

JIWAJI UNIVERSITY, GWALIOR

No. Exam-2/Conf./2011/245

Dated : 01-12-2011



// TENDER NOTICE //

Sealed tenders are invited from reputed, experienced technologically sound firms having at least three year experience of Online form filling, pre and post examination work using bar coded based OMR answer books technology, for any University having student strength of one lac and above. Tender form having terms & Condition, technical aspects and other details of work may be obtained on payment of Rs. 1000/- cash or through demand draft from office of the Registrar, Jiwaji University, Gwalior during office hours. It can also be downloaded from University website www.jiwaji.edu last date for depositing completed tender form in the university 16-12-2011 up to 5-00 p.m. Tenders shall be opened on 19-12-2011 at 4-00 p.m. in the presence of tenderers or their representatives.

3-12-11

REGISTRAR

P.S.

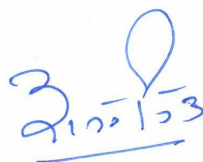
JIWAJI UNIVERSITY, GWALIOR

GENERAL INSTRUCTIONS

Sealed tenders in two bid system are invited for examination work. The technical & financial bids must be sealed in separate envelopes and the two bids are to be sealed in an outer envelope.

Separate D.D. for the Earnest Money and tender fee must be submitted along with the technical bid. No application will be considered if submitted without tender fee and EMD.

The tender should be addressed to Registrar, Jiwaji University, Gwalior.



JIWAJI UNIVERSITY, GWALIOR

General Conditions

1. Duration of contract shall be three years.
2. Tenderer must be capable of executing the project within time.
3. The scope of work includes design and development of software, web hoisting , maintenance, operation, processing and report generation for end to end examination work of the University. The hardware, stationary, equipment etc. required shall be arranged by the contractor. The contractor shall arrange for net connection, web and data server, all hardware viz, high speed printers, OMR and barcode scanners, UPS etc.
4. For carrying out the entire activities one web based secured integrated application has to be developed on Linux Platform using PHP as front-end interface and my SQL database at back end.
5. The bidder will depute sufficient qualified and experienced man power to maintain utmost secrecy, proper and smooth functioning and successful completion of the work within stipulated time.
6. Data/ documents will be delivered to the authorized person/ manager by the firm. Date of delivery of data will be considered as the date on which last data is provided. Number of days of completion of work will be counted from this date, given in the schedule of completion of work.
7. Bidders are required to read the documents carefully before filling the quotations. At the time of submission, every page duly numbered must be signed by the authorized signatory.
8. Any information provided in support of the bids must be properly annexed, numbered and duly signed.
9. Any ambiguous conditions quoted in the application may lead to summary rejection of the quotation.
10. All bidders may carefully note that the unit of all the works will be finalized at the time of issue of tender document to the qualified bidders and no alteration in the final quotation will be acceptable to the University at any stage.
11. Tenders are invited “by two cover system”. The first cover clearly marked as “Technical Bid”, shall contain the information about the tenderer e.g. experience and past performance in the execution of similar contract, capabilities with respect to technical personnel, equipment and hardware or software facilities, financial status and capacity and any other information considered relevant for “pre-qualification” of the tenderer. The criteria for pre-qualification is a part of the tender document and is laid down to facilitate short listing competent suppliers and not for restricting open competition. The second cover marked as “Financial Bid”, shall contain price quotation, the first cover will be opened first. The tender opening authority shall evaluate the tenderer’s capacity on the basis of criteria specified in the tender document and on this basis prepare a list of qualified tenderer. In respect of ‘pre-qualification’ there shall be no further gradation among the qualified tenderers. The second cover containing price quotations will be opened only of the tenderers found to be qualified to execute the tender.
12. Sealed tenders superscribed “**Tenders for Online Form Filling, Pre and Post Examination Work using Bar Coded OMR Answer Books Technology**” containing COVER A & COVER B as prescribed hereafter should be submitted to the Registrar, Jiwaji University, Gwalior.

Signature of Tenderer with Seal

13. The tenderer should send along with the tenders the following supporting documents/ certificates for the following technical criteria in separate cover, here after called “COVER A”
- a. Earnest Money Deposit Rs. 100000/-
 - b. The tenderer may produce the list of those customer organizations for whom they have done computerization work of this nature on OMR technology and online work on Linux platform using PHP & My SQL for at least 1,00,000 candidates each year in the last three years along with certificates/ order letters from the institutions in support of the same.
 - c. The tendering firm shall have sufficient technically qualified staff to handle/operate the above hardwares i.e. at least one system analyst or programmer, five computer operators, three data entry operators & three other assisting personnel. Firm shall have to furnish the list of technical staff with their qualifications working with the firm.
 - d. The tendering firm should furnish the proof having Own/ hired/ leased data server & web server.
 - e. Tendering firm should have a owned/ leased software. Tendering firm will have to produce information about Data Base Management System/ Software which will be used by the firm in execution of the job and file formats on which the Data-files of pre & post examination work will be provided by the firm. Should produce the proof of using Linux platform using PHP & My SQL database.
 - f. The tenderer should submit profit & loss account & balance sheet and annual turnover statement of last three years.
 - g. The tenderer should attach the ISO certification.

Note:-

- (A) All attested document must be submitted in Hindi or English Language. If the documents are not in Hindi or English, they should be translated Hindi or English & attested by authorized translator. Translated copy along with copy of original document must be submitted.
 - (B) Tender will be liable for outright rejection if :-
 - a. Any rates are disclosed in Cover A.
 - b. Any discounts/ special offers are made in cover A.
14. Financial Bid duly filled as per Part-B giving the rates for Quoted assignment in separate sealed cover after called, “COVER B” should also be addressed to the Registrar, Jiwaji University, Gwalior. and should be superscribed “**Tenders for Online Form Filling, Pre and Post Examination Work using Bar Coded based OMR Answer Books Technology**” Signatory authority of Tenderer should sign each page of Part-B.
15. Both Cover (A & B) should be sealed in the one separate big envelope and send to the Registrar , Jiwaji University, Gwalior up to prescribed date & time. All received tenders will be opened in the presence of tenderers who choose to be present. Cover B will be opened only for those tenderers who satisfy the standard criteria laid down by the University on the details furnished by the tenderer in Cover A.
16. Requirements of pre & post computerized examination work have been supplied herewith be treated as part of term & conditions of the contract.
17. Experience of school education and entrance / recruitment examination will not be counted and the tenderer should not provide such experience.
18. The University reserves the right to reject or accept any tender without assigning any reason.
19. Data backup shall be provided by the contractor at the completion of each activity at the time of raising bills.
20. The tenderer shall make available SMS alert and SMS on demand facility for providing information to students at different stages.

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ELIGIBILITY CRITERIA

1. Tenderer should be an ISO Certified Company/ Firm in the area of examination processing.
2. Proof of developing the online examination application on Linux platform using PHP as front-end and My SQL at back end.
3. Tenderer should have at least 3 years experience in regular annual & semester examination processing of a University having student strength of one lac and above. (data processing and result preparation using bar coded OMR Answer Books & Online pre & post processing)
4. Tenderer should have average annual turnover of more than Rs. 2.00 crore for last three years. Total Rs. 6.00 crore for three years.
5. The tendering firm should have the following hardware of his own:-
 - a. At least Ten computers with Two line Printers & UPS etc.
 - b. At least Six OMR scanners.
 - c. At least Six Bar code reader.
 - d. The firm shall have to furnish proof in support of availability of above desired hardware.

EARNEST MONEY

1. Tender shall be accompanied by an earnest money Rs. 100000/- without which tenders will not be considered.
The amount should be deposited in the form of Bank Draft/ Bankers Cheque of the nationalized Scheduled Bank (drawn) in favor of Registrar, Jiwaji University, Gwalior, payable at Gwalior.
2. Refund of earnest money :- The earnest money of unsuccessful tenderer shall be refunded soon after final acceptance of tender & placing order to successful tenderer.
3. The earnest money / security deposit lying with Department/ office in respect of other tenders awaiting approval or rejected or on account of contracts being completed will not be adjusted towards earnest money/ security deposit for the fresh tenders. The earnest money may however, be taken into consideration in case tenders are re-invited.
4. Forfeiture of Earnest Money: The earnest money will be forfeited in the following cases:-
 - a. When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
 - b. When Tenderer does not execute the offer agreement prescribed within the specified time.
 - c. When the tenderer does not deposit the security money after the order is given.
 - d. When he fails to commence the service as per the order within the time prescribed.
 - e. If any term and condition of the contract is breached.
 - f. If authority is not satisfied with the entitled work the fees will not be remitted to the tenderer for the said work. If same situation rises for three times, the security deposit may be forfeited.
 - g. Notice of 15 days time will be given in case of forfeiture of security deposit. The decision of the Tendering Authority in this regard shall be final.

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SECURITY DEPOSIT & AGREEMENT

1. Firm whose offer is accepted will have to deposit a Security Deposit equal to 5% (Five Percent) of the total value of approximate quantity as per tender catalogue in favor of **Registrar, Jiwaji University, Gwalior**. The forms of security deposit shall be as below and it must be renewed time to time as per University rules, if necessary.
(A) Bank Draft/ Banker Cheque/Bank Guarantee from any nationalized bank.
2. Successful tenderer will have to execute an agreement on a Non Judicial Stamp Paper of Rs. 100/- in the prescribed form with the Registrar, Jiwaji University, Gwalior and deposit security money within 15 days from the date on which the acceptance of the tender, under Registered post, is communicated to him.
3. The security deposit shall be refunded within six months after completion of the contract as per order of after the expiry of contract on satisfactory completion of the same after the expiry of the period of contract whichever is later and after production of no dues certificate in favor of the tenderer by Registrar, Jiwaji University, Gwalior.
4. No interest will be paid on security deposit/ earnest money deposit.
5. In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit shall be liable forfeited by Registrar, Jiwaji University, Gwalior and his decision shall be final.
6. The expenses of completing and stamping the agreement shall be paid by the tenderer and the tenderer will furnish free of charge on executed stamped copy of the agreement to the Registrar, Jiwaji University, Gwalior.

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RATES

1. Rates must be offered net only against the specified column of the items. The net rate must be inclusive of all taxes.
2. Other statutory increase or decrease shall be agreed upon mutually between University and supplier and revised rate shall be applicable to order received by the supplier on or subsequent to the date of such increase in government duty.
3. The rates must be written both in words and figures. In case of discrepancy between the prices quoted in words in figures, lower of the two shall be considered. There should not be errors and/ or overwriting. Corrections if any should be made clearly and initialed with dates.

ADMISSION WORK

1. Online submission of college profile by colleges as per the given performa.
2. Generation and processing of Admission form online with online uploading photograph & signature with full details of candidate as per given performa.
3. The admission will be subject to the details filled by the college in the college profile. The college can not admit any candidate in a course for which it is not affiliated and also the college can not give admission to candidates more than the allowed capacity.
4. Generation of list of admitted candidates.
5. Printing of Enrollment Register in two copies separately on 70 GSM paper.
6. Printing of Enrollment Slips on 70 GSM paper.
7. Generation of Challan data date wise for account department online.
8. Generation of class wise summery for account / university panel online.

PRE EXAMINATION WORK

1. Generation and processing of online examination form with online uploading of photograph/ signature for all classes as per design , method and programme declared by University.
2. Generation of online Roll list, Admit Card, Centre Copy & Attendance sheet with photograph & signature .
3. Firm will provide online centre wise roll list for each examination indicating serial number of application form as well as Enrollment no. and roll numbers.
4. Firm will provide numerical returns paper wise and centre wise for each examination online.
5. Firm will provide alphabetical list of all regular candidate online.
6. Firm will provide QP statement for each examination online.
7. Firm will provide paper wise, roll no for each and every centre for seating arrangements .
8. Firm will provide Online exception report of candidates who have not been enrolled as students of the University for any examination.
9. Providing online Registration summary for each examination as per format approved of by the University.
10. Online generation of fee demand note, generation of challan and consolidated financial statement in view of University & accounts department.
11. Printing of Roll list in two copies.
12. Printing of QP Statement in three copies.

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SCANNING OF THE FLAPS PART-III & PART IV OF THE ANSWER BOOK

1. The firm will provide stickers to be pasted on the envelopes containing the flaps of part III and Part IV separately.
2. The stickers will indicate packet no. sub name, sub code, class and indication to use it for part-IV / part-III , for every 200/300 A/B one packet will be prepared.
3. The University will provide after examination and receipt of the A/B, one envelope containing of flap of part-IV for each 200/300 A/Bs.
4. The University will provide the packet received from the examiner containing flaps of part-III.
5. The firm will scan the Part-IV and resolve all errors of scanning.
6. The firm will scan the Part-III and resolve all errors of scanning.
7. The firm may have to scan the barcodes thru hand held bar code reader, if the bar codes are not scanned by OMR scanner.
8. After scanning both the parts, the firm will match them, resolve all the errors and prepare the awards containing actual roll no. sub code, paper, class and marks.
9. The firm will carryout changes till all the marks are finally updated in the computer.

POST EXAMINATION WORK

1. The firm will generate online process of feeding practical/ sessional marks as per the scheme with proper checks and sufficient security.
2. The firm will generate the paper wise marks list as per the format specified.
3. The firm will ensure that the marks of all the candidate are filled by the colleges/ practical examiner.
4. The firm will generate online process to enter online absentees by the colleges for each session of examination class wise.
5. Exception report of such candidates whose marks are required for each examination along with list of paper-wise roll no. in which marks required in 2 copies.
6. TR are to be printed on 70 GSM HPC/A grade mill paper, Mark Sheets are to be printed on 105 GSM parchment paper .
7. The final results will be prepared by the firm as per University Rules & Ordinance and as per directions of the University. Result preparation will involve following :-
 - a. The firms would provide statistics of each exam in the specified formats as and when required.
 - b. The firm will prepare tabulation register in specified formats in triplicate.
 - c. The firm will prepare press release along with provisional merit list.
 - d. The firm will provide the statistical statement.
 - e. The will provide two CDs for making result available online as per format specified by the University.
 - f. The firm will provide the TR and other database on CDs for use at University end.
 - g. The firm will ensure the maximum marks mentioned on its award sheet as per the scheme.Marks obtained do no exceed the maximum marks.
 - h. Decision of bonus marks / conversion of obtained marks as per the maximum marks given in the scheme shall be made effective by the firm while processing the results.
 - i. The final result sheets and other papers as given above should be handed over within three days of the receipt of clearance of exception report from University office otherwise a penalty of 3% of the total bill of particular exam. per day would be charged.

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8. The firm would handle all work of the supplementary exam/ due paper/ ATKT exam wherever applicable on the same rates as mentioned above for main examination.
9. T.R. of Result Withheld cases in 2 copies.
10. Result of Withheld cases to be prepared, when the marks are received.
11. List of candidates declared passed at the Final Exam. Only for the Certificate / Diploma/Degree-3 copies with photographs.
12. The firm has to supply the various statements whenever required at any number for thus of times and no extra payment will be made.

OTHER TERMS & CONDITIONS

1. All the online activities are time bound and are open for limited period. The firm should ensure that fee amount is calculated as per the schemes provided by the University time to time. The software should be capable of changing the fee amount as soon as the dates for late fee, double late fee starts.
2. The software developed by the firm should take care that any activity at any time can be started or stopped for a college for any examination / class. There are always possibilities that a particular activity is stopped for one college but running for another college.
3. Tenders should be accompanied by a sample of each item of stationery as per specifications intended to be used for printing Roll Lists, Tabulation Register and Mark- Sheets etc. which should not be below standard paper.
 - a. Weight of paper to be used for printing of Tabulation register, Mark- Sheets and other material should be indicated on the sample of stationery.
 - b. Tenderers are required to print the Tabulation Register, Mark- Sheets and Result Sheets on pre- printed stationery after getting approval of the University and other material on plain paper.
 - c. Tabulation Register and Mark –Sheets must be printed by the fresh ribbon. Re- inked ribbon shall not be allowed for printing the above material being permanent record.
 - d. If the University finds that the printing is of substandard then the tenderer will have to reprint the same at no extra cost. However, if delay is occurred, penalty of Rs. 300/- per day shall be imposed.
4. The Tabulation Register for each examination centre/ institute will begin from a new page.
9. Exception report for the Post examination work shall be supplied to the University within three days from the date receipt of the last award. All printed material for post – examination work shall be supplied within three days from the date of receipt of corrected exception report from the University.
10. It would be the sole responsibility of the firm to punch and verify the awards at their own level.
7. The firm should furnish information regarding their punching capacity and daily/ hourly output of the Tabulation Register, Mark- Sheets and Roll lists etc. Tenderer are also required to supply specimen of their printed material.
11. Tenderer are required to supply sample result of various nature of at least 50 candidates of each examination within 15 days from the date of receipt of sample (fictitious) award to judge accuracy and the correctness of the programming of the computer level. Failing to the above, the University will be free to cancel the agreement and the earnest money/ security deposited by the tenderer for the purpose will be forfeited and the work will be got done form some other tenderer at the cost and risk of the approved tenderer.

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12. If any work is not completed within the stipulated time, the tenderer doing the work shall be penalized Rs. 300/- for each day of delay a sum of Rs.30/- for each mistakes shall also deducted as penalty from the bill.
10. In case of any difference of opinion or dispute, the decision of the University shall be final and binding. For any legal complications, the jurisdiction will be at Gwalior.
- 4 The firm shall be required to preserve the data for the year up to 31st March of the following year.
12. In case of serious lapse in processing and timely completion of the same University shall be free to withdraw the work and allot the same to other firm at the risk and cost of the approved firm.
13. No Updates or Correction charges shall be payable to the firm.
14. The firm should nominate a person who shall appraise the C.E. concerned about the status of work daily and should be available on phone (whenever required).
- 15 Firm shall allow inspection of source and suitability of the programme code used in the examination to the job whenever desired by the University.
- 16 Firm shall agree that in case of mistakes, which any turn out to be intentional, besides the penalty as contained in tender form, the University shall be free to take further legal action according to the graveness of the mistake.

FINANCIAL TERMS & CONDITIONS:

1. Rates are to be quoted for each & every item to carry out all the works The work will be awarded to one party only for all activities mentioned in documents. Partial bids will be rejected. The bidders are required to quote for all the items. Any bid not covering a single item will be rejected.
2. No Extension will be given under any circumstances.
3. Where number of students are less than 100 in an examination, minimum charges for 100 students shall be payable. In other cases charges for actual number of student only shall be payable.
4. No updating charges shall be payable to the firm.
5. Bill for each classes shall be raised for each class separately i.e. U.G./ P.G./ Professional. Bills for Pre , Post , Revaluation, Back Paper Main and Back shall be separately .

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FINANCIAL BID

Name of firm:

Address of firm:

Contact no. of proprietor of firm:

NOTE: ALL THE ONLINE WORK WILL BE FULLY DEVELOPED AND DESIGNED ON LINUX PLATFORM USING PHP AS FRONT-END INTERFACE AND MY SQL DATABASE AT BACK END.

S.No.	Description of Items	Unit	Rate per Unit
1.	<p>Admission Work:-</p> <p>Online submission of College profile as per the given Performa Generation and processing of Admission form online with photograph & signature (to be uploaded by the colleges) from the candidates with full details of candidate as per given Performa.</p> <p>Admission will be subject to the candidate given in colleges profile as only those classes will be on for which college affiliated along with the restriction of total no of candidates.</p> <p>Generation of list of Admitted candidates.</p> <p>Allotment of Enrollment No. to eligible candidates.</p> <p>Printing of Enrollment Register in two copies separately and Enrollment Slip on 70 GSM stationary .</p> <p>University & Account panel to be provided.</p>	Per Student	
2.	<p>Pre- Examination Work (Main, Back & Supplementary)</p> <p>(Previous year's data will be provided by the University. Porting is included in the scope of work).</p> <p>Generation and processing of online examination form with photograph/ signature for all classes as per design, method and programme declared by University which is fully developed and designed on Linux platform using PHP as front-end interface and my SQL database at back end. Matching of data from bank data.</p> <p>Generation of Online admit card, centre copy with photograph/ signature and digital/ scanned signature of authorized signatory.</p> <p>Generation of roll list, attendance sheet, sitting plan for each subject (Theory & Practical) separately, on line.</p> <p>Generation of centre wise, subject wise, class wise actual student strength for packing of question papers.</p> <p>Online generation of fee demand note, generation of challan and consolidated financial statement in view of University fee norms.</p> <p>University & Account panel to be provided.</p> <p>Printing of Roll list in Two copies</p> <p>Printing of QP statement in Three copies.</p>	Per Student	
3.	<p>Post- Examination Work (Main, Back & Supplementary)</p> <p>Supply of Stickers to be pasted on Envelopes for both the flaps (one for roll no detail and other for marks) indicating packet no., sub</p>	Per Student	

	code, sub name etc. Scanning of Bar coded OMR flaps for each answer book two flaps to be scanned one for roll no and other for marks. Matching of both the flaps and preparation of awards with roll no., sub code , paper, marks , packet no. Mismatches , if any, to be resolved. Note : A student may be registered for one to ten answer books.		
4.	Result Processing :- Online feeding of practical / sessional marks as per the scheme given with proper check by colleges with sufficient security. List of Practical & Sessional marks subject wise to be sent to University and One copy to be kept by college. List of candidates for whom practical / sessional marks are not entered. Display of marks subject wise or roll no. wise. Panel to enter online absentees/ present candidates by the colleges for each session of the examination classwise. Compilation of theory and practical marks obtained in previous year, providing exception reports. Preparation of result as per the rules of each class including promotion rules subject to verification and modification by University. Printing of tabulation register in triplicate. Printing of statement of marks (Mark sheet). Printing of Press Release . Printing of statistical statements. University panel to be provided.	Per Student	
5.	Revaluation Work (Only for annual classes) and Re totaling Online submission of revaluation forms. Entry of revaluation marks from award lists OMR sheet including verification & error checking. Preparation of Revaluation results as per the rules of each class . Printing of Revised T.R.. Printing of revised statement of marks . (mark sheet.) Online generation of fee demand note, generation of challan and consolidated financial statement in view of University fee norms.	Per Student	

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TECHNICAL BID

(To be submitted in the envelop marked Technical Bid)

1.	Name of Bidder	
2.	Name & Designation of authorized Signatory	
3.	Office Address	
4.	Telephone / Fax No .	
5.	Mobile No.	
6.	E mail	
7.	Year of Establishment	
8.	Nature of the Firm	
9.	Is the office owned/ leased & rented	
10.	Registration No.	
11.	PAN No.	
12.	Name of person who will apprise the University about the status of the work with his Phone No.	

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13. Details of main work orders of University Regular Annual/ Semester Examination for last three years.

Year of Examination	Name of Universities	No. of Students	Mention item no of commercial bid covered by enclosed order
Examination 2009	1. 2. 3. 4. 5. 6.		
Examination 2010	1. 2. 3. 4. 5. 6.		
Examination 2011	1. 2. 3. 4. 5. 6.		

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14. Details of University Regular Annual/ Semester Exam. works done in past fulfilling general conditions of tender

S.N.	Work order no. with date	Name of University	Related to which item of commercial bid	Total value of work order	No. of Students
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

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15. Details of technical staff with firm

S.N.	Name	Post held	Qualification	Total Experience

16. Details of technical infrastructure available in working condition with firm

S.N.	Name of Instrument	Technical description	Total No.
1.	Computers		
2.	Line Printers		
3.	Laser Printers		
4.	Scanners		
5.	OMR Scanners		
6.	Bar Code Readers		
7.	Server (for storage of data)		

17. Details of licensed software available with firm

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Handwritten signature in blue ink, appearing to be 'P. S.' followed by a date '21/02/2023' written below it.