



MAHATMA GANDHI UNIVERSITY
Anneparthi, Yellareddigudem
NALGONDA – 508254 (T.S)
website-mguniversity.ac.in

No. 04/MGU/NLG/2021-22

Date:12.01.2022

e-PROCUREMENT TENDER NOTICE

For Procurement of Computers, Printers, Scanner & LCD etc.,

Important Dates

Date of release of Tender through e-procurement	: 13.01.2022
Last date & time for submission of bid	: 27.01.2022 at 4:30 pm
Date & time for opening of technical bid	: 28.01.2022 at 10:30 am
Date & time for opening of financial bid	: 28.01.02022 at 1.30 pm

Online tenders are invited under Two-Bid system through e-Procurement Process from the reputed registered manufacturers or their authorized dealers/agencies or reputed suppliers having capacity for supply of Computers, Printers, Scanner & LCD Projectors and Gas connection etc., at Mahatma Gandhi University, Nalgonda as per the technical specifications & required quantity (as mentioned in Annexure-I), and as per Terms & Conditions of the Contract through e-tendering procurement process.

REGISTRAR



MAHATMA GANDHI UNIVERSITY
NALGONDA – 508254 (T.S)

e-PROCUREMENT TENDER NOTICE

No. 04/MGU/NLG/2021-22

Date:12.01.2022

ANNEXURE-I

SPECIFICATIONS:

Sl. No.	Particulars	Required Qty
01	<u>COMPUTERS</u>	05
	Processor : Intel Core i5-10210U (11 th Generation), RAM : 8GB RAM DDR4 HDD : 1TB HDD Operating System: Windows 10 Professional Monitor : 21.5" LED Display (FHD) Bluetooth 5 : Yes Wi-fy : Yes Key Board, Optical Mouse Warranty : 3 years Onsite Warranty Make : HP	
02	<u>CERTIFICATE PRINTING MACHINE (PRINTER) FOR EDP SECTION:</u>	01

HP Color LaserJet Managed MFP E78228dn Printer:

Model : HP Color LaserJet Managed MFP E78228dn.

Product number : 8GS50A (Base) + 8GS15A (Speed license) or

8GS37A (Bundle)

Functions	: Print, copy, scan.
Control panel	: 9.0-in (22.8 cm) functional touch screen with 8.0-in (20.3 cm) Color Graphics Display (CGD) with touch screen; tilting (adjustable angle) Display; illuminated Home button (for quick return to the Home menu); USB High-speed 2.0 port; Hardware Integration Pocket.
Print technology	: Laser.
Print speed	: Black (A4, normal) Up to 28 ppm; Colour (A4, normal): Up to 28 ppm; Black (A4, duplex): Up to 20 ipm; Colour (A4, duplex): Up to 21 ppm; Black (A3, normal): Up to 15 ppm; Colour (A3, normal): Up to 15 ppm;
First page out	: Black (A4, ready): As fast as 8.9 sec; Colour (A4, ready): As fast as 11.0 sec; Black (A4, sleep): As fast as 25 sec; Colour (A4, sleep): As fast as 25 sec;
Print resolution	: Black (best): Up to 1200 x 1200 dpi reduced speed; Colour (best): Up to 1200 x 1200 dpi reduced speed; Technology: Normal (600 x 600 4 bit); Best (1200 x 1200 1 bit);
Monthly duty cycle	: Up to 80,000 pages A4; Recommended monthly page volume: Up to 20,000 Copy speed: Colour (A4): Up to 28 cpm
Copier specifications	: Two-sided copying; scalability; image adjustments (darkness, contrast, background cleanup, sharpness); optimized text/picture (text, mixed, printed picture, photograph); N-Up; N or Z-ordering; content orientation; collation; ID scan; job build; job storage; watermark; stamps; book mode scans; erase edges; automatically detect color/monochrome; image preview; Maximum number of copies: Up to 9999 copies; Reduce/Enlarge: 25 to 400%.
Scan speed Normal (A4)	: Up to 46 ipm; Duplex (A4): Up to 19 ipm.
Scan file format Digital Send:	PDF, Hi-Compression PDF, JPEG, TIFF, MTIFF, XPS, PDF/A; Scan to easy access USB: PDF, JPEG, TIFF, MTIFF, XPS, PDF/A; Print from easy access USB: PDF, PS, Print. Ready files (.prn, .pcl, .cht)
Scanner type	: Flatbed, ADF; Scan technology: Platen Scanner (CCD); Scan input modes: Front panel

applications: Copy; E-mail; Fax; Save to Network Folder; Save to USB; Save to Device Memory; Open Extensibility Platform (EXP) applications; Twain version: Version 2.1; Duplex ADF scanning: Yes; Scan size maximum (flatbed): 297 x 432 mm; Optical scan resolution: UP to 600 x 600 dpi.

Connectivity : Standard 2 Hi-Speed USB 2.0 Host; 1 Hi-Speed USB 2.0 Device; 1 Gigabit Ethernet 10 / 100 / 1000 T network; 1 Hardware Integration Pocket.

Starter cartridges : With starter cartridges

Stand/Trolley : with Stand

Warranty : 1 Year onsite warranty.

Sl. No.	Particulars	Required Qty
03	<u>SCANNER FOR EXAMINATION BRANCH:</u>	01

FUJITSU MAKE fi-7180 & fi-7180(A4) SCANNER

Scanning Technology	CCD
Scanner Type	Sheet Fed
Document Size	Legal
Optical Resolution (Dpi)	600
Maximum Resolution (Dpi)	1200
Monochrome Scan Speed	80ppm/160ipm
Colour Scan Speed	80ppm/160ipm
Colour Depth (Bits)	24
Paper Weight Handling Capacity	413
Scanning Feature	Duplex

Paper Path	Straight
Multi Fed Detection Feature	Yes
Automatic Document Feeder (ADF)	Available
ADF Tray Capacity (Number of	100
USB interface	3.0
OS Compatibility	Win10,8.1,7,Linux,ubuntu
Daily Duty Cycle (Number of Pages)	11000
Scan File Formats	PDF,TIFF,JPEG etc

Sl. No.	Particulars	Required Qty
04	<u>PRINTER, SCANNER FOR OFFICE USE:</u>	10

Printer Model: HP LaserJet Pro MFP M126a.

Printing Technology: Laser

Printing Colour: Black

Connectivity: USB

Toner Cartridge Model: HP 83A

Paper Handling Specifications: Input Tray Capacity: 150 Plain A4/A5/A6/Executive Sheets with 60 -175 gsm.

Printing Specifications:

- **Draft mode resolution:** 300 x 300 dots per inch (dpi)
- **Normal mode resolution:** 600 x 400 dpi
- **Plain-Best mode resolution:** 600 x 600 dpi
- **Input sensor resolution:** 1200 x 1200 dpi
- **Device languages:** PCL3 GUI
- **Print speed:** As fast as 21 pages per minute (ppm)
*Print speeds vary according to the complexity of the document.
- **First page out:** As fast as 9.5 seconds
- **Duty cycle:** Up to 8,000 pages per month

Copy Specifications:

- **Copy speeds (default mode)*:** Up to 21 copies per minute (cpm)
*Copy speeds vary according to the printer model and the complexity of the document.
- **First copy out:** As fast as 15 seconds
- **Resolution (text and graphics):** Up to 400 x 600 dpi
- Digital image processing

Scanning Specifications:

- Resolution: up to 1200 x 1200 ppi
 - Enhanced Resolution: up to 19200 dpi
 - Scan speed: Up to 7 ppm (b&w), up to 5 ppm (color)
 - Color: 24-bit color, 8-bit grayscale (256 levels of gray)
 - Maximum scan size from glass: 21.6 x 29.7 cm (8.5 x 11.7 inches)
- Warranty: 1 Year

Sl. No.	Particulars	Required Qty
05	<u>MULTI FUNCTION MACHINE FOR V.C PESH:</u>	01

HP LaserJet Pro MFP M128fw Printer Specifications::

FUNCTIONS: Print, copy, scan, fax

FIRST PAGE OUT BLACK (A4, READY): As fast as 9.5 sec

PRINT SPEED BLACK (A4): Normal: Up to 20 ppm, Exact speed varies depending on the system configuration, software application, driver, and document complexity.

DUTY CYCLE (MONTHLY, A4): Up to 8000 pages

PRINT TECHNOLOGY: Laser

PRINTING COLOUR: Black

PRINT QUALITY BLACK (BEST): Up to 600 x 600 dpi

DISPLAY: 7.6 cm (3) colour touchscreen

DUPLEX PRINTING: Manual (driver support provided)

REPLACEMENT CARTRIDGES: HP 88A Black LaserJet Toner Cartridge

HP EPRINT CAPABILITY: Yes

MOBILE PRINTING CAPABILITY: HP ePrint; Apple AirPrint™; Wireless Direct Printing; Mobile Apps May require a firmware upgrade to be compatible, download at <http://www.hp.com/go/support>

WIRELESS CAPABILITY: Yes, built-in WiFi 802.11b/g/n

CONNECTIVITY, STANDARD: Hi-Speed USB 2.0 port; built-in Fast Ethernet 10/100Base-TX network port; built-in WiFi 802.11b/g/n

NETWORK READY: Standard (built-in Fast Ethernet, WiFi 802.11 b/g/n)
 MEMORY: 128 MB
 PAPER HANDLING INPUT, STANDARD: 150-sheet input tray
 PAPER HANDLING OUTPUT, STANDARD: 100-sheet face-down bin
 MAXIMUM OUTPUT CAPACITY (SHEETS): Up to 100 sheets
 MEDIA SIZES SUPPORTED: A4; A5; B5-Japanese; envelopes (ISO DL, C5, B5, Com #10, Monarch #7 3/4); 16K; post cards (Standard #10, JIS single and double)
 MEDIA TYPES: Paper (plain, LaserJet), envelopes, transparencies, labels, postcards
 SCANNER TYPE: Flatbed, ADF
 SCAN FILE FORMAT: Windows Scan Software supports file format: JPG, RAW(BMP), PDF, TIFF, PNG; Mac Scan Software supports file format: TIFF, PNG, JPEG, JPEG-2000, PDF, PDF-Searchable, RTF, TXT
 SCAN RESOLUTION, OPTICAL: Up to 1200 dpi
 SCAN SPEED (NORMAL, A4): Up to 7 ppm (b&w), up to 5 ppm (color)
 DUPLEX ADF SCANNING: No
 AUTOMATIC DOCUMENT FEEDER CAPACITY: Standard, 35 sheets
 FILE FORMAT SUPPORTED: PDF; TIF; BMP; PNG; JPG
 SCAN INPUT MODES: Scanning via HP LaserJet scan application or TWAIN— or WIA-compliant application software
 COPY SPEED (NORMAL): Black: Up to 20 cpm Color:
 COPY RESOLUTION (BLACK TEXT): Up to 300 x 300 dpi
 COPY RESOLUTION (COLOR TEXT AND GRAPHICS): Up to 400 x 600 dpi
 COPY REDUCE / ENLARGE SETTINGS: 25 to 400%
 COPIES, MAXIMUM: Up to 99 copies
 FAXING: Yes
 FAX TRANSMISSION SPEED: 33.6 kbps Based on standard ITU-T test image #1 at standard resolution. More complicated pages or higher resolution will take longer and use more memory.
 FAX MEMORY: Up to 500 pages
 FAX RESOLUTION BLACK (BEST): Up to 300 x 300 dpi
 FAX SPEED DIALS, MAXIMUM NUMBER: Up to 100 numbers
 FAX BROADCAST LOCATIONS: 100 locations
 MANUFACTURER WARRANTY: 1 Year Next Business Day Exchange Support

Sl. No.	Particulars	Required Qty
06	<u>LCD PROJECTOR</u>	02

NEC make & Model: (PE523XG) Specifications:

Approximate Cost available in Gem Portal: Rs. 2,52,000/-

Technology : LCD
 Native Resolution : 1024 x 768 (XGA)
 Brightness (Lumens) ; 5200

Optical Zoom : Yes
 If Yes, Optical Zoom (%) : 170
 Type of Projector : Standard Throw (0.91 to 2.5)
 Type of Light Source : UHP / UHE / UHM
 Minimum Life of Light Source (In Normal Mode) : 6000(Hours)
 On Site OEM Warranty for Light Source
 (Time or Life in Hours whichever is earlier): 1Year or 1000 Hours.
 On Site OEM Warranty : 2 Years

Ports And Connectivity:

Number of HDMI In Port	2
Number of HDMI Out Port	0
Number of DVI Port	0
Analog RGB In Port (Hours)	Yes
Analog RGB Out Port	Yes
HD Base T	No
Audio In	Yes
Audio Out	Yes
Video In	Yes
Storage Media Port	Yes
if Yes, Supported File Formats	NA
Number of USB Type A	1
Number of USB Type B	1
Number of USB Type C	0
Wi Fi Connectivity	Yes
Wireless Screen Share	No
LAN Connectivity	Yes

Technical Specifications

Technology	LCD
Projection Method	Front
Native Resolution	1024 x 768 (XGA)
Brightness (Lumens)	5200
Contrast Ratio (Minimum) (pixels)(X :1)	15000
Optical Zoom	Yes
If Yes, Optical Zoom (%)	170
Availability of Lens	Yes
Remotely Controlled	Ye
If Yes, Type of Projector	Standard Throw (0.91 to 2.5)
Aspect Ratio	4:3
Keystone Correction	Manual
Type of Light Source	UHP / UHE / UHM
Minimum Life of Light Source (In Normal	6000
Lamp Hour Counter (In-Built)	Yes
Inbuilt Speaker	Yes
If Yes, Wattage of Speaker	20
3D Projection Capability	No
Interactive Feature	No
Power Consumption in Sleep Mode (Watts)	1
Power Consumption in Normal Mode (Watt)	410
Noise Level in Echo Mode (dB)	34
Noise Level in Normal Mode (dB)	37
Power Supply	210V-240V, 50 Hz

Battery	No
If Yes, Minimum Battery Capacity (mAH)	NA
If Yes, Battery Backup Time (Hour)	NA

Sl. No.	Particulars
07	Gas Connection in Chemistry Laboratories

Equipment details for Cylinder Room

Sl.No.	Particulars of Items	Required Quantity
1	Cylinder Room of 6'x4'x6' (72''x48''72'') with Mesh Covering & Door	01

Equipment details for Laboratory

Sl.No.	Particulars of Items	Required Quantity
1.	Bunsen Burners	150 No.s
2.	Gas Tap	150 Nos
3.	2 Way Terminal Blocks	75

4.	Hose pipes	150
5.	Needle Control Valves	75
6.	2 FT Burner Flexible	75

Equipment details for Gas Pipe line

Sl.No.	Particulars of Items	Required Quantity
1	Tata C class pipe	150+850fts
2	Ball Valves	8
3	Water Column Regulators	4
4	Brass Fittings	16

Equipment details for Manifold System

Sl.No.	Particulars of Items	Required Quantity
1	3 Cylinder Manifolds	2
2	Non Return Valves	6
3	Flexible Pigtailes	6
4	Adaptors	6
5	Flash back Arrestors	1
6	15 PSI Regulator	1
7	Double Bottle Connector	1
8	Ball Valves	3

Note:

1. The bidder is required / advised to visit the Laboratories in Science Block of Mahatma Gandhi University, clarification Nalgonda if any. The bidder shall bear all costs associated with the submission of his bid and the University will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
2. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the Office of Registrar, Mahatma Gandhi University, Nalgonda not later than two weeks before submitting his bid. All communications between the bidder and the University shall be carried out in writing.



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INFORMATION SUPPORTING FOR CAPACITY / CREDIBILITY

1. The bidder should have Digital Signature so as to enable him to submit his/her bids online through e-tendering.
2. The bidder should be the manufacturer or authorized dealer of any manufacturer. He is required to furnish Performance Certificate for last three years showing turnover of the category of the items for which bid is submitted.
3. The bidder has to produce the proof of supplying the similar items for preceding 3 years to the Technical/Teaching/Research Institution of well-known high standard reputed Institutions and other Laboratories etc.
4. The bidder must furnish details of their 05-10 customers reputed institutions with full address, telephone number etc.
5. The bidder must furnish details of some relevant equipment supplies made, such as name of the equipment, order number, cost and date of supply etc. during the last financial year.
6. If the bidder is manufacturer, he/she must furnish details of its organization, stating the number of personnel employed, manufacturing facilities, post sales service facilities and quality control systems etc.
7. If the bidder is an authorized dealer, he/she must furnish details of its organization, stating the number of personnel employed, tie-ups for post sales service facilities.

8. All the quoted items/equipment's should be of standard make.
9. Participating bidder shall pay fee @ i.e 0.03% of ECV +14 % of GST towards transaction fee on e-procurement at the time of bid submission in favour of TSTS, Hyderabad by way of Electronic payment Gateway. The transaction fee is not refundable.

REGISTRAR

Mahatma Gandhi University,
Nalgonda



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GUIDELINES/PROCEDURE TO BE FOLLOWED IN E- PROCUREMENT

1. Tender Processing Fee:- Payment of Rs.5000/- (Rupees Five thousand only) in the form of Demand Draft on any Nationalized Bank drawn in favour of the Registrar, Mahatma Gandhi University, Nalgonda payable at Nalgonda and handed over it on or before closing date of technical bid in the office of the Registrar, Mahatma Gandhi University, Nalgonda,
2. Tender fee once paid is neither refundable, transferable nor adjustable for other tenders.
3. Submission of Bids:- The bidders desirous to participate in 'e'-procurement shall submit their price bids in the standard formats prescribed in the Tender documents , displayed at tender.telangana.gov.in The bidder should upload the scanned copies of all the relevant certificates, documents etc. at tender.telangana.gov.in in support of their price bids. The bidder shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.
4. Payment of Bid Security (Earnest Money Deposit): - The EMD has to be paid on 2.5% of the total bid cost shown in the tender document. The EMD shall be paid in online mode to Registrar, Fund Account, SBI Anneparthi, Nalgonda District.
5. Price Bid Opening:- The Price Bids will be opened online by the concerned officer /officers on the specified date & time and the result will be displayed on the [tender. Telangana.gov.in](http://tender.Telangana.gov.in) which can be seen by all the bidders who participated in the tenders. If any of the date earmarked for opening of technical or financial bids happens to be holiday, the bids will be opened on the very next working day.
6. Processing Of Tenders:- The concerned officer/officers will evaluate and process the tenders as done in the conventional tenders and the documents will be communicated to the bidder online.
7. Rules for Financial participation of E-Procurement:- The e-procurement system would be applicable for purchase of goods and execution of work as prescribed in General Financial Rules.
8. Clarification/Assistance: -For any query/clarification in respect of Technical aspect of e-procurement contact email: registrar_mgu@yahoo.com
For Technical support: Mr.D.Srinivas Reddy, 9985991248

Site related support : Upadhi Technical services : 040-39999703/04

REGISTRAR



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TERMS AND CONDITIONS

1. Procedure for submission of bids: -
 - (i) The bidders desire to participate in “e- procurement shall submit their Technical and Price bids in the standard formats prescribed in the Tender documents, displayed at tender.telangana.gov.in.The bidder should upload the scanned copies of all relevant certificates, documents etc. in the tender.telangana.gov.in support of their price bids. The bidder shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.
 - (ii) Tender shall be uploaded as per guidelines indicated for e-procurement solution.
 - (iii) The prices must be quoted in Indian Rupee only and it must be inclusive of all type of taxes etc.
2. Technical Specifications / Terms & Conditions: -
 - (i) The detail technical specifications, quantity required for items covered under each category are mentioned in Annexure-I .
 - (ii) The specification issued with this form of tender should not be altered by the Suppliers.
 - (iii) The specification of the item quoted by the firm should be in confirming with to the University specifications. Confirmation, in this respect should be specifically mentioned in the tender. Where the tenderer feels that the specification of the item not fully given or differ, from the specification of the item mentioned by the University, the exact specification of such item should be attached with the tender indicating the item quoted. The bidder should not mention best quality/good quality/superior quality etc. but give make and brand of the item quoted.
 - (iv) The Firm is required to attach the University specifications with catalogues & Design leaflets/literature for each item. Details features, for compliance of specification should be provided on specification sheet & appropriate reference i.e. page no. & para of literature, leaflet where the relevant information CAN BE checked, should be indicated.
3. Cost of Bidding:-

- (i) The bidder shall bear all the costs associated with the preparation and submission of its bids through e-tendering system. The Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- (ii) The bidder is expected to examine all instructions, forms terms & conditions in the Bid documents, failure to furnish all information required by the bid documents or submission of bid not substantially responsive to the documents in every respect will be at the bidder risk and may result in the rejection of their Bid.

4. Bid Validity: -

Both technical and financial bids shall remain valid for a period of six months from the date of order for supply & installation of equipment.

5. Quotation: -

- (i) The quoted price should be mentioned inclusive of all taxes such as customs duty etc , but GST should be mentioned separately as given in the Price Bid format. The aggregate price quoted along with all taxes should not exceed the M.R.P. of the items.
- (ii) Revisions of rates are not allowed after the opening of tenders and the same rates are valid for a period of six months only.
- (iii) In case tenderer not able quote for one or more of the items invited for in the tender the word “NOT QUOTED” (in the rate column) should be indicated.

6. Earnest Money Deposit (EMD): -

2.5% of the value of the each product will be taken as EMD paid in online mode to Registrar, Mahatma Gandhi University, Nalgonda in any Nationalized Bank.

7. Delivery Period and its extension: -

- (i) The minimum delivery period should be clearly mentioned against each item, incase, the items are not readily available; ex-stock offer will be preferred.
- (ii) The supplies shall have to be made within the mentioned in the mentioned days from the date of purchase order issued. However, in exceptional circumstance and, on written request, from the supplier/ tenderer, extension of date for supply of the material may be considered. Extension in supply period is at the sole discretion of the competent authority. If the supplier fails to deliver any or all of the goods or to perform the services within delivery period including extension, if any, the purchaser shall without prejudice to its other remedies under the contract, as a liquidated damages @ 1% per week on undelivered items. Once the maximum deduction of 9% is reached, the purchaser will terminate the contract and forfeit the performance security for undelivered goods.
- (iii) In exceptional circumstances, the purchaser may solicit the bidder’s consent for an extension of the period of validity of 60 days. The request and the response thereto shall be made in writing. The validity of Performance Security provided shall also be suitably extended.

- (iv) If the Contractor / Supplier fails to deliver/install the stores or any installment thereof within the period fixed for such delivery or at any time repudiates the contract before the expiry of such period, Registrar, Mahatma Gandhi University, Nalgonda -508254 may without prejudice to the right of the purchaser may recover damages for breach of the contract.

8. Insurance of Consignment: -

Consignment will be insured at the cost of Tenderer/Supplier till satisfactory supply and installation of the equipment and not at the cost of Institute.

9. Submission of On-line Bid: -

The Tenderers are required to upload the scanned copies of the following information/documents along with technical/ financial bids at tender.telangana.gov.in

- a. Copy of GST Registration Number.
- b. Copy of Challan submitting of last three (2018-19, 2019-20 and 2020-21) GST/ Annual Sales Tax Return, duly signed and stamped by Trade & Taxes Department of the concerned State.
- c. Copy of PAN card.
- d. Copy of annual financial turnover (Trading A/c and Balance Sheet) for the last three years (2018-19, 2019-20& 2020-21), duly audited by C.A.)
- e. Copy of EMD submitted.
- f. Annexure –I-A duly filled in and signed by the Tenderer.
- g. Product Catalogue of respective items quoted, having items model number, its specifications, complete address of manufacturer etc.
- h. Specification Comparison Statement (tabular comparison) of required specification and offered specifications.
- i. Copy of authorization certificate issued by manufacturer of respective item, in case bidder is an authorized dealer.
- j. Proof of at least 03 supply orders of similar material.

10. Opening of Technical Bid:-

- (i) The technical & financial bids of only those bidders will be opened who fulfill the

eligibility criteria required and whose documents are found in order, on the date and time earmarked for opening of technical & financial bids.

- (ii) If any of the date earmarked for opening of technical & financial bids happens to be holiday, the bids will be opened on the very next working day.
- (iii) The bidder's representative, who are present shall have to sign on the minutes of bid opening document for evidencing their attendance.
- (iv) The rates of items found, as per specification of Tender Document of the respective firm will be announced.

11. Bid Rejection:-

- (i) The bid will be rejected out rightly in case of non-uploading the scanned copies of any of the following documents at tender.telangana.gov.in
 - a. Copy of SGST, CGST and IGST Registration Number.
 - b. Copy of Challan submitting of last three (2018-19, 2019-20 and 2020-21) GST / Annual Sales Tax Return, duly signed and stamped by Trade & Taxes Department of the concerned State.
 - c. Copy of PAN card.
 - d. Copy of annual financial turnover (Trading A/c and Balance Sheet) for the last three years (2018-19,2019-20 and 2020-21), duly audited by C.A.)
 - e. Copy of EMD submitted.
 - f. Annexure 1-A duly filled in and signed by the Tenderer.
 - g. Product Catalogue of respective items quoted, having items model number, its specifications, complete address of manufacturer etc..
 - h. Copy of authorization certificate issued by manufacturer of respective item, in case bidder is an authorized dealer.
 - i. Proof of at least 03 supply orders of similar material .
 - j. Specification Comparison Statement (tabular comparison) of required specification and offered specifications.
- (ii) The bids will also be rejected out rightly under any one or more of the following cases:
 -
 - a. Non-submission of original processing fee to the undersigned, before the date of closing of bids.
 - b. Not meeting the technical specifications.
 - c. If the bidder is not found eligible as per requisite criteria.
 - d. If the column found blank and quoted rates are not as per criteria.

- e. If the Technical and/or Financial Bid is not signed and stamped by the bidder.
 - f. If the prices are quoted other than in Indian Rupee.
 - g. If the bidder found indulging in malpractice of pooling of bid.
 - h. If the bidder provides Conditional/Incomplete quotation.
 - i. Non-production of items for demonstration, if desired.
 - j. Non-production of original documents for verification.
 - k. Non-submission of information in support of Capacity/Credibility of the organization.
 - l. Submission of any wrong information.
- (iii) The Competent Authority reserves the right to reject any or all the tenders without assigning any reason, at any stage, and his decision will be final.

13. Evaluation and Comparison of Bids: -

- (i) The purchaser's price evaluation of the bid will be as below: -

Unit rate of item inclusive of Excise Duty / CST / any other tax (including GST), if any.

- (ii) The bidder should quote all the rate on the basis of the delivery at the purchaser site. No extra transportation charges, delivery charges, installation charges will be paid or considered.
- (iii) The purchaser will evaluate and compare the total bid price for each item, which have been determined to be substantially responsive as per the qualified criteria of bidder.
- (iv) The Competent Authority of the College does not bind himself/ herself to accept the lowest or any tender.
- (v) If the bidder has quoted longer delivery period than the stipulated as above in item No. '7', an amount of 1% of the quoted price shall be added per week for the period beyond the stipulated period in the quoted price for the purpose of financial evaluation of tender.

14. Notification of Contract and Placement of Supply Order:-

- (i) Prior to the expiration of the period of bids validity, the purchaser will notify the successful bidders in writing that their bid has been accepted.
- (ii) The notification of award will constitute the formation of the contract.
- (iii) Upon the successful bidder's furnishing of Performance Security, the purchaser will promptly notify each unsuccessful bidder and will discharge its EMD.

15. Inspection: -

- (i) The inspection of the goods shall be carried out to check whether the goods are in conformity with the technical specifications attached to the contract.
- (ii) The final inspection of the goods ordered shall be carried out by the technical expert committee duly constituted by the University.
- (iii) If the firm fails to supply items as per specifications mentioned in the contract within stipulated time, its performance security will be forfeited.

16. Change in quantity of equipment: -

The purchaser reserve the right at the time of award of contract to increase or decrease the quantity of goods specified in the schedule of requirement without any change in price or other terms and conditions.

17. Payment: -

The payment will be made within 60 days after the successful demonstration/ installation of the equipment. Rejected items/goods should be removed within 30 days after which no responsibility will be lies with the University .

18. Forfeiture of Bid Security: -

- (i) The bid security will be forfeited, if the bidder withdraws its bid during the period of bid validity.
- (ii) In the case of successful bidder, if the bidder fails to sign the contract or fails to submit the performance security, the bid security will be forfeited.
- (ii) "Force Majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such an event may include but are not restricted to, acts of the purchaser, either in its sovereign or contractual capacity, wars or revolution, fire, floods, epidemics, quarantine restrictions and freight embargoes.
- (iii) If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligation under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

19. Resolution of Dispute:-

- (i) The purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with the contract.
- (ii) Any dispute is subject to the jurisdiction of the Nalgonda, Telangana State Courts only.

Note: Bidder should note that, the documents submitted online shall be considered only for bidding. The University shall have the right to demand the copy/ photocopy of any document which is submitted online through e-procurement website and the photocopy of any document which is not legible or readable. If any contractor fails to provide the requisite information/document within 03 (three) days, the University reserves the right to disqualify the bid.

Sd/-
REGISTRAR



MAHATMA GANDHI UNIVERSITY
Anneparthy, Yellareddigudem
NALGONDA – 508254 (T.S)
website-mguniversity.ac.in

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

TENDER I.D. NUMBER : _____

- 1. File Reference Number : _____
- 2. Name & Address of the Firm : _____

- 3. Telephone Numbers : Office : _____ Residence _____
Mobile No. _____
- 4. Name(s) of the Partner : (1) _____
(2) _____
- 5. Whether Manufacturer or Authorized Dealer in r/o quoted item/s : _____
- 6. GST Registration No. : _____
- 7. PAN Card No. : _____
- 8. Name of items for which quoted : _____

9. Details of EMD Submitted : Amount _____ Dated _____
(DD/Pay Order/FDR) No. _____ Bank _____

10. Whether agree for demonstration at : College Premises / Manufacturer Site /
Site where item already installed

I / we undertake to abide the terms and conditions provided with the tender documents.

Dated: _____

(Signature of Tenderer)

Name in BLOCK Letters: _____

Stamp of the firm

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

TENDER I.D. NUMBER : _____

TENDER FORM

The Registrar
Mahatma Gandhi University
Nalgonda.

Sir,

We, the undersigned (herein after called as Contractor/Vendors/Suppliers) hereby offer to execute supply of items as per specification against which we have quoted over rates and for which this tender may be accepted at the rates stated there in and subject to the terms & conditions set forth for such items as may be ordered by the Registrar, Mahatma Gandhi University, Nalgonda, or officer acting on his/her behalf.

Date this _____ Day of _____

Signature of Bidder _____

Address _____



MAHATMA GANDHI UNIVERSITY, NALGONDA

Tender No. 05/MGU/NLG/2021-22

Dated: 13-01-2022

TENDERDOCUMENT

For

Digitization of Answer Scripts and Onscreen Evaluation

Scanning of Answer Scripts, uploading of the scanned Answer Booklet data into server, On-screen evaluation and award of marks data for results processing

Online tenders are invited under Two – Bid systems through e – procurement process from eligible, reputed software companies/Organization for the Digitization of Answer Scripts and On-screen Evaluation. The scope of the work includes scanning of Answer scripts, uploading of the scanned Answer Booklet data into server, On-screen evaluation and issue of marks data for results processing.

- The Tender form can be obtained from Controller of Examinations, Examination Branch, Mahatma Gandhi University, Nalgonda between 10.00 hrs and 16.00 hrs. on all working days .
- Tender Processing Fee: Payment of Rs.10,000/- (Rupees Ten thousand only) in the form of Demand Draft on any nationalized Bank drawn infavour of Registrar, Mahatma Gandhi University, Nalgonda payable at Nalgonda and handed over it on or before closing date of technical bid in the Office of the Controller of Examination Branch, Mahatma Gandhi University, Nalgonda.
- The bidder should have Digital Signature so as to enable him to submit his /her bids online through e-tendering.
- Participating bidder shall pay fee @ i.e. 0.03% if ECV+145 of GST towards transaction fee on e-procurement at the time of bid submission in favour of TSTS, Hyderabad by way of electronic payment Gateway. The transaction fee is not refundable.

- Tender fee once paid is neither refundable, transferable nor adjustable for other tender

Tender Schedule

Tender No	:	05/MGU/NLG/2021-22
Date of release of e-Tender document	:	13-01-2022
Last Date and Time for submission of tender	:	27-01-2022, at 4:30 PM
Date, Time and Venue of Tender Opening	:	28-01-2022 at 3.30 P.M. in the office of the Controller of Examinations, Mahatma Gandhi University, Nalgonda
Address for submitting completed Tender Documents	:	The Controller of Examinations, Examination Branch, Mahatma Gandhi University, Nalgonda
For any clarification on technical matters, contact	:	Controller of Examinations, Examination Branch, Mahatma Gandhi University, Nalgonda Ph. no. 9849635938/9948217222

Quantum of Work:(Approximately)

The processing work shall cover the digitization followed by on-screen evaluation of student answer scripts of Undergraduate, Post Graduates, and other Professional Courses under Mahatma Gandhi University. The approximate number of answer scripts is as follows, however the exact answer scripts quantity may vary.

S.No.	Course	Approximate answer scripts count per one semester	Approximate answer scripts count per one year
1	Under Graduate Programs (B.A, B.Com, B.Sc, B.B.A, etc		
2	Post Graduate Programs M.A, M.Com, M.Sc, etc		
3	BTech Courses		
4	MBA Courses		

5	B.Ed Courses		
6	BCA Courses		
7	MCA Courses		
8	DPed, BPed, MPed		
9	BHMCT		

Total Number of Candidates approximately

1. Eligibility Criteria & Documentation required

(Digitization of Answer Scripts and Onscreen Evaluation)

The bidder has to furnish the following information along with the supporting documents for evaluating the technical bids:

- 1.1. The Bidder: The Bidder should be a company / Organization incorporated as private or public limited company under Indian Companies Act 1956 and should have minimum experience of 5 years in examination results processing jobs at UGC recognized Universities or State/Central Government Education Boards.
- 1.2. The bidder should participate as a single entity, no consortium or group of companies will be allowed. The service provider or Agency shall be single point of contact with the university and shall be solely responsible for the execution and delivery of the work. Because of the confidential nature of work Joint Ventures and Sub-contracting of any items of work is prohibited.
- 1.3. No Blacklist Certificate: The bidder should not have been blacklisted by any organization / education institution / University in last five years. An undertaking on non-judicial stamp paper (Annexure-A) is to be submitted along with the Technical Bid.
- 1.4. Gross TurnOver: The bidder should have a minimum total gross turnover of at least Rs. 10 crores per year during 2018-19, 2019-20 and 2020-21 in the relevant field. The agency should be profit making organization during last three consecutive financial years. Audited balance sheet, Income statement and Income Tax Returns of last three financial years along with certificate of incorporation are to be submitted in support. Turnover generated from other than examination related activities is not considered.
- 1.5. Bidder should have taken up Digitization of Answer scripts and on-screen evaluation of at least 3 lakh answer scripts in a year for single client in last 3 years for any UGC recognized Universities or State/Central Government Education Boards.

- 1.6. **Business Profile:** Detailed business profile, organizational structures showing details of professional, technical and other manpower with their qualifications and experience are to be submitted. Work orders executed during last five years and job completion certificates of similar projects should be submitted. The copy of the GST registration and Income Tax (PAN card) to be submitted.
- 1.7. **Manpower Strength:** The bidder must have sufficient number of employees to take up the assigned task. The details of the employees technical and others on the rolls must be submitted. A list of Technical and Administrative personnel earmarked for this project should be submitted.
- 1.8. **Infrastructure:** Detailed lists of infrastructure facilities such as Computers, Book scanners, Servers and Software etc., are to be submitted. The bidders should be able to demonstrate the capability on any day if called for technical presentation and demonstration of the solution.
- 1.9. **Understanding the scope of work:** Firm/ Agency shall also submit detailed note about the scope of the work to be executed.
- 1.10. The Firm/ Agency should have either its Registered Office or Branch Office situated in Telangana State. The project coordinator name, experience and contact information should be submitted.
- 1.11. The bidder be able to carry out the changes in the procedures which the University conveys in writing time to time; these changes may be necessitated to change in the procedure or regulations of the University within a short notice.
- 1.12. The bidders should dedicate at least 10 software professionals for development of software for this project.
- 1.13. The bidders should have ISO 9001 and ISO 27001.
Or
The bidders should have CMMI level 3 certificates
- 1.14. **Intellectual Property Rights:** The proposed software solution should be in-house developed by the bidder and the bidder should own the complete source code of the software being executed for this project.
- 1.15. The documentary evidence in the form of work/ contract/ client report must be enclosed. Similar nature of work means computer-based scanning without cutting the spine of the answer scripts and by using book

scanners, scoring and digital evaluation, of answer books of any reputed examination body in India.

- 1.16. **Resources:** The Bidder should deploy resources in terms of Book scanners (minimum 50), work stations, servers, Technical Manpower, scanning operators and financial resources for implementation of the project in a short time.
- 1.17. Demonstration of the software is mandatory before commercial bid opening to the satisfaction of the University.
- 1.18. The E-Evaluation software should have been deployed for a minimum of 3 Lakhs Answer books of examination for a one client. There should be evidence of the software being able to handle more than 3 Lakhs descriptive scripts for a single semester by any exam conducting body either / board / university.
- 1.19. The bidders should have experience of digitization of answer booklets without cutting the spine and by using book scanners. They should own high-end book scanners for digitization purpose and should deploy them at the university premises on short notice.
- 1.20. The bidder should be in the business of examination results processing field for the last five years, out of which digitization of answer scripts and on-screen marking experience should be for at least three years.
- 1.21. Even though bidders may satisfy the above requirements, they may be disqualified if they have:
 - a) Made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statement and enclosures of this document.
 - b) Record of poor performance such as abandoning work, not properly completing the contractor financial failures / weaknesses.
 - c) If an inquiry reveals facts contrary to the information provided by the bidder.
 - d) Only bidder who meets the qualification criteria shall be eligible for evaluation of technical bid.
 - e) In technical evaluation round, bidder may be required to present the detail regarding their product, work experience in response to this RFP. During presentation, demonstration of modules / products / solution developed work plan has to be made by bidder. The bidder must submit these documents along with evidence to substantiate their claims, while submitting their bids.

- f) Based on the eligibility and evaluation criteria, bidders would be shortlisted for selection process.

Note: The documents must be accompanied with the Covering Letter.

2. Activities and Responsibilities

S.No	Activity	Responsibility
01	Establishment of AnswerScript Scanning and Digitization center for scanning approximately 10.00 lakh of Answer Scripts per exam without cutting the spine of the Answer Script by using the Book Scanners. Local servers, scanning equipment and work stations as needed have to be installed at the scanning center. (Approximately 50 scanning stations are required) Maintenance of Physical Security as well as Data Security at the	Agency
02	Providing the accommodation, Infrastructure, stabilized Electric Power, Air conditioning, Furniture etc.	University
03	Workflow management from receiving the AnswerScript bundles from the Examination Department, Accounting the AnswerScripts, Reconciliation with Online attendance received	Agency
04	Scanning and Digitizing of the AnswerScripts, maintaining the time schedules as required by the University with proper controls and uploading the scanned Images to the evaluation servers for On-screen Evaluation in the encrypted format. The activity includes providing the technical Manpower, scanning operators and Managerial staff for scanning and	Agency
05	Providing evaluation server for On screen evaluation with security features along with Internet Band width.	Agency
06	Identification of the faculty for evaluation of the answer scripts.	University
07	Allocating the answer scripts to the evaluators based on subject expertise and controlling the evaluation process.	Agency
08	Revaluation of AnswerScripts and Scanning the already valued answer scripts.	Agency
09	Web service for making the scanned copies of AnswerScripts available to the Students after declaration	Agency

10	Identification of the Evaluation centers with prescribed infrastructure as per the requirements such as workstations, Software, UPS, Internet band width, generator backup and Security features	University / Agency
11	Approval of the Evaluation centers or work from home facility	University
12	The agency should own the evaluation software. Any modifications to the evaluation software as required by the university should be incorporated by the agency.	Agency
13	Training of evaluators and university staff on the process of evaluation and evaluation software.	Agency
14	Training of Technical Staff at all evaluation centers to guide the evaluators.	Agency
15	To provide unique username / password to the evaluators. Biometric attendance recording at the evaluation centers.	Agency
16	To maintain log of all activities of evaluators during course of evaluation. To generate remuneration payable to the evaluators daywise as required by the university.	Agency
17	To provide the dashboard on the evaluation activities to the competent authorities of the university.	Agency
18	To export the evaluation data in encrypted format to the central server for further process. The data to be given also in the electronic media to the Controller of Examinations of the university and also provide the evaluation data backup to a designated server by the university	Agency
19	To provide certificate that Confidentiality of data is maintained by the Service Provider.	Agency
20	To return the scanned and digitized answers script to the university as required by the university.	Agency

3) Scope of Work:

A. Scanning and digitizing all pages of Answer Booklets

1. Digitization and packing of answer booklet images for On-screen Marking (e-Evaluation)
2. Setting up of Digital Scanning Center at Mahatma Gandhi University, Nalgonda, which can match the demand/requirement of the University.

3. Digitization of Answer booklets should be done without cutting the spine and by using the book scanners.

B. On-screen Marking

1. Complete Evaluation process of Answer booklets using the On-screen Marking software.
2. Management of evaluation centers and also giving permission to work from home to the examiners maintaining the security features, on case-to-case basis.
3. Dynamic allocation of Answer scripts to eligible evaluators.

C. Training to e-Markers (Valuers & Scrutinizers).

1. Providing training to evaluators as per the schedule given by Mahatma Gandhi University

D. Mapping of evaluator data to the valuation centers and sending SMS messages and emails.

E. Submission of Tabulated marks to the university in the desired format.

F. The Online Evaluation system software should have the following broad features:

1. The solution has to provide a simple and effective medium for faster and accurate evaluation of answer scripts. All the peripheral tasks of totaling, validation of maximum marks awarded, ensuring all answers are marked and taking care of optional sections/questions / extra questions answered than the prescribed, is to be taken care by the software system as per the business logic provided by the University and the evaluator's burden has to be reduced.
2. Online Evaluation will be organized in all Mahatma Gandhi University Colleges and University identified affiliated Colleges. Mahatma Gandhi University may also conduct Online Evaluation in some of the other locations as per the requirement.
3. Bidders should provide the implementation plan to Mahatma Gandhi University with the training schedule. Accordingly Mahatma Gandhi University will permit the university staff, teaching staff and other staff to attend the training sessions as per the schedule.
4. Mahatma Gandhi University will hand over the master data related to colleges, Courses, Regional Centers, Evaluation Centers and Students' data and pool of examiners subject wise.

5. The proposed system should enable digitization of the handwritten Answer Scripts (AS) with appropriate resolutions and store the same in the servers for online evaluation in a distributed environment by the assigned examiners.
6. Scanning should be done without cutting the spine of any Answer script as all the scanned answer scripts are in stitched format (Answer script distortion is not allowed).
7. Digitization process should have
 - a) The ability to read Barcode/OMR/QR/ICR/other from the Answer sheet.
 - b) Automatic generation of unique random numbers for each Answer sheet to ensure anonymity.
 - c) Masking of selected fields on any or every page of the Answer Script
8. The proposed system should have built-in features for tracking the entire lifecycle of the On-screen Evaluation process viz., receipt of the physical Answer scripts from the University to digitizing centre, sorting for preparation of evaluation, and handing over the same back to the University.
9. The proposed solution should provide suitable authentication using login id and password to the evaluators with OTP and Biometric authentication at the time of login and random time intervals. Provision shall also be given for the password to be sent to the registered mobile numbers of the evaluators.
10. The system should dynamically allot the digitized Answer scripts to the registered evaluator through randomization and ensure complete secrecy in the whole process. Randomization and allocation of the Answer Scripts should be fully automated.
11. The proposed digital evaluation system should be user friendly with Answer scripts, QP, Scheme and Marks Entry etc to be provided on the same screen in a single window with zoom in/out facility.
12. The un-evaluated Answer scripts by any particular examiner should get back to the common pool in the server and should be made available to other examiners for evaluation without any time delay or pending for valuation under any evaluator bin/login.
13. A proper tracking system should be made available for monitoring the number of Answer scripts received by the Service Provider, digitized, evaluated and pending

evaluation have to be made available to the University to monitor daily progress and closure of camp.

14. The proposed system should have the feature to re-evaluate the Answer scripts without disclosing the marks entered during the previous evaluation(s).
15. The system should have features to extract copies (with fast search facility) of the digitized Answer scripts along with marks by the University immediately after declaration of results for record keeping purposes.
16. The proposed system should have stacking module for enabling proper storing and retrieval mechanism of physical answer scripts after scanning the answer scripts.
17. It is responsibility of the University to provide list of evaluator to the Service Provider. Bidder prices are exclusive of payment to evaluators/examiners and evaluation centers setup.
18. The proposed system should make the Answer Script available to the student through web services.
19. The evaluation centers requirement will be decided by the University considering the number of answer scripts and availability of examiners (evaluators).

4. Two Bid System:

The Bid shall be submitted in two parts viz. Technical and Commercial Bid form. Soft copy of Technical Bid document (in a CD and without any price/commercial details) should also be submitted in the technical bid cover. The commercial bid should be submitted as per Annexure-I.

Bid will be awarded to the best value bidder by considering the technical bid marks and commercial bid marks based on the techno commercial bid weightage system.

Note: The tender not submitted in the prescribed format or incomplete in details is liable for rejection. Mahatma Gandhi University, Nalgonda is not responsible for non-receipt of Tender within the specified date and time due to any technical reason including postal holidays or delays.

Important Note.

Technical Bid and Commercial Bid shall be placed in **two separate sealed covers**. After acceptance of Technical Bid, then only Commercial Bid will be opened. If any firm places Technical Bid and Commercial Bid in one cover or in a single folder or submits the Bids in any fashion other than the one prescribed by the University, they will be summarily rejected.

Bid selection will be based on technical score evaluation of the firm and price. The rates will be considered for those who are qualified in technical bid. **Only those bidders who qualify will be considered subject to fulfillment of other conditions.**

5 Bid Evaluation Process

5.1 Overall Bid Evaluation

- i. Committee will evaluate and compare the bids determined to be substantially responsive:
- ii. Substantially Responsive bid: A Substantially responsive bid is one, which conforms to all the requirements, terms, conditions and specifications of the Request for Proposal without any material deviations,
- iii. Deviations from or objections or reservations to critical provisions such as those concerning performance security, warranty applicable laws, taxes and duties will be deemed as material deviation.

5.2 Technical Bid Evaluation

- i. The objective of the Technical bid evaluation is to shortlist bidders who have the technical expertise/skills that are essential to establish/implement this business activity as envisaged.
- ii. The technical bids shall be evaluated by the Committee based on each bidder's ability to satisfy the requirements set forth in the RFP Document. Committee will evaluate the technical proposals by taking into account factors mentioned below. The information furnished by the bidder in the technical bid shall be the basis of the evaluation.
- iii. Each of the Technical bids shall be evaluated on a score of 100 points.
- iv. Each Proposal will be evaluated according to the criteria as mentioned in Table-1, but not limited to:
 - a) Project objective, scope of work and understanding along with past experience in similar nature of project executed. Bidders must demonstrate their experience.
 - b) The Evaluation Criteria along with the relevant marks for each component is summarized in Table-1.
 - c) Capability of the Proposed Team: Experience and capability of the proposed team in similar projects, technologies and relevant certifications if any, of the project team, which might help in project delivery.

- v. Feasibility and Technical Viability of the Proposed Technical Solution- The bidder's Design, Development and Implementation Plan, its deployment of sound project management strategy etc. for the project. Also the quality responsiveness, responsibility, ease of use, reliability and comprehensiveness of the proposed technologies, adherence to IT Architecture Plans, standard information System Security Policies etc would be evaluated from the perspective of the proposed solution.
- vi. Final Score Computation: Based on the technical evaluation methodology each Technical Bid will be assigned a technical score (TS) out of a maximum of 100 points as per the Technical specification.
- vii. The Financial bid of only the technical qualified bidders shall be opened who meet the eligibility criteria and those provide the technical presentation with the features of the evaluation software, scanning and other services to the satisfaction of the committee.
- viii. Technical Presentations; Each bidder to make a presentation on their proposed solution to the Committee and the key points in their proposals if they are asked to do so.
- ix. Committee may waive any minor infirmity, nonconformity or irregularity which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder. The Tender Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.

Evaluation Criteria (Table -1)

The individual bidder's technical scores will be calculated as mentioned below:

S.No	Eligibility Criteria for the Bidder	Marks Scheme	Max Marks
------	-------------------------------------	--------------	-----------

1	The Bidder must be ISO 9001-2008/ 9001-2015 and ISO 27001:2013 (or) CMMI Level 3	The Bidder must be ISO 9001-2008/ 9001-2015 and ISO 27001:2013: 3 Marks The Bidder must be ISO 9001-2008/ 9001-2015 and ISO 27001:2013 & CMM level 3: 5 Marks (or) The Bidder must be ISO 9001-2008/ 9001-2015 and ISO 27001:2013 & ISO 20000-1:2011 - 5 Marks	5
2	Company registered in India with minimum of 5 years of existence with profitability at least in 3 financial years of previous last 5 financial years.	5 Yrs: 3 Marks 5 to 8 Yrs: 4 Marks >10 Yrs: 5 Marks	5
3	The Bidders should have cumulative turnover of over Rs. 30 Crores from last three financial years of operation	30 Crs : 3 Marks 30 to 50 crs. : 5 marks >50 Crs : 10 Marks	10
4	The Bidders should have implementation experience in one academic year with minimum of 10,00,000 answer scripts of On-screen Evaluation with Book scanning without cutting the spine of the Answer Script in last 3 years. Pilot projects are not considered	1 Academic Year: 3 Mrks 2 Academic Year: 5 Mrks >2 Academic Year: 10 Marks	10
5	Should have been in computer based end to end examination results processing solution and related work for at least 5 years from the date of publishing Tender	5 Years: 3 Marks >8 Years: 5 Marks	5
6	The Bidders should have implementation experience in one academic year with minimum of 10,00,000 answer scripts of onscreen Evaluation with Book scanning without cutting the spine of the Answer Script for any Indian UGC recognized State or central Govt. University/ Education Board in last 3 years. (Pilot projects are	10,00,000: 5 Marks >10,00,000 : 10 Marks	10

7	The Solution and Software proposed to be used by Bidder should have been successfully implemented in similar project/projects (onscreen Digital evaluation of scanned answer scripts without cutting the spine) in India for online evaluation of at least 10,00,000 Answer books in a single session with evaluation centers in minimum 50 different locations or cities simultaneously for at least one Indian UGC recognized State or	1 Sessions:3Marks 2 Sessions: 4Marks >2 Sessions:5Marks	5
8	The Bidder should have successfully implemented one each similar project without cutting the spine of answer booklet work in at least One Indian Education Boards/ UGC recognized state or central Universities for computer based evaluation of subjective answer booklets of at least 10,00,000 answer scripts in a session in last 3	2 Boards/ Universities:5Marks 3 Boards/ Universities:7Marks >3 Boards/ Universities:10Marks	10
9	The Bidder Should have minimum40 in-house team strength for software Development/Services. At least 15 should be continuing for a minimum period of last three financial years	40- 50 Members:3Marks >50Members:5 Marks	5
10	The Bidder should be able to deploy a minimum of 100 Book scanners and work stations as on the bid submission date	100 systems & scanners: 3Marks >100systems & scanners :5Marks	5
11	The proposed solution should be owned	Software owned by bidder	5
12	Technical Presentation of solution proposed	Presentation	25

Evaluation and Comparison of

Bids:

Each Technical Bid will be assigned a Technical Score (Ts) out of a maximum of 100 marks.

(Please note, the bidders are requested to furnish the relevant document in the order it is mentioned in the technical score table for error free scoring of technical mark(s))

6) Earnest Money Deposit:

Earnest Money Deposit of Rs.10.00Lakhs shall be paid in Online mode to Registrar, Fund Account, MGU SBI, Anneparthi, Nalgonda Dist. The Earnest Money Deposit of unsuccessful bidders will be returned within 30 days of finalization of the tender. However, the Earnest Money Deposit of the bidder, whose rates are accepted, will be returned only after the completion of the contractual obligations. No interest will be paid on the amount of Earnest Money Deposit money. Bids without the E.M.D will not be considered.

7) Performance Bank Guarantee:

The successful tenders will have to furnish a Performance Bank Guarantee in favour of **the Registrar, Mahatma Gandhi University, Nalgonda**. Valid up to (60) days after the completion of contract from a scheduled/nationalized bank in India for 10% of the yearly order value within twenty one (21) days of the placement of orders.

8) Penalty Cause:

Agency has to complete the work as per the agreed schedule and strictly in accordance with the terms and conditions of the tender. A penalty of Rs.1,00,000/- (Rupees One lakh only) per day of delay shall be imposed except due to any reason beyond the control of the Agencies (Force Majeure).

In the event of failure to complete the work in the stipulated period, Mahatma Gandhi University, Nalgonda reserves the right to get the work done from any other agency at the risk and the cost of the successful agency, along with the penalty as stipulated above. If the agency abandons the work in the middle of execution, it shall be liable to pay a penalty of 50% of total bill amount payable for the entire period of contract.

9). Other Terms & Conditions:

Additional terms and conditions of the Agency will not be considered. In case any of the terms and conditions of the work are not acceptable, the Agency should clearly specify deviation in the technical bid. Mahatma Gandhi University, Nalgonda reserves the right to accept or reject such deviation and will not be bound to give reasons for its refusal to consider the tender with deviations.

1. Agency shall be required to provide zero error certificates in respect of data captured and outputs.
2. Agency is required to quote rates as per the format given in commercial bid.
3. (a) Agency needs to process the data in required format on daily basis. The processed data in the required format along with reports/lists after all the data entered are to be submitted to the Controller of Examinations,

Mahatma Gandhi University, Nalgonda within 5 days of the declaration of result and to be updated in the University data base.

(b) Two Programmers/System Administrators are to be deployed at University for data maintenance.

4. **DATA EXCLUSIVITY**: Agency will not use the data-base generated for any other purpose other than those specified by the University. The University will have the exclusive right to the data-bases. The agency shall undertake to ensure that the databases are not shared with any third parties. Disclosure and sharing of such data shall attract Legal Action including Criminal Action.
5. The Agency shall not sub-contract or assign all or any part of the work to any third party.
6. Rates quoted shall remain valid for 5 years as per terms & conditions.
7. Agency would be required to sign an agreement as per the format of the University.
8. Agency short-listed by Mahatma Gandhi University should demonstrate their ability to handle the tasks (of data capturing, processing of data to generate reports/lists as per Mahatma Gandhi University guidelines) and they may be required to demonstrate the same during the technical bid opening time to the committee.
9. Agency should keep the execution of the entire project confidential and should not indulge in any kind of fraud or corrupt practices. If they do so, the contract will be cancelled, criminal action will be taken apart from forfeiting the E.M.D/Bank guarantee.
10. The entire work is of a time bound nature, and the company will have to execute work as per the agreed schedule.
11. The University shall inspect the premises of the Agency for Infrastructure and facilities to execute the job before awarding the Tender. In case the agency does not have enough infrastructure and space, University will not consider the bidder.
12. Payment will be released on satisfactory completion & certification of all the work assigned to the agency for each semester.
13. **Forfeiture of E.M.D**: the Earnest Money Deposit (EMD) will be forfeited if the agency withdraws or amends impairs and derogates from the tender in any respect within the period of validity of tender or fails to furnish the Performance Bank Guarantee.

14. The rates should be quoted in the format for Commercial bid as per Annexure-II. The prevailing government Tax rates should be quoted separately. In the event of revision of Tax rates in future, new tax rates shall apply.
15. Arbitration: All disputes or differences what so ever arising between the parties relating to the contract shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act 1996 and the award made in pursuance there of shall be binding on the parties. The venue of arbitration shall be Hyderabad. The appointment of arbitrator will be made by the Vice- Chancellor, Mahatma Gandhi University, Nalgonda.
16. **Termination of Agreement:**
 - a. In case of any delay in execution of the assigned work, the Agency would be liable to pay penalties of this document. However, in case of regular delays, Mahatma Gandhi University would be entitled to cancel the agreement and in that case the agency will not be entitled to any amount payable to them under this contract.
 - b. In case of excessive errors and if Mahatma Gandhi University is of the view that the work has not been performed satisfactorily and cannot be performed by the Agency, Mahatma Gandhi University at its discretion may terminate the agreement without any prior notice and in that case Mahatma Gandhi University would not be liable to pay any amount on any account to the agency.
 - c. If the work of the agency is not found satisfactory or any breach is noticed or any manipulation is reported to or noticed, Mahatma Gandhi University reserves the right to cancel the contract and / or forfeit performance guarantee submitted by the agency and / or to take legal action including blacklisting the agency, at any point of time during the period of contract without prior notice.
 - d. In case the contract is terminated with agency, Mahatma Gandhi University would be entitled to get the work done from any other firm/agency or person and the bidder would be liable to handover all data, other valuable information/reports, completed and incomplete work to Mahatma Gandhi University and will not object in any manner to the work being completed by any other agency for the purpose under this clause. Completion of work denotes satisfactory execution of all the items/modules as mentioned in the scope of work under clause (3) of this document. The Agency will handhold with the new selection company for three months (if required).

- e. The agency shall strictly comply with the terms and conditions of the agreement. In case of violation of any of the terms and conditions, the agreement shall be liable to be cancelled immediately and the performance guarantee shall also be forfeited and the agency will not be entitled to any amount payable to them under this contract.

18. Criteria of per Awardof Contract:

The contract shall be awarded based on the marks secured by the bidders in technical evaluation followed by the rates quoted by the five short listed bidders in technical evaluation. Final selection will be made on the basis of presentation and demonstration by the shortlisted bidders, as per the criteria laid down in clause (4) of this document. The University shall take into consideration the technical competitiveness and financial feasibility for awarding the contract.

19. There shall be at least three bidders who participate in the Tendering process.
20. If the number of bidders are less than three the University reserves its right/ discretion to go with two Bidders or to Re-notify the Tender, by cancelling the earlier Tender Notification.
21. The successful bidder should give acceptance/consent within one week from the date of issue of work order. Otherwise the work order will be given to next bidder as per the sequence of list prepared by the Committee.

(Annexure-I)

Technical Requirements

S.No.	Documents	Specify/
1.	Demand Draft of Rs.10,000/- for bid document	(Yes/No)
2.	E.M.D.- Rs. 10 lakhs	(Yes/No)

Technical Requirement for the Digitization of Answer Booklets and Onscreen Evaluation.

S.No.	Documents	Specify/
1.	Agency Profile	(Yes/No)
2.	Certificate showing that the firm is not blacklisted	(Yes/No)
3.	Proof of gross turnover in lakhs as per 1.4 Including income & expenditure statement along with audited Balance Sheet	(Yes/No) 2017-18,2018-19, 2019-20

4.	IT returns of last 3 years as per 1.4	(Yes/No)
5.	Scope of work as per 3.0	(Yes/No)
6.	Details of Infrastructure as per 1.8	(Yes/No)
7.	Proof of completed projects as per 1.5 The Agency must have handled at least two similar projects/assignments (Result processing of Govt. recognized Degree/Diploma/Secondary/Senior Secondary School Certificate will be considered only and not processing result of Entrance Exams or Admission Process) for different organizations for a minimum of 1 Lakh candidates each during last five years (from 2016	(Yes/No) Please provide the details in the prescribed format given below.
8.	Proposed software solution document as per 1.11	(Yes /No)

Authorized Signatory

MAHATMA GANDHI UNIVERSITY, NALGONDA

Tender for Digitization of Answer Scripts and Onscreen Evaluation

Annexure-II
Commercial Bid

S.No	Nature of Work (As per Scope of Work)	Rate per Answer script without Tax (in Rs.) (1)	Tax If any (in Rs.) (2)	Total Rate per Answer script (In Rs.) (1+2)
1.	Digitization of Answer Scripts without cutting the spine of the Answer scripts and Onscreen Evaluation of Answer Scripts. (Answer Script consists of 32 pages)			

Rate will be valid for Five years

Extension of orders up to five years will be given to the agency on the successful completion of result of 1st year / 2nd year / 3rd year / 4th year.

Lowest bidder will be calculated based on Technical Bid Score and Commercial Bid Score, as per the formula given in the bid document.

The answer script consists of 32 pages. If the University decides to change the number of pages, correspondingly the rate will be changed.

Signature & Seal of the Bidder

INFORMATION REGARDING TECHNICAL ELIGIBILITY

Annexure-A

UNDERTAKING

To:
The Registrar,
Mahatma Gandhi University,
Nalgonda

Sub:-Outsourcing of Examination Services-Regarding.

**Sir/
Mad
am,**

With reference to above tender, having examined and understood the terms & conditions forming part of the tender and as detailed in tender document for the above work, I/we hereby submit my/our bid and declare asunder.

1. I/we hereby certify that all the statement made and information supplied in the enclosed annexure/ forms accompanying statement is true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we have not been blacklisted by any State Government/Central Government/Public Sector Undertaking/University in India in last Five years. Further, I / we declare that no criminal cases or enquiries pending against the company/firm.
4. I/we (Name & Designation) is authorized to signed the document on behalf of the company/firm.

Yours Faithfully

Signature of the Bidder with Seal

Name and Designation:

Date:

Place:

Tender Document



Mahatma Gandhi University

Nalgonda, Telangana State – 508 254 INDIA

**For
Work Contract for One (1) year relating to
Online Registrations/Admissions, Pre & Post Examination
Process, Concerning to the University Examinations.**

**MAHATMA GANDHI UNIVERSITY
Anneparthi, Yellareddigudem
NALGONDA – 508254**

Tender No. 05/MGU/NLG/2021-22
01-2022

Dated: 12-

e- PROCUREMENT TENDER NOTICE

**For
Online Registrations/Admissions, Pre & Post Examination Process, Concerning to the
University Examinations**

Important Dates

Date of release of Tender through e-procurement	: 13-01-2022
Last date & time for submission of Bid	: 27-01-2022 at 5.30 p.m,
Date & time for opening of Technical Bid	: 28-01-2022 at 10.30 p.m.
Date & time for opening of Financial Bid	: 28-01-2022 at 3.30 p.m.

Online tenders are invited under Two-Bid system through e/Procurement Process from the reputed Company / Organization incorporated as Private or Public Limited Company under Indian Companies Act 1956 have minimum experience of 10 years in examination results processing jobs at UGC recognized Universities or State/Central Government Education Boards for Online Registrations/Admissions, Pre & Post Examination Process, Concerning to the University Examinations at Mahatma Gandhi University, Nalgonda as per the technical specification and as per the terms & conditions of the Contract through e-tendering procurement process.

REGISTRAR

No.05/MGU/NLG/2021-22

Dt.12-01-2022

TENDER DOCUMENT

Tender Process Fee: Rs.10,000/-(Rupees Ten Thousand only)

Earnest Money Deposit: Rs.1,00,000/-(Rupees One lakh only) through online

Online tenders are invited from the reputed and experienced service providers for executing the work that includes, **1. Student Information Tracking System, 2. Pre and Post-Examination Work** for University. Interested firms, who wish to participate in the tenders can take part through e-tender mechanism and submit online application along with necessary enclosures. i.e. EMD, Tender Fee, and other essential documents for technical and Commercial bids through e-tender on or before **27/01/2022, 4.30 p.m.**

University, reserves all the rights to re-schedule, cancel or reject the tender without assigning any reasons whatever. For more details visit us at website: www.mguniversity.ac.in.

Last Date of Submission of Online Tender: 27/01/2022, 4.30 p.m.

Date of Opening of Tender: 28/01/2022, 03.00 p.m.

1. INVITATION OF THE BID

The University wishes to automate the Examination Branch as a part of its efforts to achieve excellence by working towards error free and accelerated Pre/Post examination processing in the conduct of examinations. The University feels that through this initiative the University can reduce the redundant laborious activities and processes.

In view of the above, University invites tenders through e-procurement for **Technical and Commercial bids** for executing: 1. Student Information Tracking System, 2. Pre Examination Work and Post-Examination Work,

General Instructions, Terms and Conditions:

- The Bidder should be a company incorporated as private or public limited company under Indian Companies Act 1956 and should have minimum experience of 10 years in examination results processing jobs at UGC recognized Universities or State/Central Government Education Boards.
- The bidder should participate as a single entity, no consortium or group of Companies will be allowed. The service provider or Agency shall be single point of contact with the University and shall be solely responsible for the execution and delivery of the work. The works for which the bids are invited are highly confidential in nature and therefore the Joint Ventures and Sub-contracting of any items of work is prohibited.
- The Firm /Agency should have either its Registered Office or Branch Office situated in Telangana State. The project coordinator name, experience and contact information should be submitted.
- The Firms should submit their tender through Online and pay of **Rs.10,000/- (Rupees Ten Thousand Only)** through Demand Draft drawn in favour of **Registrar, Mahatma Gandhi University** and hand over at office 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.
- University reserves the right to select certain items (in single or multiple units) and reject the other mentioned in the tender document without assigning any reasons whatsoever. University also reserves the right to revise or alter the specifications of the work before the acceptance of any bids.
- Incomplete bids, amendments and additions to bids after opening or late bids are liable to be ignored and rejected by University,
- 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 University.
- **Intellectual property Rights** – The proposed Software solutions should be in-house developed by the Bidder and the bidder should own the complete source code of the Software being executed for this project.

- Online payment of **Rs.1,00,000/- (Rupees One Lakh Only)** in favour of the “**The Registrar, Fund Mahatma Gandhi University** payable towards Earnest Money Deposit (EMD) must accompany the bid. 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 prices must be quoted in the format as specified in the tender document.
- The prices 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 University.
- Any terms and conditions of the bidders if submitted will not be considered as forming part of the bid.
- The bidders shall be responsible for the supply, installation, 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 **4 weeks** from the date of issue of the 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.
- Two Separate bids for Technical (Annexure I) & Commercial (Annexure II) be submitted.
- Demonstration of the software is mandatory before commercial bid opening to the satisfaction of the University.
- All the bids must be submitted on or before **27/01/2022, 5.00 pm**. E-portal shall be closed by the time.
- The Company has to transfer the data within 60 days from the date of declaration of the results and the student’s data after conclusion of the Admissions.
- The Company has to be in compliance with the existing data for further handling of Pre and Post Examination work.
- The Registrar on behalf of University does not bind himself to accept the lowest bid on any item and reserves the right of accepting the whole or any part of the bid or portion of the quantity offered; and the bidder should supply the same at the rate quoted. The Registrar on behalf of University 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 bidders.**
- Any specific queries, communications and references should be made only through an email **registrarmgu2007@gmail.com**
- The bidder has to produce the documentary evidence of similar service for previous 10 years provided to reputed State / Central Universities having the strength of 30,000 and above students.
- The bidder must enclose a copy of PAN Card, GST No and last 3 years audited financial statements and IT returns.

- The bidder must furnish with details of their customers of reputed institutions with full Address, Telephone number etc.,
- **Gross Turn Over:-** The bidder should have a minimum total gross turnover of at least Rs.1.25 crores per year during 2017-18,2018-9 and 2019-20 in the relevant field. The agency should be profit making organization during last three consecutive financial years. Audited balance sheet, Income statement and Income Tax Returns of last three financial years along with certificate of incorporation are to be submitted in support. Turnover generated from other than examination related activities is not considered.
- All bidders should give a warranty declaration in their bids as detailed below:
 - We shall abide by all the specifications, terms and conditions listed in the tender document.
 - We warrant that all deliverables to be supplied by us as part of the tender shall be free from all defects and errors. All products and services shall be highly professional and in full conformity with the specifications therein.
 - We accept that any deviations in the software and/or services from that specified in the tender document and the accepted terms are liable to be rejected. The bidder will be bound to provide the service in the specified form as per the order/contract and demonstrate the same at their own cost.
 - Even if bidders satisfy the above requirements, they may be disqualified if they have:
 - a) made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statement and enclosures of this document.
 - b) record of poor performance such as abandoning work, not properly completing the contract or financial failures / weaknesses.
 - c) if an inquiry reveals facts contrary to the information provided by the bidder.
 - d) only bidder who meets the qualification criteria shall be eligible for evaluation of technical bid.

2. GENERAL INFORMATION

University has about 150 colleges affiliated to it offering undergraduate and postgraduate programs in various disciplines. The university has over 1 lakh students enrolled in different programmes, and the numbers may vary year to year. Apart from providing quality education the university wishes to achieve excellence in the Post Examination work, before moving to complete automation of the examination processes.

Subject to the need satisfactory performance of the company and assessed by the competent authority, the contract may be extended on mutually agreed terms by one year at a time the total period of the contract shall not exceed more than three years. At the end of the three years, the University shall necessarily go through the whole process of calling fresh tenders, giving equal opportunity to other service provider / agencies.

To address the above concerns and scenario the university wishes to adapt to technology as a first step. On reviewing the various activities in the examination process the university has identified the following activities that are human intensive but if automated lead to better quality of examination processing.

In this context University is looking to implement the automation of the Academic Audit & Examination work by inviting private technology organizations who have strong, progressive and demonstrable experience of providing online examination services to leading state universities with proven credential of working with

universities. The university wishes to avail the services of the prospective bidder to realise its objective of achieving excellence through automation of examination processes in its efforts to achieve excellence in examination Pre/Post Examination parathion. The activities that the university wishes to automate and/or adapt to ready-made solutions are below mentioned:

3. BROAD SCOPE OF WORK

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

1. ONLINE STUDENT INFORMATION TRACKING SYSTEM (Academic Audit)

MAHATMA GANDHI UNIVERSITY would like to implement Online Students Information Tracking System to provide flexible solution to University affiliated Colleges to submit their *Students information* and *Nominal Roll* through online to overcome logistic problems and to get 100% accurate data from the colleges. In order to implement this system, we require analysis of the system, design, development, implementation, configuration and maintenance of web based software. These requirements are further outlined below.

1. System has to provide Secured Login details to Colleges and University to login to the website
2. System should comprise 3 modules,
 - a. Portal Admin
 - b. Admin (Director, Academic Audit and Academic Branch)
 - c. User (Colleges)
3. Suggest role based authentication for Colleges and University and User Roles should be created as given below. Portal Admin, Admin (Director), Department-1(Academic Audit), Department-2 (Academic Branch), and Users (Colleges)
4. System has to use master data available with the Mahatma Gandhi University

1) University Users

Audit cell Admin User

- a. Portal Admin should have permission to create Users and assign roles. Authentication to manage user details like add/delete/edit
- b. Admin(Director) needs an option to view all transaction summery details in a Dash Board. Have to provide drill down option to view more details.
- c. Detailed students information should be shown in category wise like Gender wise, Caste wise, Group wise etc.,

Audit cell Department User

- a. There will be n-number of users to track colleges and students information, each user should have individual login credentials
- b. Student's information submitted by the colleges should be shown to users on their home page.
- c. Department users
 - a. need an option to view submitted students information of a particular college along with the photograph to review.
 - b. Approve the submission, if the submitted data is acceptable
 - c. Reject invalid submission and send rejection message to appropriate college
- d. Internal Message communication, all notifications or Information should be sent to Colleges
- e. Providing INBOX to colleges to view messages sent by university

2) College Users

- a. Secured College logins
- b. Provision to Add students information along with photograph
- c. Manage students information(Update/Delete the students)
- d. View college's Intake information(Affiliation Order), Courses information
- e. Review and Submission of Intake Data to Audit cell for Approval, with strong validations
- f. Submission of Nominal roles to Audit cell for approval.
- g. Internal Message communication, Inbox to receive messages sent by the university and Write Message option to submit queries to university

3) General

- a. Provide User Manuals, User guide to understand the navigation
- b. Online application must be user friendly
- c. Provide an option to take Hard Copy of students information to submit to the university
- d. Provide easiest way to submit nominal role
- e. Provide online payment option to pay the audit fee to university

2. PRE EXAMINATION WORK

1) Manage College information

- a. Maintaining College Logins
- b. Providing/Denying permissions
- c. Maintaining Program wise and Course wise college list
- d. Providing Technical support

2) Manage Programs information

- a. Maintaining Programs (UG/PG/MBA/B.ED/...) Information with Unique ID
- b. Different Programs have different entity/parameters

3) Manage Courses and Course Combination Information

- a. Maintain Courses Information. Ex. "UG" is program and "BA/BCom/B.Sc/BBA" are the courses
- b. Maintain Course Combinations. Each Course may have multiple Course Combination. Ex. "Economics/Pol. Science/Pub. Administration" is one of the course combination in course "BA"
- c. Maintaining 3 digit unique Option Codes. Each course combination will have a Unique Code (3 digit unique Option Code)

4) Manage Program/Course wise Subject Master & Electives.

- a. Maintaining Subject Master
- b. Each Course combination will have a year wise set of subjects(master data)
- c. Managing Old batch and New batch Subject Masters.
- d. Managing Electives. Few courses have Elective subjects, students have to select one subject from multiple options.

5) Prepare Results Data for Online EAF (Exam Application Form)

- a. Preparing Results data for Backlogs/Supplementary exams
- b. For Regular Exams, moving Students data from existing Year/Semester to next Year/Semester based on eligibility by discarding Mall Practice data, Detained student data
- c. Maintaining/Adding Readmission Data, Transfers data and Lateral entry data

6) Online Exam Application Form (EAF) Submissions by Colleges through their logins

- a. Colleges have to prepare EAF on behalf of students and submits the data to Exam branch for approval
- b. Edit option will be disabled, once the data is submitted
- c. Any kind of edit/delete will be done at EDP

7) EAF Approvals by Examination Sections. Section wise Logins

- a. Submitted EAF data will be sent to concern sections for approval. Ex. BA Section/B.Com Section.
- b. Exam Section will approves the submitted EAF data subject to the fee payments
- c. Exam Section will have option to remove particular students EAF as per the college request
- d. They can reject entire EAF data subjected by college(course wise)

8) College wise EAF strength report for Centres preparation

- a. Providing college wise students count (EAF submission) to Exam branch to prepare exam centres
- b. Course wise strength report

9) Centres Posting and Verification

- a. Centres posting as per the centres list provided by exam branch
- b. Mismatch report
- c. Data verification
- d. Providing Centre wise strength report
- e. Modifications/Centre changes

10) Issuing of Online Hall Tickets

- a. Preparing the Hall Tickets data based on the centres provided by exam branch
- b. Hall ticket download option for colleges
- c. Review of hall ticket data
- d. Permit/Denying college to download Hall Tickets

11) Absentees/Mall Practice Tracking

- a. Data preparation for Absentees/MP data submission
- b. Providing Absentees/Mall Practice reports to exam branch through application
- c. Providing Bundle packing reports to colleges

12) D-forms for Exam Centres

- a. Providing following download options to Colleges through their login
- b. Date wise downloading Presentee statements (D-Forms)
- c. Downloading Consolidate D-forms for seating arrangement
- a. Downloading of additional D-form data(Late submitted data)

13) Internal Awards Tracking

- a. Data preparation for Internal awards submission
- b. Application integration to submit internal marks by colleges through their logins
- c. Internal awards submission reports
- d. Internal awards not submitted colleges list

14) Practical Awards Tracking

- a. Data preparation for Practical awards submission
- b. Application integration to submit Practical marks by colleges through their logins
- c. Practical awards submission reports
- d. Practical awards not submitted colleges list

15) EDP Module to Manage Students Data (EAF Subjects/Hall Tickets)

- a. Student status tracking
- b. Manage college information
- c. Students data updations ex., Name/2nd language changes etc.,

- d. Add/Permit students to submit EAF
- e. Photo updations
- f. Various Reports

16) Faculty Tracking

- a. Managing application to track college wise faculty information
- b. Colleges have to add/remove/edit faculty information
- c. Subject wise/year wise faculty report

17) Bill Section Reports

- a. Providing few reports to bill section to verify/compare the bills submitted by Centres
- b. Centre wise strength reports
- c. Day wise, session wise strength reports

18) Store Section Reports

- a. providing reports to stores for Answer Scripts distribution
- b. Centre wise total script count
- c. Day wise centre wise scrip count

19) Confidential Section Reports

- a. Online distribution of question papers with college code and water mark.
- b. Centre Subjects report
- c. Day wise/session wise/ centre wise subject report

20) Statistical cell reports

- a. Providing various statistical reports

3. POST EXAMINATION WORK

1) Bar Code Stickers

- a. Providing centre wise, day wise, subject wise barcode stickers.
- b. Exam centres will stick the barcode labels on the answer scripts at the time of examination
- c. Providing of Bar code labels for Scripts pack and bindles

2) Awards Entry application

- d. Providing offline application for award entry
- e. Secured logins for valuator
- f. Offline application for paper valuation awards entry. Providing secured logins for valuator where they have to scan the barcode and entry the awards after completion of their paper valuation and submit to the chief examiner.
- g. Providing logins to chief examiner and scrutinizer to review the awards and make corrections if required

3) Scrutiny of Awards

- a. Scrutiny of awards (theory subjects marks)
- b. Scrutiny of Internals, Practical awards
- c. Consolidating the Subjects awards, Internal and Practical awards
- d. Data mismatching, error fixing
- e. Preparing of missing awards if any
- f. Verifying data with absentees list

4) Generation of Moderation report

- a. Processing the data applying moderation rules
- b. Providing course wise and subject wise moderation report
- c. Get approval from examination branch

5) Results Processing

- a. Complete data verification and applying moderation awards

- b. Implementing/verifying results process rules
- c. Year/sem wise results processing by considering back data
- d. Providing results analysis report and send to examination branch for approval
- e. Data consolidation for outgoing batch, maintaining overall status
- f. Preparing Sem wise, consolidate data for memos printing
- g. Preparing data for consolidate memos
- h. Preparing data for Provisional memos
- i. Preparing tabulation register
- j. Preparing data to publish results
- k. Hosting results online

6) Printing of Memos

- a. Semester memos
- b. Consolidate memos
- c. Provisional memos
- d. Tabulation Register

Date:

REGISTRAR

STRUCTURE OF THE ORGANIZATION

1. Name and address of tenderer :

2. Telephone No./Fax No./Email address :

3. Legal Status (Attach copies of original document defining the legal status).
 - a) An Individual/Consortium :
 - b) A Proprietary/Partnership firm :
 - c) A Trust :
 - d) A Limited Company or Corporation :
4. Particulars of Registration with various Government bodies (attach attested photocopy)
 1. Registration Number :
 2. Organization/Place of registration :
 3. Date of validity :
5. a. Names and titles of Directors & Officers with designation:
 b. Individuals to authorized concerned with work:

6. Were you or your company ever suspended the work for a period of more than six months continuously after the commencement of the works ? If so, give the name of the project and reasons for not completing the work. :

7. Have you or your constituent partner(s) ever left the work

awarded to you incomplete ? If so, give name of the project and reasons for not completing the work. :

8. Have you or your constituent partner(s) been debarred/black listed for tendering in any organization at any time ? If so, give details.:

9. Area of specialization and Interest. :

10. Any other information considered necessary but not included above. :

Date:
Tenderer)

(Signature of the

Annexure- I

TECHNICAL BID (ELIGIBILITY CRITERIA BID)

Eligibility criteria to identify suitable/prospective bidder, whose technical criteria bids will be opened for review by the university evaluation committee.

S. No.	Eligibility Criteria for the Bidder	Marks Scheme	Max Marks
1	Company registered in India with minimum of 10 years of existence with profitability at least in 3 financial years of previous last 5 financial years.	10Yrs: 6 Marks More than 10years up to 15 years: 8 Marks More than 15 years :10 Marks	10
2	The organization should have facilitated Online registrations, examination services for a minimum of 10 years in any two State /Central Universities.	10 yrs: 5 marks 10 to 15 yrs: 8 marks > 5 : 10 marks	10
3	The Bidder should have implementation experience of online registrations, pre and post examination process in one academic for a minimum of 30,000 students	30,000: 6 marks >30,000: 10 marks	10
4	The Bidder should have turnover of 1.25 Crores from last three financial years of operation	1.25 Crs : 6 Marks > 1.25 Crs : 10 marks	10

5	The Bidder Should have minimum 15 in-house team strength for software Development /Services. At least 10 should be continuing for a minimum period of last three financial years.	15 Members: 6 Marks >15Members: 10 Marks	10
6	An ISO 9001 – 2015 company	Letter of incorporation and ISO certificate	10
7	The proposed solution(Online applications, Pre & Post Examination applications) should be owned by the bidder.	Software owned by bidder	20
8	Technical Presentation of solution proposed	Presentation	20

Evaluation and Comparison of Bids:

Each Technical Bid will be assigned a Technical Score(Ts) out of a maximum of 100 marks and minimum Score should be 60 marks. Financial Bids of only those scored 60 and above marks will be considered.

(Please note, the bidders are requested to furnish the relevant document in the order it is mentioned in the technical score table for error free scoring of technical marks)

Date:

(Signature of the Tenderer)

Annexure- II

FINANCIAL BID FOR SERVICES SOUGHT UNDER SECTION

Department	Particulars	Rate (Rate should be quoted per student basis)
ACADEMIC AUDIT	1. Online Students Information Tracking System Maintenance and support	
EXAMINATION BRANCH	1.Pre Examination Process For all courses(UG, PG, B.Ed & others - for all years/Semesters) 1. Online EAF (Exam Application Form) & Generation of Online Hall Tickets For all courses (UG, PG, Professional & B.Ed. for all Semesters) Online EAF (Exam Application Form) Application maintains, Data Scrutiny, Backlog Data Integration, Database maintenance and Support, Reports, Online Payment gateway integration and support, Examination Centers posting,	

	<p>Generation of Hall Tickets, D-Forms, Consolidated D-Forms, Center Copies , Reports for Confidential Section Bill Section Reports, Stationary requirement reports and technical support for colleges and Centers, (Billing will be as per the count of generated Hall Tickets.)</p>	
	<p>2. Post Examination Process</p> <p>a) For UG & B.Ed. Courses</p> <p>1. Online Award Submissions / Tracking</p> <p>2. Results Processing</p>	
	<p>b) For PG & Professional Courses</p> <p>1. Online Award Submissions / Tracking</p> <p>2. Results Processing</p> <p>3. Semester Memo Printing</p>	
	<p>3. Stationary Printing</p> <p>1. Semester Memo Printing and printing of Consolidated memo & Provisional certificate.</p> <p>2. TR Printing</p>	
	<p>4. Barcode Stickers Printing</p>	

The rates mentioned above for the project does not have any hidden cost.

Date:
Tenderer)

(Signature of the

Note: The L1 is decided based on the total bid value calculated for all the items put together.