



PT. RAVISHANKAR SHUKLA VISHWAVIDYALAYA, RAIPUR (C.G.)

Accredited by NAAC with Grade A

Raipur (C.G.) – 492010

Email: registrarprsu@gmail.com Website: www.prsu.ac.in Phone: 0771-2262818

TENDER DOCUMENT FOR PRE & POST EXAMINATION WORKS

Tender Document No.-37/DEV/2018 Dated- 13/02/2018

Issued By

Registrar

PT. RAVISHANKAR SHUKLA VISHWAVIDYALAYA, RAIPUR (C.G.)

PIN-492010

Signature of Authorized Signatory:

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Note: This document contains a total of 19 (Nineteen) pages. No change in the document by the bidder is permissible.

Signature of Authorized Signatory:



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Email: registrarprsu@gmail.com Website: www.prsu.ac.in Phone: 0771-2262818

SECTION-1

Notice Inviting Tender (NIT)

**TENDER
FOR
PRE & POST EXAMINATION WORKS**

No.- 37/DEV/2018

Dated- 13/02/2018

Tenders are hereby invited in two parts (Technical and Financial) for COMPLETE PRE AND POST EXAMINATION WORK) including all stationery articles of Pt. Ravishankar Shukla University, Raipur from the academic year 2018-19 onward for three academic sessions, and processing of results for session 2017-18. The tender document along with the details of the works, terms and conditions can be downloaded from the University website, www.prsu.ac.in or may be procured from the University office as per details below. Tenders shall be received only through speed post / registered post / courier. The undersigned reserves the right to cancel / amend the tender at any stage without assigning any reason thereof.

Last date of sale of forms	14-03-2018 till 3.00 PM
Last date of Submission of Tender	14-03-2018 till 3.00 PM
Date of Opening of Tender	14-03-2018 at 4.00 PM
Cost of Tender Document	Rs. 1000=00
Ernest Money Deposit	Rs. 10,00,000=00
Estimated Value of Tender	Rs. 3,00,00,000=00
Venue of the opening of the Tender	Office of Registrar, Pt. Ravishankar Shukla University, Raipur,

Only firms having experience of similar work at minimum three universities in the last five years in the desired fields should submit their bids along with all supporting documents and a non refundable A/c payee draft of Rs. 1000=00 as cost of tender document and RS. 10,00,000=00 (Ten Lakhs Only) as Earnest Money deposit (Refundable) from a nationalized bank in favour of the Registrar, Pt. Ravishankar Shukla University, Raipur payable at Raipur till the date notified above. Price bid of successful bidders will be opened immediately after evaluation of technical bid by the tender committee.


Registrar
PT. RAVISHANKAR SHUKLA VISHWAVIDYALAYA,
RAIPUR(C.G.)

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SECTION-2

Bid Information

Pt. Ravishankar Shukla University is Chhattisgarh's largest and oldest institution of higher education, founded in 1964, and named after the first chief minister of erstwhile Madhya Pradesh. There are Twenty-Nine teaching departments in the University. There are 5000 students enrolled for variety of courses offered by the departments who are steered under the guidance of more than 100 faculty members. Jurisdiction of PRSU covers entire central and southern part of Chhattisgarh. There are 129 educational institutions affiliated to the University. In the academic year 2017-18, about 1,50,000 students were enrolled, both for undergraduate and postgraduate courses. The University plays a major role in the educational, cultural and economic life of the region.

With a view to maintain secrecy, accuracy and timely processing of results, the University proposes to outsource the examination processing work to only reputed and experienced agencies.

SCOPE OF WORK: There are a number of examinations conducted at various levels such as Graduate Level, Post Graduate Level, Semester Examinations. The number of students varies for each examination. Total Number of students for Pre-& Post Examination work shall be approximately 150000. The detailed scope of work is given hereunder:

- A) Annual Exams: B.Sc./B.A./B.Com./BHSC/ BCA /B.Lib./MA/M.Sc.(Maths) /M.Com. etc.
- B) Semester Exams: BBA/ MA/MSc/M.Com./ B.P.Ed. /B.Ed. /M.Ed. etc.(for Regular Students only)

Except under semester system, students appear in the examinations as collegiate as well as non-collegiate examinees.

There is also a provision of Supplementary Exams for UG (Annual only) and ATKT Exams for Semester Students. The scope of work will start from enrollment and will end with the Supplementary / ATKT examinations each year till retotalling and revaluation results.

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INPUT FROM THE EXAMINATION DEPARTMENT

The information to be provided by the Examination Department to the agency:

1. Scheme of examinations
2. Exam wise Subject wise coding
3. College code list
4. Exam Centre list
5. Marks & carry forward marks.
6. Marks obtained by each candidate in each subject/paper/practical /sessional.
7. UFM List, absentee list, withheld list-exam wise/subject wise.
8. Any other in possession of the examination department/ University.

PRE. & POST EXAMINATION WORK TO BE CONDUCTED BY THE FIRM

PRE- EXAM WORK

SN	PARTICULARS	STATIONERY
1	Online Registration/Enrolment (Including online payment facility)	Report on 60 GSM Paper (in two copies)
2	Online Examination Form (Including online payment facility)	Report on 60 GSM Paper (in two copies)
3	Printing of Basic & Final Roll Lists.	Report on 60 GSM Paper (in two copies)
4	Roll Lists with subject and paper code wise/Centre wise/category wise	(Soft Copies in excel Sheets)
5	Numerical returns for QP Printing and Centre wise packing	(Soft Copies in excel Sheets)
6	Admit Cards and Attendance Sheets of Examinees - College & Centre wise.	Report on 60 GSM Paper (in 02 copies) And Online hosting for downloading.
7	OMR based Bar Coded Answer Books (As per Annual and Semester Examination Schemes)	32 pages Main & 8 pages additional AB on 65 GSM bright paper
8	Any other Report as per requirement.	Report on 60 GSM Paper/online
9	Proposal for Online Admission Process to be included within the offered cost.	

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POST EXAMINATION WORK

- I. Preparation of OMR barcoded answer books for evaluation. Tearing of C part containing details of examinees before the evaluation work immediately after completion of examination of each paper. Making of bundles paper wise, college wise for evaluation as directed by the Exam Dept. Handing over of OMR answer books with details- sheets to the Examination Section. Repacking of Answer Books for valuation shall be placed in new coded envelopes.
- II. Scanning of the C part of the OMR cover page for making data bank of each student.
- III. After evaluation, tearing of B part of the OMR cover page for posting of marks & processing of result.
- IV. Preparation of result & publishing of result within 7 (Seven) days after completion of evaluation work.
- V. Publishing of result on University website along with providing subject wise marks of each student on website & through SMS on Registered Mobile Number (RMN)
- VI. Issuance of 3 copies of TR (A/3 size) class wise, college wise.
- VII. Printing of mark sheet on 120 GSM mark sheet paper.
- VIII. Issuance of Merit List just after publishing the concerned result.
- IX. Issuance of statistical data of appeared, passed, failed students along with category wise details such as girls, boys, SC/ST/OBC, general & their % and other required data as per need.
- X. All work will be done under the supervision & as per instruction of the Registrar, Pt. Ravishankar Shukla University, Raipur.
- XI. Providing of the answer sheet for clearance of pending result and scrutiny within 2 days after receipt of the requisition letter.
- XII. Publication of result after scrutiny & clearance of pending result immediately if needed.

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- XIII. Maintenance of all OMR answer sheets for six months or as per Instructions given by the University or Tenure of the Present Tender.
- XIV. All the above noted processes are time bound and will be completed within the stipulated time as per instructions given by the Registrar from time to time.
- XV. All work will be done as per regulations and ordinances of the university; hence, the software should be configured accordingly.
- XVI. All work will be done under the supervisions & as per instructions of the Controller of examinations.
- XVII. After completion of the publication of the results, all the data of each concerned exam shall be handed over to the Registrar in DVD as well as in hard disk drive.
- XVIII. All work will be done in the premises of the Pt. Ravishankar Shukla University, Raipur.
The place for maintenance and tearing of OMR of cover pages of the answer books will be as directed by the University.

POST – EXAM WORK PARTICULARS

SN	PARTICULARS	STATIONERY
1	Scheme of Examinations for RP.	60 GSM Paper
2	Statistical Summary of Results.	60 GSM Paper
3	Result Sheets in 2 copies	60 GSM Paper
4	Merit List in 2 copies for each examination	60 GSM Paper
5	Tabulation Register in three copies with Photo (For Semester, Main and Supplementary/ATKT Examinations separately)	Two Copies on 80 GSM and One on 60 GSM Paper
6	Roll No. wise and Bundle No. wise Marks Details (for each subject & paper)	60 GSM Paper
7	The data of all results will be given to the university in a DVD/HDD in required format.	Within 15 days of the declaration of results.
8	The firm shall upload the results on the University Website	Same Day
9	Printable data of candidates of each examination in approved mark-sheet format with each candidate's photo with QR Code	In Hard Disk
The firm shall upload the Mark sheets on National Academic Depository Portal for downloading and verification purposes.		

Signature of Authorized Signatory:

SECTION-3

GENERAL TERMS AND CONDITIONS

1. The cost of the Tender Form is 1000=00 (non-refundable). The Tender Form along with terms and conditions may be downloaded from the website of Pt. Ravishankar Shukla University, Raipur (www.prsu.ac.in). In this case, the cost of the Tender Form of Rs. 1,000/- (non-refundable) shall be submitted through DD in favour of the Registrar, Pt. Ravishankar Shukla University, Raipur, otherwise, the tender will not be accepted. This DD shall be kept in the envelope of TECHNICAL BID.
2. Tender shall be accompanied by an Earnest Money of Rs.10,00,000=00. The amount shall be deposited in the form of a Demand Draft in favour of Registrar, Pt. Ravishankar Shukla University, Raipur, payable at Raipur, otherwise, the tender will not be accepted. DD for Earnest money shall be kept in the envelope of TECHNICAL BID.
3. Refund of Earnest Money: The Earnest Money of unsuccessful Tenderers shall be refunded within 30days after finalization of the tender.
4. The agency should be a Government Agency or an agency registered as private or public limited company. It must have at least preceding 5 years of experience of Pre-and Post-Examination related data processing work on the OMR cover based answer books in at least three Universities each year. Self-attested copies of work orders must be kept in the envelope of TECHNICAL BID
5. The sealed tender shall be addressed to the Registrar, Pt. Ravishankar Shukla University, Raipur. Envelope should be duly marked **PRE-AND POST EXAMINATION WORK** and shall reach the Registrar, Pt. Ravishankar Shukla University, Raipur by Registered/Speed Post/Courier only on or before notified date and time.

Signature of Authorized Signatory:

6. Any tender received after due date and time shall not be accepted and shall be liable to rejection.
7. All tenders received within the specified due date and time shall be opened on 14-03-2018 at 4.00 PM at University Office.
8. Successful Tenderer will prepare scheme of tabulation of examination results in accordance with existing rules and regulations of the university. Two copies of the scheme for each examination result shall have to be submitted and to be got approved before starting with post examination process.
9. Tenderer must have experience of OMR technology in designing, printing and scanning of answer sheets. Enclose experience certificates of OMR based work of three universities. Self-attested copy of the certificates shall be kept in the envelope of TECHNICAL BID.
10. Tenderer must also have experience of Online conduction of all the exam related activities including online payment provisions.
11. Tenderer shall have permanent staff of minimum 25 persons (submit ESIC/PF returns.) Self-attested copy of the certificate be kept in the envelope of TECHNICAL BID.
12. The Tenderer must have turnover of at least Rs.10crores per year in preceding two Financial years (2014-15, 2015-16). For evidence of this self-attested copy of the audited Balance Sheet shall be kept in the envelope of TECHNICAL BID.
13. As the work is of confidential nature, there must be proper security arrangements inside the work place round the clock.
14. Tenderer shall furnish affidavit stating that the Tenderer has not been blacklisted in any of university/organization/State or central government offices or institutions. This affidavit shall be kept in the envelope named **TECHNICAL BID**.

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15. Tenderer must fill up PER STUDENT PER YEAR RATES for all the Pre-and Post Examination works including Two Semester Exams, Annual Exams, ATKT Exams of Semesters and Supplementary Exams under Annual Exam System including Re-totalling / Revaluation.

The rates quoted must be the consolidated rates inclusive of all charges including stationery and deployment of hardware and man power. Taxes will have to be mentioned in the Bills separately and the same will be deducted by the University from the Bills as per the Govt. rules. No other charges shall be demanded by the Firm.

The charges for processing (via dual entry system) of the results of session 2017-18 (Main, Suppl., Revaluation & Re-totalling), shall be quoted in Proforma B-2. This work shall include processing of marks for results, preparation and printing of tabulation register, marks sheet and uploading of certificates in National Academic Depository scheme of Government of India.

Rates quoted for B-2 shall be negotiable with the successful bidder for B-1, i.e. the successful bidder of the bid for B-1 shall be preferred for the work of B-2 also if he agrees to negotiate.

Financial Bids B-1 and B-2 shall be kept in Envelope titled as 'FINANCIAL BID'

16. After accepting the Tenderer's bid & contract signed by the Tenderer, the Company shall perform the works as per university order. Payment will be made to the Company only for the works performed by it as per approved rates and terms & conditions of the bid and contract signed by the Company. The works performed by the Company shall be verified by the university examination department.

17. Payment will be made after the completion of work and its verification by the exam department through crossed cheque or NEFT/RTGS and the taxes as per

rules shall be deducted. Partial Payment will be negotiated with the winner of the Bid and will be mentioned in the agreement.

18.The Registrar, Pt. Ravishankar Shukla University, Raipur does not bind himself to accept the lowest or any other offer and reserves all the rights to accept or reject any or all the offers without assigning any reason. The Registrar, Pt. Ravishankar Shukla University, Raipur, also reserves the right to reject any bid which in his opinion is violating any of the conditions and statutory provisions without any liability to any loss whatsoever it may cause to the tenderer in the process.

Preference may be given to experience of the related work over rates and negotiation may be arrived at for accepting the lowest quotes by other bidder.

19.The contract shall be for a period of three years only. However, it will be reviewed after one year and will be continued only if the work done is satisfactory.

20.The successful Tenderer will have to execute an agreement on a non-judicial stamp paper of Rs. 100/- in the prescribed form with the Registrar, Pt. Ravishankar Shukla University, Raipur within 10 days. After executing the agreement, work order shall be issued to the Tenderer.

21.The University will not pay any interest on the EMD and security deposit.

22.Earnest Money shall be forfeited in case the selected Tenderer does not start/complete the work within specified time as mentioned in the work order by the Registrar, Pt. Ravishankar Shukla University, Raipur. Under such circumstances the University shall be free to award the contract to any other Company and the excess money, if any, will be deducted/ adjusted from the EMD deposited/Bills due to the Tenderer.

23.The Company has to maintain secrecy at all levels and throughout the execution of the work.

24.The Company has to provide all data online as per the University instruction.

25.In case of change of contractor (in future) the working contractor shall be liable to transfer all the data (online & otherwise) to the new contractor.

26.Penalty for delay- The time specified for performing examination work and accuracy shall be deemed to be the essence of the contract and the successful tenderer must arrange to perform examination work within the specified period as directed by the University in work order. In case of delay in performing examination work within prescribed time penalty shall be imposed as given hereunder:

- a) Delay in pre-examination work Rs.1000/-per day)
- b) Delay in post examination work and other works Rs. 1000/- per day.
- c) Delay in supply of stationery/other required material Rs. 1000/- per day.
- d) On failure of providing online data (as per condition) Rs. 1000/- per day.

If the Company submits considerable reasons for any delay or discrepancies, the Vice Chancellor may accept the submission and may waive or reduce the penalty.

27.In the event of dispute arising out of this agreement, the Vice Chancellor, Pt. Ravishankar Shukla University, Raipur shall be the sole arbitrator and his decision shall be final and binding on both the parties.

28.Legal proceeding, if any, arising out of the Tender shall have to be lodged in the court of Law situated in the Raipur city only.

29.The Registrar, Pt. Ravishankar Shukla University, Raipur reserves the right to modify/change/delete/add any further terms and conditions at any stage of the contract.

30.It is expected and assumed that all documents, certificates, declarations made by the Tenderers are true and correct and on the basis of this assumption evaluation of technical Bid will be made. If the information given by any Bidder is not correct and subsequently comes to the knowledge of Pt. Ravishankar Shukla University, Raipur, even the awarded contract may be liable for cancellation at the discretion of Pt. Ravishankar Shukla University, Raipur.

31. TECHNICAL BID should contain:

- i. Copy of PAN No. issued by Income Tax Department,
- ii. Copy of the Certificate of Registration / Provisional Registration No. under GST issued by concerned tax department as applicable,
- iii. Copy of registration as registered firm/ certificate of incorporation from Registrar of Companies in case of company as applicable,
- iv. Copy of the audited balance sheet along with audit report of the company for the previous three financial years mentioning turnovers,
- v. Copy of the Income Tax Return of the company for the previous three assessment years (2014-15,2015-16 & 2016-17).
- vi. Copy of the experience certificates as required,
- vii. Enclose all relevant samples,
- viii. Signed Tender Document,
- ix. DD of Cost of Tender Document
- x. DD of EMD

32.The Envelope of FINANCIAL BID should contain:

Financial Bids B-1 and B-2 duly signed and with Seal of the Company.

Signature of Authorized Signatory:

SECTION-4

Corrupt or Fraudulent Practices

Pt. Ravishankar Shukla University Raipur requires that the Bidders under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the University

a. Defines for the purposes of this provision, in the terms set forth as follows:

- *Corrupt practice* means the offering, giving, receiving or soliciting of anything of value to influence the action of any Raipur University official in the procurement process or in contract execution; and
- *Fraudulent practice* means a misrepresentation of facts in order to influence a procurement process or execution of a contract to the detriment of Raipur University and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the University of the benefits of free and open competition.

b. Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

c. Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

d. The past performance of the Bidder will be crosschecked if necessary. If the facts prove the same to be dubious, the Bidders tender will be ineligible for further processing.

For the purpose of this tender the provisions of Integrity Pact as described in the order dated 6th July 2013 of Dept. of Finance, Govt. of CG shall be abided by all the parties.

Signature of Authorized Signatory:

SECTION-5

UNDERTAKING

It is certified that my firm/agency/tenderer has never been **black listed** by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on -

Signature of the Tenderer

Place:

Name of the Signatory

Date:

Name of the Firm/agency

Seal of the Firm/Agency

Signature of Authorized Signatory:

SECTION-6

PROFORMA 'A'

No.

Dated

To,

The Registrar

Pt. Ravishankar Shukla University, Raipur (C.G.)

Subject: Tender for Pre. & Post Examination Work

Reference: Your NIT No. 37/DEV./2018; Dated 13/02/2018

Respected Sir,

As per your Notice Inviting Tender cited above in Reference, this firm submits that the Terms and Conditions of the Tender Document are acceptable to it and agrees to abide by the same. Particulars of the Firm are as given hereunder:

Name of the Firm :

Address :

1. Tender Document received from	Website / Office
2. Tender Document Fee	Demand Draft No Dated
3. Earnest Money	Demand Draft No Dated
4. PAN Card No.	Annexure No.
5. GST Registration No/ Provisional No	Annexure No.
6. Valid Registration of the Firm/Company	Annexure No.
7. Income Tax Return for the last Three Years	Annexure No.
8. Annual Turn Over of last Two Financial Years (Rs. 10 Crores each)	Annexure No.
9. Work Experience related documents (of at least 5 yrs with 3 Universities each year.)	Annexure No.
10. All relevant samples	Annexure No.
11. Proforma 'A'	Placed in Envelope titled "TECHNICAL BID"
12. Proforma 'B-1' and 'B-2'	Placed in Envelope titled "FINANCIAL BID"

Signature of Authorized Signatory

Seal of the Firm

Mobile/ Phone No

Signature of Authorized Signatory:

SECTION-7

PROFORMA 'B-1'

No. 37/DEV/2018

Dated-13/02/2018

To,

The Registrar

Pt. Ravishankar Shukla University, Raipur (C.G.)

Subject: Tender for Pre. & Post Examination Works

Reference: Your NIT No. 37/DEV./2018; Dated 13/02/2018

Respected Sir,

As per your Notice Inviting Tender cited above in the Reference, this firm submits that the Terms and Conditions of the Tender Document are acceptable to it and agrees to abide by the same. The Financial Bid for the Tender is as given hereunder:

Name of the Firm :

Address :

Brief Description of the Work	Rates in Rupees per student per year
All the Pre. & Post examination Works including all reports in soft and hard copies, Stationery, OMR Cover based Main & Additional Answer Books (32 & 08 Pages), Online Activities, Result Processing of Semester Exams, Hosting on Website and National Academic Depository, Installation of all the needed Hardware and Deployment of Man Power in the University Premises. (Exam Work includes 02 Semesters of the Year, Annual Examinations, ATKT, revaluation, retotalling and Supplementary Examinations) Online Admission Process from the Next Session may also be included.	

Note: Rates should be for all the activities during the whole academic session till completion of all the activities related to ATKT (under Semester Exams of the year) and Supplementary Exams (under Annual Exam System) as detailed in the Tender Document.

Signature of Authorized Signatory

Seal of the Firm

Mobile/ Phone No

Signature of Authorized Signatory:

SECTION-8

'Proforma B-2'

Financial Details for Submission of Bid for Result Processing for session 17-18

No. 37/DEV/2018

Dated-13/02/2018

To,

The Registrar

Pt. Ravishankar Shukla University, Raipur (C.G.)

Subject: Financial Bid for Post Examination Works for session 2017-18

Reference: Your NIT No. 37/DEV./2018; Dated 13/02/2018

Respected Sir,

As per your Notice Inviting Tender cited above in the Reference, this firm submits that the Terms and Conditions of the Tender Document are acceptable to it and agrees to abide by the same. The Financial Bid for the Tender is as given hereunder:

Name of the Firm :

Address :

Brief Description of the Work	Rates in Rupees per student
All the Post examination Works including all reports in soft and hard copies, Result Processing (through dual entry system) of Main, Supplementary, Revaluation and Re-Totalling Exams, Result Hosting on Website and National Academic Depository (NAD). This work shall also include preparation and printing of tabulation register and mark sheets. The tentative number of examinees is 1,50,000 for Main and 25,000 for Supplementary.	

Note:

Signature of Authorized Signatory

Seal of the Firm

Mobile/ Phone No

Signature of Authorized Signatory: