation and configuration of the electronic voting system;
- Networking of the polling terminals through a closed Local Area Network (LAN);
- Configuration/import of the electoral roll and candidate details;
- Conduct of demonstration and mock/dry run before polling.

B. Polling and Election Management

- Setting up and operationalising the polling terminals;
- Voter identification/verification at the polling station;
- Facilitating secure one-time electronic vote casting;
- Maintaining appropriate system logs and records;
- Providing technical personnel throughout the polling process.

C. Vote Counting and Result Management

- Automatic/secure counting of votes after closure of polling;
- Candidate-wise and position-wise vote tally;
- Generation of election results;
- Preparation of voter turnout reports;
- Printing of Result Sheets and other required reports;
- Handover of relevant records to the University.

D. Technical Support

- On-site technical support during the entire election process;
- Immediate troubleshooting of hardware, networking and system-related issues;
- Replacement/rectification of defective voting equipment, wherever required;
- Post-election technical handover and support.

4. Responsibility of the University

The University shall, subject to final terms and conditions, provide the necessary infrastructure and facilities, including:

- PC systems/desktop computers and monitors at the polling terminals;
- Polling venue and counting area;
- Required electrical power supply;



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- Networking infrastructure/materials, as decided by the University;
- Printer and printing materials;
- Electoral roll and candidate data;
- Election schedule and relevant administrative information;
- Nominated Nodal Officer/Returning Officer; and
- Other institutional support required for smooth conduct of the election.

5. Responsibility of the Selected Agency

The selected agency shall be responsible for providing the required electronic voting system/application, customised voting equipment/keypads, technical expertise, system configuration, networking support as agreed, on-site technical personnel, vote counting, result processing and other services forming part of the final scope of work to fulfil the broad objectives and scope of services as in Sl No. 01 and 02.

6. Duration of Engagement

The proposed election-related engagement is expected to be completed within approximately **three (03) days**, covering system demonstration/data preparation, technical setup, mock polling, actual polling, vote counting and result declaration, subject to the University's final election schedule.

7. Eligibility and Experience

Interested agencies/firms should preferably possess:

- Relevant experience in electronic voting/election management services;
- Technical capability to deploy and operate a secure PC-based voting system;
- Adequate manpower for on-site deployment and technical support;
- Experience in handling institutional/educational elections or similar assignments;
- Necessary infrastructure and technical resources for timely execution of the assignment; and
- Ability to provide demonstrations of the proposed system before final engagement, if required by the University.

8. Submission of EOI

Interested agencies are requested to submit their **Expression of Interest/Technical Proposal** containing the following:

1. Profile of the organisation/firm;
2. Details of relevant experience and completed assignments;
3. Technical description of the proposed electronic voting system;
4. Details of hardware/equipment to be deployed;
5. Proposed methodology for conducting the election;
6. Security and data protection measures;



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7. Details of manpower proposed for deployment;
8. Implementation schedule;
9. Commercial proposal/financial quotation;
10. Details of applicable taxes and other charges; and
11. Any other information considered relevant by the agency.

9. Demonstration

The University may require the shortlisted agency/agencies to provide a **live demonstration** of the proposed electronic voting system, including the voting process, security mechanism, counting process and generation of results/reports.

10. Commercial Terms

The financial proposal shall clearly indicate the complete cost of the proposed service, including applicable taxes, transportation, manpower, equipment, technical support and any other associated charges.

The University reserves the right to negotiate the scope, terms and financial aspects with the selected agency, subject to applicable rules and approval of the competent authority.

11. Selection

Submission of an EOI shall not confer any right upon the participating agency to claim engagement by the University.

The University reserves the right to evaluate the proposals based on technical capability, relevant experience, suitability of the proposed system, security features, deployment capability, financial considerations and other factors considered appropriate by the competent authority.

The University also reserves the right to accept or reject any or all EOIs, wholly or partly, without assigning any reason thereof.

13. Important Note

The proposed electronic voting arrangement shall be implemented strictly under the supervision and control of the authorised University election authorities. The final scope of work, technical specifications, number of polling terminals, deployment schedule, commercial terms and other conditions shall be finalised by the University before issuance of the formal work order/engagement order.



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14. Submission Details

Interested agencies may submit their EOI/Proposal by Post in the prescribed format in a sealed cover clearly superscribed:

“EXPRESSION OF INTEREST FOR CONDUCTING STUDENT UNION ELECTION THROUGH ON-SITE PC-BASED ELECTRONIC VOTING AND RESULT MANAGEMENT SYSTEM”

To:

The Registrar
Gurucharan University
College Road, Silchar
Cachar, Assam, PIN-788004

Last date for submission by Post: 21-09-2026

Time: 03:00 PM

Place of submission: O/o the Registrar, Gurucharan University

Contact: (+91)-8638433098

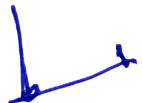
Email: registrar@gurucharanuniversity.ac.in


Registrar(i/c)
Registrar
Gurucharan University
Silchar

Enclo: EOI Format

Copy to:

1. PS to VC for information of the Hon'ble Vice Chancellor.
2. FO for information and necessary action.
3. Guard file.


Registrar(i/c)
Registrar
Gurucharan University
Silchar

EXPRESSION OF INTEREST (EOD) SUBMISSION FORM

For Conducting Student Union Election through On-Site PC-Based Electronic Voting and Result Management System

PART-A: GENERAL INFORMATION OF THE AGENCY/FIRM

Sl. No.	Particulars	Details to be furnished
1.	Name of the Agency/Firm	
2.	Constitution/Legal Status of the Firm	
3.	Year of Establishment	
4.	Registered Office Address	
5.	Correspondence Address	
6.	Name of Authorised Representative	
7.	Designation	
8.	Mobile/Telephone No.	
9.	Email Address	
10.	Website, if any	
11.	Registration No./Certificate Details	
12.	GST Registration No.	
13.	PAN	
14.	TAN(if any)	

PART-B: EXPERIENCE OF THE AGENCY

Please provide details of relevant experience in electronic voting, election management, IT infrastructure deployment, or similar services.

Sl. No.	Name of Organisation/Institution	Nature of Assignment	Year	No. of Voters/Terminals worked	Value of Assignment	Status
1.						

2.						
3.						
4.						

Supporting documents: Work Orders/Completion Certificates/Experience Certificates may be enclosed.

PART-C: DETAILS OF PROPOSED ELECTRONIC VOTING SYSTEM

Please provide details of the electronic voting system and result management, including technical specifications.

PART-D: PROPOSED METHODOLOGY

The agency shall briefly describe its methodology for conducting the election:

1. Pre-Election Preparation:

2. Electoral Roll and Candidate Data Management:

3. Polling Process:

4. Vote Counting and Result Declaration:

5. Data Security and Confidentiality:

PART-E: MANPOWER PROPOSED FOR DEPLOYMENT BY THE AGENCY

Sl. No.	Name/Designation	Qualification/Experience	Role in Election	No. of Personnel
1.				
2.				
3.				
4.				

The agency shall indicate the number of technical personnel who will remain present during demonstration, system setup, polling, counting and result declaration.

PART-F: INFRASTRUCTURE/EQUIPMENT TO BE PROVIDED BY THE AGENCY

Please mention the details of the technical requirements.

PART-G: REQUIREMENTS FROM THE UNIVERSITY

The agency shall indicate the infrastructure/facilities expected to be provided by the University.

Sl. No.	Requirement	Required	Remarks
1.	PC Systems with CPU and Monitor		
2.	Polling Venue		
3.	Counting Venue		
4.	Electricity/Power Supply		
5.	Printer		
6.	Electoral Roll/Data		
7.	Candidate Details		
8.	University Election/Nodal Officer		
9.	Networking Materials		
10.	Other Requirements		

PART-H: IMPLEMENTATION SCHEDULE

Total proposed period of on-site engagement: _____ days.

PART-I: FINANCIAL INFORMATION

The agency shall submit its detailed financial proposal separately, clearly indicating all applicable taxes and charges with details of break-ups.

Amount in words:₹

PART-J: DECLARATION

I hereby certify that:

1. The information furnished in this EOI Form and the documents submitted along with it are true and correct to the best of my/our knowledge and belief.
2. We have carefully examined Gurucharan University's requirements for conducting the Student Union Election through an on-site PC-based electronic voting and result management system.
3. We understand that submission of this EOI does not confer any right upon the agency/firm for selection or award of work.
4. We agree to abide by the terms, conditions and requirements prescribed by Gurucharan University.
5. We undertake to provide adequate technical manpower and support for the successful conduct of the election, if selected.
6. We agree to maintain confidentiality and security of all electoral data and information provided by the University.
7. We undertake that the proposed system and services shall be operated under the supervision of the authorised University election authorities.
8. We confirm that the agency has the technical capability and resources necessary to execute the proposed assignment.

Place: _____

Date: _____

Signature of Authorised Representative: _____

Name: _____

Designation: _____

Name of Agency/Firm: _____

Official Seal:

LIST OF DOCUMENTS ENCLOSED

Sl. No.	Document	Enclosed (Yes/No)
1.	Organisation/Firm Profile	
2.	Registration Certificate	
3.	PAN / TAN (if any)	
4.	GST Registration Certificate	
5.	Relevant Experience Certificates/Work Orders	

6.	Technical Proposal	
7.	Details of Proposed Electronic Voting System	
8.	Details of Manpower	
9.	Financial Proposal	
10.	Any Other Relevant Document	