## //विज्ञापन प्रारूप//

**शहीद महेन्द्र कर्मा विश्वविद्यालय, बस्तर**

जगदलपुर, जिला :–बस्तर (छ.ग.)

क्रमांक/2729/भंडार–प.गो./शमकविवि/2021–22 जगदलपुर, दिनांक– 29.06.2021

**//संक्षिप्त निविदा विज्ञापन//**

शहीद महेन्द्र कर्मा विश्वविद्यालय, बस्तर, जगदलपुर में **Academic, Pre & Post Examination and Other Works (Online Basis)** हेतु निविदा स्पीड पोस्ट, रजिस्टर्ड डाक या पी.एण्ड टी. अधिकृत कोरियर से दिनांक 01/07/2021 से 30/07/2021 के सांय 5.30 बजे तक आमंत्रित की जाती है। जिसे दिनांक 31.07.2021 को दोपहर 12.00 बजे से खोला जावेगा। निविदा के विस्तृत विज्ञापन, शर्ते, योग्यता, प्रपत्र एवं धरोहर राशि इत्यादि के संबंध में जानकारी हेतु विश्वविद्यालय का वेबसाईट **www.bvvjdp.ac.in** का अवलोकन करें।

कुलसचिव

29/6/2021

REGISTRAR
Shaheed Mahendra Karma Vishwavidyalaya, Bastar
JAGDALPUR (C.G.)

# SHAHEED MAHENDRA KARMA VISHWAVIDYALAYA, BASTAR

**Dharampura-2, Jagdalpur, District-Bastar, Chhattisgarh, Pin Code 494001**

**Website: www.bvvjdp.ac.in**

## Notice Inviting Tender (NIT)
## for
## Academic, Pre & Post Examination and Other Works (Online Basis)

Tenders are hereby invited in two parts (Technical Bid and Financial Bid) for complete Academic, Pre & Post Examination and Other Work (Online basis), including all stationery items, of Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur, Chhattisgarh for Academic Session 2021-22. The tender documents along with the details of the works, terms and conditions can be downloaded from the University website http://bvvjdp.ac.in or may be procured from the University Office as per details given below. Tenders shall be received only through Speed Post/Registered Post/P&T authorized Courier. The undersigned reserves the right to cancel/amend the tender and details of works, terms and conditions at any stage without assigning reason thereof.

| No. | Item | Description |
|---|---|---|
| 1. | Cost of Tender Documents (Non-refundable) | **Rs. 5,000=00** (Rs. Five Thousand) |
| 2. | Earnest Money Deposit (EMD) Amount (Refundable to unsuccessful tenderer) | **Rs. 2,00,000=00** (Rs. Two Lakh) by Demand draft in favour of Registrar, Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur (C.G.) |
| 3. | Start Date and Time of **Sale/Downloading** of Tender Documents | **Date 01/07/2021 Time from 03.00 PM** |
| 4. | Last Date and Time of **Sale/Downloading** of Tender Documents | **Date 30/07/2021 Time Up to 03.00 PM** |
| 5 | Start Date and Time of **Submission** of duly filled Tender along with all required documents. | **Date 01/07/2021 Time from 04.00 PM** |
| 6 | Last Date and Time of **Submission** of duly filled Tender along with all required documents. | **On or before 30/07/2021 Time Up to 05.30 PM** |
| 7. | Date and Time of **Opening of Technical Bid** | **Date 31/07/2021 Time 12.00 O'Noon** |
| 8. | Date and Time of **Opening of Financial Bid** | **Will be intimated later after opening of Technical Bid** |
| 9. | Place of Opening of Bids | Office of the Registrar, Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur (C.G.) |
| 10. | Address for Communication | Registrar, Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Dharampura-2, Jagdalpur, Chhattisgarh, India, Pin Code 494001 |

**Registrar,**
Shaheed Mahendra Karma Vishwavidyalaya, Bastar,
Jagdalpur, Chhattisgarh

REGISTRAR
Shaheed Mahendra Karma Vishwavidyalaya, Bastar
JAGDALPUR (C.G.)

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## SECTION - I
## INTRODUCTION

1. Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur (C.G.) **(hereinafter referred to as SMKVBJ)** is a State Public University established by Govt. of Chhattisgarh *vide* Chhattisgarh Gazette (Extraordinary) No. 260-A dated 02-09-2008 as Bastar Vishwavidyalaya, Jagdalpur (C.G.). *Vide* Chhattisgarh e-Gazette (Extraordinary) No. 287 dated 22-05-2021 as Bastar Vishwavidyalaya, Jagdalpur is named as Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur. This University provides online facility for Registration, Admission, Enrollment, Examination and other forms/application submission and conducts examinations of various courses running in university teaching department and its affiliated colleges situated in the jurisdiction of the University in Bastar division of Chhattisgarh State.
2. Admission of regular students in various courses running in university teaching department and its affiliated colleges is normally done in the month of July-August every year or as per academic calendar and orders of Department of higher Education, Govt. of Chhattisgarh. Enrolment of the admitted regular students and Registration of Non Collegiate (private) is normally done in the month of September-October every year. Examination forms are submitted for Annual & Supplementary Examination in the month of November-December and for Semester & ATKT examination in the month of September-October & March-April every year. Approximately 80,000 (Eighty Thousand) Regular, Non Collegiate (private), Supplementary, ATKT, Ex students may appear in next academic year/session.

## SECTION - 2
## INVITATION OF TENDER

1. It has been decided to avail the services of a major **Data Processing and Result Preparation Firm (hereinafter referred to as DPRP firm)** for online Admission, Enrollment, Examination and other forms/application submission facility, Data Processing and Result Preparation as detailed out in this document later for university examinations to be conducted by **SMKVBJ** for the academic year/session 2021-22.
2. The DPRP firm should have an experience of conducting above mentioned activities related to the Admission, Enrollment and Examination of any State University, owned by Government. The DPRP Firm shall have at least **Ten years** of experience of results processing of examinations (Pre & Post Examination Work) of any two State University in India, preferably in State University of Chhattisgarh. Here the experience shall invariably include that the firm must have successfully, cleanly, error free and satisfactorily done on its own pre and post examination data and result processing work.
3. The DPRP firm shall put a team of reliable and experienced Software Engineers/ Programmers to develop the full proof Admission, Enrollment and Examination Results Processing System and also have other supporting staff including data entry operators who shall be exclusively dedicated to this work till its satisfactory completion. In case of need, the firm shall have to deploy additional staff at its own cost.
4. The DPRP Firm shall work as per terms and conditions prescribed and directions given by the Registrar or any responsible official on behalf of Registrar of **SMKVBJ** from time to time.
5. The DPRP firm shall give a declaration in the prescribed format given in this tender document stating that their firm is not black listed /debarred / prohibited by Govt. of India/Govt. of Chhattisgarh or by any other authority recognized by Govt. or any case including civil & criminal or



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any enquires pending against them regarding their work. In absence of this declaration the tender of the firm shall summarily be rejected.

6. The DPRP firm shall not sub-let or sub-contract this job to any other person or firm in any circumstances. It shall undertake and complete this work on its own. It shall meet all the technical parameters on its own. If, the DPRP firm shall sub-let or sub-contract this job/any part of job to any other person or firm in any circumstances. It shall take written permission from Registrar of **SMKVBJ** to undertake and complete this work with all the technical parameters laid down by the University or DPRP firm on its own.
7. The DPRP firm shall have to submit samples of various reports within stipulated time, which shall be considered to judge technical capabilities of the DPRP firm. If desired by **SMKVBJ**, the DPRP firm shall have to give demo of some works like online submission of application forms for Registration, Admission, Enrollment and Examination Results Processing System.
8. The DPRP firm shall have expertise in online submission of application forms for Registration, Admission, Enrollment and Examination for preparation of database, result processing and shall have adequate related equipments. It shall submit the details of the entire hardware along with their capacity etc. with a declaration that this entire hardware if required may be utilized for this work.
9. The DPRP firm must be competent to develop the required Software for stage-wise processing so as to give the outputs as desired by the **SMKVBJ** right from the initial stage till the Preparation of results.
10. The availability of the computer hardware, experienced staff, financial soundness and firm's past experience of similar job shall be the primary criteria for judging the technical capability of the DPRP Firm.
11. The successful tenderer shall have to ensure the processing of the entire work. Single Rate per student/per registration/per application/per SMS/Email basis for various activities has to be quoted for the entire online submission of application forms for Registration, Admission, Enrollment and Examination Results Processing and other works, including arrangement of one-way transportation and cost of all type of stationeries (including security stationary required for mark sheet).
12. The tender document can be downloaded from University Website www.bvvjdp.ac.in the parties utilizing tender forms floated on University Website should submit a Demand Draft (D.D.) amounting to **Rs. 5,000/- (Rupees Five Thousand)** payable in favour of the Registrar, Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur (C.G.) as tender form cost. Only D.D. will be accepted otherwise form will be rejected.
13. The Tender document has to be accompanied by a Demand Draft (D.D.) of **Rs. 2,00,000/- (Rupees Two Lakh)** as EMD along with other details as mentioned in the Tender document. The EMD shall be in favour of the Registrar, Shaheed Mahendra Karma Vishwavidyalaya Bastar, Jagdalpur (C.G.) payable at JAGDALPUR. All proposals and accompanying documents shall become the property of SMKVBJ and shall not be returned. The EMD of unsuccessful bidders shall be returned within 30 days of finalization of agreement with successful tenderer.
14. Tenderer have to submit tender following three envelope methods. **Envelope 'A'** shall contain covering letter, technical bids, EMD, tender documents and other details like copy or Registration Certificates in regard to GSTIN, PAN, TAN etc. This envelope shall be securely sealed and on the top of the envelope name of the Firm, subject of the tender for which the tender has been submitted and Envelope 'A' would be written. **Envelope 'B'** shall only contain the financial bid and shall be opened only after technical evaluation. This envelope shall also be properly sealed and on the top of the envelope name of the Firm, subject of the tender for which the tender has been submitted and



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Envelope 'B' would be written. Then, both the envelopes shall be placed in another big envelope and properly sealed. On the top of this envelope name of the Firm, subject of the tender for which the tender has been submitted would be written.

15. Due to high end technicality of the work, the bidder having experienced technical staff and work experience shall be given preference, together with other pre-requisites.
16. After scrutinizing the technical bids, the tenders, who are found, qualified as per the technical parameters laid down in this document, their financial bids shall be opened, on the date and time which shall be informed later, in the office of Registrar, SMKVBJ. Qualified Tenderer or their duly authorized representatives are requested to be present at the time of opening the financial bids whose date and time shall be announced later. The financial bids of the Tenders, who have not been found technically qualified, shall not be opened and their tenders shall be summarily rejected.

## SECTION-3

## SCOPE OF THE WORK

1. The work initially begins with the online registration and application for Admission, online enrollment of the regular students & online registration of non collegiate (private) examinees followed by online submission of Examination forms by all type of students & examinee. Examination work broadly divided as submission of forms for annual, Semester, supplementary & ATKT examinations, request for revaluation & Re-totaling, Panel valuation etc. Processing of data for Pre-examination work includes stationary required for pre-examination work. Post-examination work (Result preparation, various output related to results and procurement of all types of stationary including the security stationary required for the mark sheets).
2. ***This is to be highlighted that the firm shall also maintain up to date data of SMKVBJ .DPRP firm shall be completely responsible for data Security and Data Maintenance. The firm shall be solely responsible for any marks tempering and marks leak out during result preparation at their end. The DPRP firm shall not publish result on university website or any other web portal without signatured notification of the Registrar or any other authorized official of this University regarding Result of any Examination.***
3. The DPRP firm invariably shall supply all data in hard as well as soft copy after completion of work at every stage as per the directions of the Registrar or any other authorized official of this University from time to time. The DPRP firm shall also have to provide databases in the structure as described by the Registrar or any other authorized official of this University.
4. Rates for various online works must be quoted as per **ANNEXURE A,B,C,D,E,F,G,H,I, J**

### A. ONLINE SUBMISSION OF DIFFERENT FORMS/APPLICATIONS

DPRP firm shall design complete online system for the following at any time throughout the session or period of agreement:-

1. Online Registration and application for Regular Admission in each year/semester of every UG/PG/Diploma/PG Diploma/Ph.D./Certificate course.
2. Online enrollments of new admitted students in each year/semester of every UG/PG/Diploma/PG Diploma/Ph.D./ Certificate course.
3. Online registration of new non collegiate (Private) students in each year/semester of every UG/PG course.
4. Online application for Annual, Semester, Supplementary, ATKT, Special Examination of Regular, Non Collegiate (private), Supplementary, ATKT, Ex students.



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5. Online Request for Revaluation, Re-totaling & Panel valuation.
6. Online application for Urgent Marksheet, Duplicate Marksheet, Correction in Marksheet
7. Online application for Provisional Degree & Duplicate Provisional Degree, Correction in Provisional Degree
8. Online application for Degree, Duplicate Degree, Correction in Degree.
9. Online application for Migration & Duplicate Migration, Correction in Migration.
10. Online application for Transcript & Duplicate Transcript, Correction in Transcript.
11. Online Application for Degree, Marksheet, any Certificate, Migration, Transcript Verification.
12. Online application for Eligibility Certificate, Duplicate Eligibility Certificate, Correction in Eligibility Certificate.
13. Online application for Transfer Certificate, Duplicate Transfer Certificate, Correction in Transfer Certificate.
14. Online application for affiliation of new college, new course, new subject, seat increase in existing course & subject & College Inspection for affiliation (Temporary & Permanent).
15. Online application for addition/Deletion of College and Teacher of College/UTD and updation of details of College and Teacher of College/UTD.
16. Online application for addition/Deletion of any course & subjects with approved seats in College/UTD.

- New Registration, Admission, Enrollment and submission of examination forms, any certificate, Degree etc. as stated above shall be done through online process. Applicants/Examinees shall submit online forms/applications with Scanned Colour Photographs and Scanned Signature. The requisite fee and online payment transaction charges/any other charges of bank shall be remitted by the students.
- Data of Examinees for Supplementary Examination shall be retrieved from Online Data of Examinees of Main/Annual Examination of concerned session/year by DPRP Firm and Online Supplementary Examination Forms for the same shall be filled by Examinees. Similarly, Data of Examinees for ATKT Examination shall be retrieved from Online Data of Examinees of Semester Examination of concerned session/year by DPRP Firm and Online ATKT Examination Forms for the same shall be filled by Examinees. The requisite fee and online payment transaction charges/any other charges of bank shall be remitted by the students.
- Data of Examinees for Revaluation, Re-totaling & Panel valuation shall be retrieved from Online Data of Examinees of Main/Annual Examination of concerned session/year by DPRP Firm and Online Application Forms for the same shall be filled by Examinees along with requisite fee. The requisite fee and online payment transaction charges/any other charges of bank shall be remitted by the students.

In all the cases above, the examinee will have the option to remit the fee through online gateway for which a link will be provided on the website of the University or through the challan generated online for submitting the fee in the respective Bank account in different branches of the bank. After depositing the required fee, student shall update the challan information online. Based on updation, Admission/enrollment /exam form shall be printed online. The same shall be deposited to the college by the student who in turn shall send with challan copy to the University.

***Kindly see ANNEXURE "A" for details***



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## B. PRE-EXAMINATION WORK

**Pre-examination work includes:**

1. Online preparation of Scheme of Examination for respective Examination as per ordinance/ regulation & syllabus of each course & subjects/papers,
2. Online coding of affiliated colleges, courses, subjects & papers, verification from Officials of Examination/Confidential Section of the University.
3. Online registration & submission of application by students/applicants for Enrollment & Examination forms,
4. Sending acknowledgement of online registration & submission of enrollment & Examination forms to students/applicants via. SMS/Email or both in their registered Mobile Number/Email ID or both at each and every stage, as and when required,
5. Providing online facility for editing of errors in Online submitted Enrollment & Examination forms by students/applicants to them,
6. Providing online facility for editing of errors in Online submitted Enrollment & Examination forms by students/applicants to colleges with College login credentials and University Officials/Employees (authorized by Registrar, SMKVBJ) with Login credentials,
7. Allotment of unique Enrollment Number, Uploading and displaying of generated Enrollment Number and List of enrolled students/Examinees in the University Login and College Login, (in prescribed format)
8. Compilation of data of enrollment & examination form (Online), resolve Errors, Discrepancies and any other issues in data, *suo-moto* if necessary & urgent as and when required, or with discussion with authorized official(s) of the University or with the Registrar, SMKVBJ.
9. Processing of data of enrollment & examination form (Online) in order to prepare college wise, centre wise, course wise, subject/paper wise, shift wise data of students/examinees and Generating Roll List with Unique Roll Number of students/examinees,
10. Online displaying of Admit Cards/Hall Tickets, with Colour Photograph & Scanned Signature of students/examinees and all necessary instructions. Admit cards are to be uploaded on official Web Portal (to be developed & designed by the DPRP Firm for the same purpose) of the University with a link for the students/examinees to download. Link must be provided to upload on official website of the University also. (in prescribed format)
11. Printing of Admit Cards/Hall Tickets (per student per page), Students/Examinee wise Attestation (per student per page), Attendance Sheets (Subject/Paper Code and Name wise/Examination Date & Time (Shift) Wise/College & Examination Centre Wise with Colour Photograph & Scanned Signature of students/examinees) in 75GSM A4 size plain White Paper. (in prescribed format)
12. Online marks entry by examiners & Printing of Marks Award Sheets/ Foil-Counter foil etc. (in prescribed format) in 75GSM A4 size plain White Paper.
13. Providing online facility for College/Examination Centre change for Practical/Theory Examination (Annual/Semester/Supplementary/ATKT Examination), Course change, Subject/Paper change to students/examinees, if required, with the prior permission from authorized officials of the University. College change, course change, paper change, practical center change, if required, with the permission of the University.
14. Displaying the Updated Roll List (in prescribed format) in Portal with access to correction by authorized officials/employees of University (by the Registrar) & College (by the Principal/In-charge Officer) in University Login and College Login respectively.
15. Printing of Updated Roll List in prescribed format in 75GSM A4 size plain White Paper.
16. Printing of Enrollment Register in prescribed format (College Wise/Enrollment Number Wise with all details of students/examinees, Colour Photograph & Scanned Signature of students/examinees) in 75 GSM A3 size plain White Paper.
17. Packing and transportation of above printing materials/documents from origin point to University Office, in white/transparent/semi transparent Plastic Coated Business/Corporate



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Envelope or Cloth Line Self Adhesive/Non-Adhesive Water Proof Envelope wrapped/covered in recyclable plastic bags (white/transparent/semi transparent, above 55 Microns Thickness & 100% recyclable/biodegradable - Tear resistant and weatherproof (with easy to stick flap, once closed it cannot be opened without tearing) and Pasting of Waterproof Printed Summary of materials/documents in Self Adhesive Stickers on each Packet/Bundle. (Maximum 6 envelop in a packet/bundle of any exam center (Packet should be cloth/tat or white plastic bag.)

18. Providing data of enrollment & examination forms in Various Numerical Formats like Challan for Question Paper Printing (Examination centre & Subject/paper Code Wise Data of Online examination forms with Date & time of Examination (After Time Table for Examination published by the University) in Printed/Hard & Soft Copy (MS Excel//PDF etc.) and data in different formats in Printed/Hard & Soft Copy (MS Excel//PDF etc.) as well, as and when required by authorized officials/employees of University (by the Registrar) in prescribed format from time to time like :-
    (i) Course wise and Subject/Paper-wise student Count etc.
    (ii) Exam Centre-wise and Course-wise student Count etc.
    (iii) Exam Centre-wise and Subject/Paper-wise Student Count, including both Theory & Practical etc.
    (iv) Any other information/numerical in prescribed format from time to time.

*Kindly see ANNEXURE "B" for details*

## C. POST-EXAMINATION WORK

1. Post-examination work includes processing of results as per Marks Award Sheets/Foil & Counter foil provided by the **SMKVBJ**. This part comprises of generation of various output at different stages as prescribed by **SMKVBJ**. Online entry of Sessional/CCA/CTs/practical (Internal & External) and report generation in printed form as foil and counter foil at college login portal and at Confidential Section of University.
2. Scanning/data entry of Sessional/CCA/CTs/practical (Internal & External)/theory examination and other award list method in order to enter the marks from Marks Award Sheets/Foil & Counter foil.
3. Provide an error list having invalid/duplicate roll numbers/marks after scanning/data entry of marks to correct the given input. The same will be compared by computer and data entry errors to be removed. In marks entry, accuracy should be 100%. Any error in scanning/data entry of marks, & result processing & result preparation by DPRP firm will lead to strict action against the DPRP firm by the University.
4. Provide following items :
    i. Two Copies of Scheme of Examination of all examination/courses in 75 GSM plain papers.
    ii. Statistics of Category (General/OBC/SC/ST) & Gender wise (Male/Female) of each Examination of each College and consolidated.
    iii. Three copies of Tabulation Register (TR) on 75 GSM White Paper printed with laser printer. TR must have colour photograph of examinees. Soft copy to be provided in PDF as well.
    iv. Tabulation Register to be displayed on college and University login in PDF.
5. Online Result to be displayed on university Portal in PDF.
6. Design and print Marksheet having required security features like - Hot foil of University Mono, Multi colour, Micro character printing, Bar Code/QR Code, University Name in UV Line, Currency Code etc. after approval of Registrar, SMKVBJ, final approved format of Colour Marksheet in non-tearable 140 GSM paper with University logo and name, 3D hologram has to be printed.



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7. Print variable data of candidates of each examination in approved Marksheet format on blank Marksheet as per requirement of the University, report to be displayed on the web portal of University.
8. To provide various report regarding result of examinations in MS Excel, PDF etc. as and when required by authorized officials/employees of University (by the Registrar) in prescribed format from time to time.

*Kindly see ANNEXURE "C" for details*

## D. DEGREE FORMAT, ENVELOPE & FOLDER

1. **SCOPE OF WORK** – Printing of Computerized Degree format with all security features (Four color printing, A4 size 29.5 cm x 21 cm, Handmade Paper of 260-280 GSM, Plastic Coated Business/Corporate Carpet Blue Envelope on 130 GSM papers along with inside lamination, size 30.5 cm x 22 cm with self adhesive 3 cm flap on one side and Degree folder Size: 31 cm x 23 cm x1.5 cm, Colour Dark brown/Mehroon, made of high quality leather/synthetic leather with water resistant polythene layer with name and logo of University on both outer face, small pocket for writing name/number with transparent plastic cover on front face, plastic transparent cover on stitched/pasted from two side on both inner face.
2. **SPECIFICATION OF DEGREE FORMAT** –
    1. The DEGREE FORMAT will be as follows :-
        i. Each degree format size - A/4 (29.5 cm x 21 cm)
        ii. Degree Paper - **Handmade** Paper of 260-280 GSM
        iii. Golden Single Color Hard Stamping of University Logo/Mono.
        iv. Format Color Carpet Blue
        v. Tint Base Ultraviolet
        vi. Code number strip Ultraviolet on the side.
        vii. 3-D Hologram of University Logo and Name.
        viii. Mass Strip Patti or 3D Hologram on Back Side
        ix. Currency layer hard foil
        x. Code No..... MALE, FEMALE Printed with Ultraviolet at two places
        xi. In the Template Degree, prescribed content has to be printed by the firm. Student's data will be printed by the University itself.
    2. Template Designing of Degree, Envelope and Folder is to be done by the firm in coordination with the University.
    3. Security printing of certificates (including duplicate certificates) as per the security features listed in the technical specifications.
    4. The checking box and numbering will be printed on the reverse of the degree format.
    5. Degree tint base will be printed in golden color in ultraviolet ink, which is UV coated can be seen on the lamp. The mono, currency code number of the university will be printed in male, female in the tint base itself.
    6. The 3D hologram in the left size will be pasted on the first page. The printed bar code/QR code will remain in the computerized degree. In which the name of the university and all details of candidate/examinee printed in Degree will appear after scanning with bar code/QR code reader.
    7. Supply of hardware/ software system for testing verification of security features.



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8. Printing of the multi-color variable Data on the Degree Certificate. Variable Data will be provided by the University in the form of required text file. If the University decide, then facility of the variable data printing on the certificate to be provided at the University Office.
9. The bidder must supply envelopes in quantity as required having following specifications: - Plastic Coated Business/Corporate Carpet Blue Envelope on 130 GSM papers along with with inside lamination, size 30 cm x 22 cm with self adhesive 3 cm flap on one side. The cover must be with glue strip. Bidder has to print blank space lines for writing/printing receiver's name & address by the University.

**3. TECHNICAL SPECIFICATION**

Bidder must confirm to the following list of security features that are mandatory to be adopted in the design and printing of certificates. However the bidder must specify any additional security features that should be necessarily adopted with details for suitable consideration by the University, with the permission of Registrar, SMKVBJ.

i. PENETRATING INK: Unique (Security) Continuous Serial Number must be printed in the document that appears in different colour on the rear side of the certificate.
ii. SERIAL NUMBER: Serial numbers would be generated with /without check digit.
iii. HIGH RESOLUTION BORDER: Fine decorative border is printed on the Certificate – To produce extremely fine line borders that when copied, gives a line breakage or smudge effect. Bidders should specify any special software used for this purpose and confirm uniform quality of such borderlines.
iv. COPY-N-CHECK: Approved Security printing software must be used & words like copy or void should be incorporated in the document accordingly.
v. MASK-A-PRINT: Security printing features should have some of the contents printed with special effects and can be seen only with the help of a special type of mask. Such feature should ensure that those contents with special effects cannot be copied by a copier or scanner.
vi. MICRO LETTERING – Security printing of some texts must be done with very fine, tiny letters which cannot be seen by the naked eye but can be seen only with the help of a powerful magnifying glass. The location of such printed texts is kept extremely confidential. Such feature should ensure that these texts cannot be copied or scanned.
vii. U-VERIFY: Security printing should have images that are suitably embedded in the document such that these image/s are not visible by naked eye. The image should be readable only under certain range of Ultra Violet light. Such images cannot be copied by scanners or colour copiers.
viii. GOLD/ SILVER/ HOLOGRAPHIC HOT FOIL STAMPING: Logos or any specific design should be adopted using Gold/ Silver/ Holographic hot foil stamping. Such holograms should be very difficult for reproduction.
ix. FLORESCENT INK: Document used should ensure adherence to special florescent inks that would be used for printing the characters.
x. 2D BARCODE AND QR CODE PRINTING: Bidders should provide the system for generating the 2D barcode and QR Code that captures the data as per the specification. These barcodes would be printed on the document. 2D barcodes and QR Codes should be capable of batch processing of data for handling large volumes. Bidders should ensure easy retrieval of data from the 2D barcode and QR Code for quick verification. System should be web



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based so that verification is done online by ingesting the image of the 2D barcode and QR Code. Complex algorithm must be used to ensure that the 2D barcodes and QR Codes are unique for each dataset.

xi. EMBOSSING: Each certificate must be embossed with the University seal before lamination. The University will provide brass seal for the embossing. 12) INVISIBLE RED WITH GUILLOCHE WHEEL

xii. REVERSE MICROLINE

xiii. The bidder must supply envelopes in quantity as required having following specifications:

4. **CONTRACT** - The successful bidder has to enter into a contract for supply of secured certificates for one year from the date of order and if the University wishes can extend the contract for another years at the same rates.
5. **PENALTY IN CASE OF THE DEFAULT** - The event of failure on the part of the supplier to execute the work according to the schedule as agreed in the agreement and to the satisfaction of the University shall be dealt with by the University by imposing a penalty. For the delay in the supply, the University shall deduct an amount @ 1 % (subject to maximum limit of 10%) of total cost per day from the default Supplier's payment. The University reserves, its right to get the work done by any other Supplier at the cost & risk of the Supplier under such circumstances. II) In case of a refusal to execute the work by the successful bidder, the security deposit shall be forfeited.

*Kindly see ANNEXURE "D" for details*

**E. REVALUATION, RE-TOTALLING & PANEL VALUATION WORK**

1. Develop & designing of Software and online submission filling of Revaluation, Re-totaling and Panel valuation application by students/examinees. Payment gateway for collection of fees of Revaluation, Re-totaling and Panel Revaluation and other charges if required.
2. Send Acknowledgement to students via SMS &/or Email in registered Mobile Number &/or Email ID.
3. In prescribed format Generate PDF of marks award list or foil and counter foil of Revaluation and Re-totaling and printing in 75GSM A4 size plain White Paper.
4. Marks entry from marks award list or foil and counter foil provided by Confidential Section of the University. Provide an error list having invalid/duplicate roll numbers/marks after scanning/data entry of marks to correct the given input. The same will be compared by computer and data entry errors to be removed. In marks entry, accuracy should be 100%. Any error in scanning/data entry of marks, & result processing & result preparation by DPRP firm will lead to strict action against the DPRP firm by the University.
5. Preparation of results of Revaluation, Re-totaling and Panel valuation.
6. After declaration of Result of Revaluation, Re-totaling and Panel valuation by the University, results to be displayed on web portal/website of the University.
7. One copies of Marksheet of changed results.
8. Three copies of Tabulation Register (TR) on A3 size 75 GSM White Paper with colour photograph of examinee printed with laser printer. soft copy of TR to be provided in PDF as well.
9. Tabulation Register to be displayed on college and University login in PDF.
10. Two copies of Revaluation, Re-totaling and Panel valuation Register A4 size 75 GSM White Paper & soft copy to be provided in PDF as well.
11. Answer copies for panel valuation will be displayed on digital platform. So, DPRP firm have to develop, design and provide system/software for the same.

*Kindly see ANNEXURE "E" for details*



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## F. SUPPLEMENTARY EXAMINATION WORK

1. Online submission of supplementary examination form by examinees/students and print application form and fees receipt in PDF. Documents like Marksheet of examination to be uploaded on web portal during online submission of supplementary examination form as per schedule decided by University Examination/Confidential Section.
2. Online fees payment via. Payment gateway and other charges if required.
3. Send Acknowledgement to examinees/students via SMS & Email regarding online submission of supplementary examination form & fees payment.
4. Online generate/print application form and fees receipt in PDF.
5. Compilation of data of supplementary examination form (Online), resolve Errors, Discrepancies and any other issues in data, suo-moto if necessary & urgent as and when required, or with discussion with authorized official(s) of the University or with the Registrar, SMKVBJ.
6. Processing of data of examination form (Online) in order to prepare college wise, centre wise, course wise, subject/paper wise, shift wise data of students/examinees and Generating Roll List with Roll Number of students/examinees.
7. Providing data of examination forms in Various Numerical Formats like Challan for Question Paper Printing (Examination centre & Subject/paper Code Wise Data of Online examination forms with Date & time of Examination (After Time Table for Examination published by the University) in Printed/Hard & Soft Copy (MS Excel//PDF etc.) and data in different formats in Printed/Hard & Soft Copy (MS Excel//PDF etc.) as well, as and when required by authorized officials/employees of University (by the Registrar) in prescribed format from time to time like :-
   (i) Course wise and Subject/Paper-wise student Count etc.
   (ii) Exam Centre-wise and Course-wise student Count etc.
   (iii) Exam Centre-wise and Subject/Paper-wise Student Count, including both Theory & Practical etc.

19. Online displaying of Admit Cards/Hall Tickets, with Colour Photograph & Scanned Signature of students/examinees and all necessary instructions. Admit cards are to be uploaded on official Web Portal (to be developed & designed by the DPRP Firm for the same purpose) of the University with a link for the students/examinees to download. Link must be provided to upload on official website of the University also. (in prescribed format)
20. Printing of Admit Cards/Hall Tickets (per student per page), Students/Examinee wise Attestation (per student per page), Attendance Sheets (Subject/Paper Code and Name wise/Examination Date & Time (Shift) Wise/College & Examination Centre Wise with Colour Photograph & Scanned Signature of students/examinees) in 75GSM A4 size plain White Paper. (in prescribed format)
21. Online marks entry by examiners & Printing of Marks Award Sheets/ Foil-Counter foil etc. (in prescribed format) in 75GSM A4 size plain White Paper.
22. Providing online facility for Examination Centre change for Practical/Theory Supplementary Examination to students/examinees, if required, with the prior permission from authorized officials of the University.
23. Displaying the Updated Roll List (in prescribed format) in Portal with access to correction by authorized officials/employees of University (by the Registrar) & College (by the Principal) in University Login and College Login respectively.
24. Printing of Updated Roll List in prescribed format in 75GSM A4 size plain White Paper.
25. Packing and transportation of above printing materials/documents from origin point to University Office, in white/transparent/semi transparent Plastic Coated Business/Corporate Envelope or Cloth Line Self Adhesive/Non-Adhesive Water Proof Envelope wrapped/covered in recyclable plastic bags (white/transparent/semi transparent, above 55 Microns Thickness & 100% recyclable/biodegradable - Tear resistant and weatherproof (with easy to stick flap, once



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closed it cannot be opened without tearing) and Pasting of Waterproof Printed Summary of materials/documents in Self Adhesive Stickers on each Packet/Bundle. (Maximum 6 envelop in a packet/bundle of any exam center (Packet should be cloth/tat or white plastic bag.)

26. Provide following items :
    i. Three copies of Tabulation Register (TR) on A3 size 75 GSM White Paper with colour photograph of examinee printed with laser printer. Soft copy of TR to be provided in PDF as well.
    ii. Tabulation Register to be displayed on college and University login in PDF.
27. Online Result to be displayed on university Portal in PDF.
28. Print Marksheet having required security features like - Hot foil of University Mono, Multi colour, Micro character printing, Bar Code/QR Code, University Name in UV Line, Currency Code etc. after approval of Registrar, SMKVBJ, final approved format of Colour Marksheet in non-tearable 140 GSM paper with University logo and name, 3D hologram has to be printed.
29. To provide various report regarding result of examinations in MS Excel, PDF etc. as and when required by authorized officials/employees of University (by the Registrar) in prescribed format from time to time.

*Kindly see ANNEXURE "F" for details*

## G. WEB PORTAL & TOLL FREE NUMBER RELATED ONLINE WORKS

1. DPRP firm have to design & develop its own Web Portal for SMKVBJ for all works as mentioned in this tender documents including web portal hosting & maintenance and Server Space.
2. DPRP firm have to provide Login facility to various officials/employees of Academic, Administration, Examination, Confidential, Finance, Store, Library Section etc. of University with Unique Login Credentials/User Id, Password & OTP/QR Code Scan based. (Login permissions and role allotted to work in portal as order by the Registrar or any authorized officials to employees with the permission of Registrar)
3. DPRP firm have to provide Login facility to various officials/ HOD/employees of different School of Studies of University Teaching Departments of SMKVBJ with Unique Login Credentials/User Id, Password & OTP/QR Code Scan based. portal (Login permissions and role allotted to work in portal as order by the Registrar or officials/ HOD to employees with the permission of Registrar)
4. DPRP firm have to provide Login facility to various officials/employees of different affiliated Colleges of University with Unique Login Credentials/User Id, Password & OTP/QR Code Scan based. (Login permissions and role allotted to work in portal as order by the Principal/In-charge Principal to employees with the permission of Registrar)
5. DPRP Firm has to design & develop various modules in web portal & software as per discussion/instruction/order of the Registrar or any authorized officials of concerned Section of the University).
6. Exclusive Toll free Number with minimum 05 lines to help/guide students/examinees during online registration and submission of application, online fees payment, in working hours/working day (10.00 AM to 5.00 PM). One Toll free Number/line should be available for 24x7.
7. Online Notice Board in Web Portal. Important notices in Online Notice Board in Web Portal to be updated by officials/employees of Academic, Administration, Examination, Confidential, Finance, Store, Library Section etc. of University.

*Kindly see ANNEXURE "G" for details*

## H. EXAMINATION RELATED OTHER ONLINE WORK

1. Online Examiners Panel Preparation by Examination committee.
2. Online Question Paper preparation by examiners.
3. Scanning of Answer copies for online valuation.
4. Online valuation of answer copies by examiners.
5. Online Result analysis and approval by Result Committee before result publication.



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6. Online Answer Book Management System.
7. Marksheet & Degree distribution management System.
8. Online Answer book bundle dispatch & receiving, tracking/monitoring system.
   *Kindly see ANNEXURE "H" for details*

## I. OTHER ONLINE WORKS

1. University Employees & Work/Office Management System like various works of Academic, Establishment, Administration, Finance, Store, Library etc.
2. Online Financial Management System like Advances given to Colleges for conducting Examination (Theory & Practical) & adjustment of given advances, Online System for generation & print of Payment slip etc.
3. University Recruitment System like online registration and application for recruitment of Teaching & Non-teaching staff, Contract Teachers/Employees & Guest Lecturer recruitment in University as per advertisement & guidelines of officials of SMKVBJ.
4. University Student Management System like admission, fees payment, Progress report, Feedback etc.
5. Online Student complaint/grievance and redressal system.
   *Kindly see ANNEXURE "I" for details*

## J. CERTIFICATE & DOCUMENT VERIFICATION RELATED ONLINE WORKS

1. Online application for Urgent Marksheet, Duplicate Marksheet, Correction in Marksheet. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc.
2. Online application for Provisional Degree & Duplicate Provisional Degree, Correction in Provisional Degree. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc.
3. Online application for Degree, Duplicate Degree, Correction in Degree. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc.
4. Online application for Migration & Duplicate Migration, Correction in Migration. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc.
5. Online application for Merit certificate. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc.
6. Online application for Gold Medal. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc.
7. Online application for Transcript & Duplicate Transcript, Correction in Transcript. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc.



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8. Online application for Marksheet/Degree/Certificate Verification. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc.

9. Provide soft copy of all Result/Degree/Certificates, Data & Different Report for NAAC, Digilocker/NAD, AISHE, NIRF etc.

*Kindly see ANNEXURE "J" for details*

**NOTE: GST SHOULD BE EXTRA AS PER GOVT. NORMS & RATES APPLICABLE FROM TIME TO TIME (AT THE TIME OF WORK/BILLING).**



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## SECTION– 4
## GENERAL TERMS & CONDITIONS

A. Following are key contract terms and conditions required by **SMKVBJ** to enter into a relationship with the vendor. This is not intended to be exclusive or exhaustive. This Contract is intended to sensitize the Bidder to various clauses, which may be reflected in the final Contract:

1. The DPRP firm shall not undertake or continue any kind of work / contract with any of the colleges / institutes affiliated to **SMKVBJ** during the currency of this work.
2. The DPRP firm shall maintain the confidentiality and integrity of the data of the examination process at each and every stage.
3. DPRP firm shall not take up any other assignment which might cause conflict with this assignment. The DPRP firm shall ensure that if any information submitted by it as required by the **SMKVBJ** shall not suffer from any deficiencies, else it may result in rejection of its proposal.
4. Unsuccessful Bidder's bid security shall be returned as per the rule of **SMKVBJ**.
5. The successful Bidder's bid security shall be discharged upon the successful Bidder signing the Contract.
6. No interest shall be payable by the **SMKVBJ** on the amount of the Bid Security.
7. The bid security may be forfeited:
   If a Bidder withdraws his/her bid or increases his/her quoted rates during the period of bid validity or its extended period, if any if the Bidder fails to sign the Contract.
8. Telegraphic tender(s) shall not be entertained.
9. The tenderer shall complete the tender forms, both Technical and Financial, and shall submit them in two separate sealed covers. These two sealed covers are to be kept in a single sealed cover super scribed as "Tenders for Pre and Post Examination Result Processing Work".
10. The tender shall remain valid for one year after the date of opening. No modification to the tender form or price is permitted during the period of validity of the tender. Successful bidder shall execute the work at his/her own premises.
11. Tender duly signed by tenderer must be addressed to Registrar, SMKVBJ and not to any individual by name. Tender must reach on or before 30/07/2021 up to 5.30 PM (During office hours). Each page of the tender must be signed by the tenderer.
12. The tender forms shall be submitted at the address specified and not later than the time specified in the tender notice.
13. Any tender received after the due date and time prescribed shall be rejected. The Technical bid of tender shall be opened on dated on 31/07/2021 at 12.00 O'Noon. The Tenderer or their authorized representatives who choose to attend at the time and date specified in the tender notice at the office of the Registrar. Not more than two persons shall be permitted for each of a valid tender, following Covid-19 Protocol of Govt. & Bastar District Administration. Letter of Authorization must be submitted before Registrar on or before 31/07/2021 12.00 O'Noon.
14. The Registrar, SMKVBJ reserves the right to accept or reject any bid or reject all bids at any time prior to award of contract without assigning any reasons. The Registrar, SMKVBJ reserves the right change or modify/correct any part of this tender document at any time prior to opening of Bids or award of contract without assigning any reasons.
15. The successful bidder shall enter into an agreement within 15 days after receipt of order.



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16. Failure on the part of successful bidder to enter into an agreement within 15 days shall entail to forfeit the earnest money deposit besides being liable for suitable legal action by the SMKVBJ and the firm shall be kept under black list.
17. No advance payment shall be made. Only after achieving the targets satisfactorily, bills can be submitted for payment.
18. Successful bidder shall carry out the instructions given from time to time by the SMKVBJ and shall adhere to the time schedule.
19. All the disputes shall be subject to the jurisdiction of Bastar District.
20. If in the opinion of the **SMKVBJ**, the work entrusted has not been executed to meet the requirements of **SMKVBJ** as per the scope and time schedule, **SMKVBJ** shall be at liberty to cancel the agreement and to take back all the materials given to the successful bidder at any time. In such case, the security deposit shall be forfeited.
21. If any of the services / deliveries cannot be made in accordance with the time schedule prescribed from time to time, **SMKVBJ** has sole right either to cancel the contract and the cost involved in getting the work done elsewhere shall be charged from the firm and /or to impose penalties on the DPRP firm as decided by the Registrar /Vice Chancellor **SMKVBJ**.
22. This contract may be extended for consequent years depending on the review of the work done and satisfaction of the university. Extension would be one year at a time from the date of agreement or previous work order and maximum up to three years.
23. University reserves the right to implement online submission of Admission/enrollment/ examination form or to implement traditional examination/enrollment form filling system.
24. The bidder must have high-end server, proper internet bandwidth, dedicated internet link in order to execute successfully and satisfactorily Pre and Post examination works in offline and/or online mode for at least One Lakh students (work of online registration and data processing etc.) So that candidate(s) can submit the examination form & can access their information like payment status, admission card, and other related information smoothly. Run time error should not occur.
25. If, in the opinion of **SMKVBJ**, the online and offline work like online Admission/enrollment/ examination form submission, retrieving, printing admission card and payment status etc. has not been executed properly to meet the requirement of **SMKVBJ** as per the scope and time schedule, **SMKVBJ** shall be at liberty to cancel the agreement and to impose the financial loss penalties on the DPRP firm as assessed by **SMKVBJ**
26. The DPRP firm shall have to provide students data base and other related information as per the requirement of **SMKVBJ** and other authorized DPRP, if any, in appropriate storage media.
27. The online examination fee for both the works with or without late fee etc. deposited by the candidates, heads of the institutions or by anyone else through the gateway payment is to be reconciled timely and it shall be the sole responsibility of the DPRP firm to reconcile the various fees and provide the related data/reports in a stipulated period as communicated by the **SMKVBJ**.
28. Any difficulty/grievances faced/felt by the students' / end users should be promptly attended and solved immediately by DPRP firm.
29. DPRP firm have to provide data of students in prescribed format for NAAC/NAD/Digilocker and other purposes as and when required by Registrar or other Official/Officer In Charge.



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**B. QUALIFICATION CRITERIA**

1. The agency must have previous/current work orders of at least Two State/Govt. Universities regarding Pre & Post Examination and results processing works. (Enclose sufficient proof.)
2. The agency should have work experience of any Technical University (Enclose sufficient proof.)
3. The Agency should have at least 10 years of online form submission of University examinations and results processing experience in at least two State/Govt. Universities.
4. The Agency should have at least continuous 5 years of results processing experience of any Two State/Govt. Universities of at least Total One Lakh students per year. (Enclose sufficient proof for the same and also at least three successful completion certificates/work orders of those universities)
5. The minimum turnover of the firm/Agency should be Rs. 75 Lakh per annum. (Enclose sufficient proof of last three years 2017-18, 2018-19 & 2019-20 audited/certified by Chartered Accountant)
6. The Agency should submit Income Tax Return of last three Financial Years 2017-18, 2018-19 & 2019-20. (Enclose sufficient proof).
7. Valid GST Certificate, Photocopy of PAN/TAN, Solvency Certificate of minimum Rs. 20 Lakh etc. must be enclosed.

**C. FINANCIAL BID**

1. The bidder shall quote rates in the prescribed Commercial Bid Format for the entire project on per unit basis as mentioned in the format.
2. The rates, once offered, must remain firm and must not be subject to escalation for any reason whatsoever within the period of validity.
3. Any bid submitted with certain conditions shall summarily be rejected.
4. Preference will be given to that firm/Agency, whose financial bid is found lowest for maximum annexure wise works out of total. Final work order shall be given to that firm/Agency, which would be ready to done agreement to accept all the works mentioned in this tender document.

**D. QUALITY ASSURANCE**

1. Successful bidder shall maintain the standards for quality assurance of entire project.

**E. LIQUIDATED DAMAGES**

1. If the DPRP firm fails to deliver any or all of the Services within the period(s) specified in the Contract, the **SMKVBJ** shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, as decided by the Vice Chancellor/ Registrar of **SMKVBJ**.
2. Keeping in view the sensitiveness involved in this project and the failure of the DPRP firm in some important services, the **SMKVBJ** shall also have the right to terminate the contract.

**F. LANGUAGE OF PROPOSALS**

1. The bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer shall be written in English language, provided that any printed literature furnished by the Tenderer may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.



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**G. CORRECTION OF ERRORS**

1. Bidders are advised to exercise meticulous care in entering the pricing figures. The excuses that mistakes have been made or requests for prices to be corrected shall not be entertained after the bids are opened. All corrections, if any, shall be initialed by the person signing the bid form before submission, failing which the figures for such items may not be considered. Where there is a discrepancy between the amounts in figures and in words, the amount in words shall prevail.

**H. DISQUALIFICATION**

**The bid is liable to be disqualified in the following cases:**

1. The Bid is not submitted in accordance with this document.
2. Bid is received in incomplete form.
3. Bid is not accompanied by all the requisite documents.
4. Information submitted is found to be misrepresented, incorrect or false, accidentally, unwillingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any.
5. Both the Commercial bid and Technical bid are placed in the same envelope.
6. Bidder fails to deposit the security deposit or fails to enter into a contract within 15 days of the date of notice of award of contract or within such extended period, as may be specified by **SMKVBJ**.
7. Bidder's fails to provide the complete data every year.

**I. USE OF CONTRACT DOCUMENTS AND INFORMATION**

1. The Bidder shall not, without prior written consent from **SMKVBJ**, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the **SMKVBJ** in connection therewith, to any person other than a person employed by the Bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for the purposes of such performance.
2. The Bidder shall not, without prior written consent of **SMKVBJ**, make use of any document or information made available for the project, except for the purpose of performing the Contract.
3. All project related documents issued by **SMKVBJ**, other than the Contract itself, shall remain the property of the **SMKVBJ** and shall be returned (in all copies) to the **SMKVBJ** on completion of the Bidder's performance under the Contract, if so required by the **SMKVBJ**.

**J. CONFIDENTIALITY**

1. The Bidder shall not use or disclose to any third party any confidential information of **SMKVBJ** except for the purpose of the observance of these terms and conditions.

**K. PENALTIES**

1. The DPRP firm shall strictly adhere to the time schedule given by **SMKVBJ** for each stage of Admission/enrollment, exam form / examination processing work etc., failing to which the firm shall be liable for penalties as deemed fit by the Vice Chancellor/ Registrar, **SMKVBJ** . **SMKVBJ** may debar the firm for a period to be prescribed by the **SMKVBJ**, in case the Firm commits errors in large number, errors of serious nature or shows carelessness or negligence in this sensitive job, or does not adhere to the time schedule, or ignores or disobeys the orders of the **SMKVBJ**



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## L. TERMINATION FOR DEFAULT

1. The **SMKVBJ**, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Bidder, may terminate the Contract.
2. If the selected Bidder fails to implement the system within the time period(s) specified in the Contract, or within any extension thereof granted by the **SMKVBJ**.
3. If the selected Bidder fails to deliver any or all contracted services as per service standards specified in the Contract.
4. If the selected Bidder fails to perform any other obligation(s) under the Contract.
5. If the selected Bidder in the judgment of the **SMKVBJ** has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
6. In the event, **SMKVBJ** terminates the Contract, **SMKVBJ** may procure, upon such terms and in such manner, as it deems appropriate, services similar to those undelivered, and the selected Bidder shall be liable to **SMKVBJ** for any excess costs for such similar services. The **SMKVBJ** would be free to take over fully the assets and operations earlier being undertaken by the Bidder.



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## SECTION-5
## SUBMISSION, RECEIPT AND OPENING OF TENDERS

The tender proposal shall contain no inter-lineation or over writing, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the person or persons who sign(s) the proposal.

An authorized representative of the firm shall sign on all the pages of the proposal. The representative's authorization must be confirmed by a written power of attorney accompanying the proposal.

**Mode of submission of tender:**

Tender shall be submitted in 2 parts envelope "A" and envelope "B". Both the envelopes shall be placed in another big envelope and properly sealed. On the top of this envelope name of the Firm, name of the tender for which the tender has been submitted must be written.

**Envelope "A" shall contain Technical and other details:**

1. Covering letter in the prescribed form given in this document.
2. Format of Admit Card/Degree /Sample of Mark Sheet with proposed Security features etc.
3. Declaration stating that the firm is not black listed.
4. Earnest Money of Rs. 2,00,000/- (Rupees Two Lakh only) in the form of Demand Draft of any Nationalized Bank in favour of the Registrar, Shaheed Mahendra Karma Vishwavidyalaya Bastar, Jagdalpur payable at Jagdalpur.
5. And all other details, as required in the Qualification Criteria except the Financial Bid.

**Envelope "B" shall contain Commercial Bid:**

Single rate on per Unit basis shall be quoted by the firm in the specified format only.



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## SECTION-6
## EVALUATION METHODOLOGIES

1. From the time the bids are opened to the time the contract is awarded, if any DPRP firm wishes to contact the **SMKVBJ** on any matter related to its proposal, it shall do so in writing at the address indicated in the Tender document. Any effort by the firm to influence the **SMKVBJ** personnel in the process of evaluation or comparison may result in the rejection of the DPRP firm's proposal.
2. **Envelope 'A' shall be opened first and each tender shall be scrutinized on the pre-defined technical parameters,** like samples of Admit Card, Security features offered in various required stationery and Mark Sheet. The DEMO of Online submission of forms shall be an important factor to judge Technical soundness of the bidders.
3. **Envelope 'B', which shall contain the commercial bid, shall be opened only if the bidder is qualified on the basis of the technical parameters.**
   i. The commercial bids of those Tenderer who do not qualify on the basis of technical Parameters shall not be opened and summarily rejected.
   ii. **SMKVBJ** reserves the right to reject any or all the proposals and to waive infirmities and Minor irregularities in proposals received if deemed in the best interest of SMKVBJ to do so.
   iii. **SMKVBJ reserves the right to select any bidder for this project irrespective of the cost and is not liable to choose the lowest bidder. SMKVBJ may prefer the bidder with sound Technical Team and better vision for entire scope of work.**
   iv. Any attempt by a Bidder to influence **SMKVBJ** in its bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's Bid.

### AWARD OF CONTRACT CRITERIA

**SMKVBJ** shall award the Contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the Best Technical/Service oriented Bid.

### OTHER COMMERCIAL BID TERMS

The rate quoted shall be inclusive of all taxes, duties and statutory payments incident upon the bidder and it shall be a fixed price bid. **Only GST shall be paid extra as per the rate and rules prevalent by GOI from time to time.** Once the rate has been tendered to **SMKVBJ**, no change/modification shall be entertained for any cause whatsoever (excluding any extra liability arising out of any future changes in regulation, tax, and duty structure etc.)



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## ANNEXURE "A"

### Rates for Academic Works for Session 2021-22 (Online Basis)

| NO. | PARTICULARS | RATE PER STUDENT'S |
|---|---|---|
| 1 | Online Registration and application for Regular Admission in each year/semester of every UG/PG/Diploma/PG Diploma/ Certificate course, Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc. | Per Registration<br>in figures .....<br>in words ..... |
| 2 | Online application for Eligibility Certificate, Duplicate Eligibility Certificate, Correction in Eligibility Certificate, Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc. | Per Registration<br>in figures .....<br>in words ..... |
| 3 | Online application for Transfer Certificate, Duplicate Transfer Certificate, Correction in Transfer Certificate, Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc. | Per Registration<br>in figures .....<br>in words ..... |
| 4 | Online Registration & application for affiliation of new college, new course, new subject, seat increase in existing course & subject & College Inspection for affiliation (Temporary & Permanent), Online application for addition/Deletion of any course & subjects with approved seats in College/UTD, Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Order/Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc. | Per Registration/Per Course/Per College<br>in figures .....<br>in words ..... |
| 5 | Online Registration and application for Ph.D. Entrance Test, Course Work & Admission, Online all type Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc. | Per Registration<br>in figures .....<br>in words ..... |
| 6 | Ph.D. Student Information & Management System with Ph.D. Student Six monthly Progress Report Monitoring, All Fees Payment monitoring, | Per Ph.D. Student<br>in figures .....<br>in words ..... |
| 7 | Online Registration and Application for Ph.D. Supervisor/ Co-Supervisor registration, document upload & verification, generation of PDF of Application, Fee Receipt, Order/Certificate generation & approval etc. Supervisor/ Co-Supervisor Allotment System etc. | Per Ph.D. Supervisor/ Co-Supervisor<br>in figures .....<br>in words ..... |
| 8 | Online Registration and Application for Research Center, Online all type Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Order/Certificate generation & approval etc. | Per Registration<br>in figures .....<br>in words ..... |
| 9 | Monthly Attendance Record of University/College Regular Students/Ph.D. Students/Scholars | Per Student/Per Month<br>in figures ..... |



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| | | |
|---|---|---|
| | | in words ……..…….. |
| 10 | University/College Teachers information system with seniority list, Online application for addition/Deletion of College and Teacher of College/UTD and updation of details of College and Teacher of College/UTD including all reports in Soft Copy MS Excel/PDF in prescribed format. | Per Student<br>in figures ……..……..<br>in words ……..…….. |
| 11 | Sending acknowledgement of online registration & submission of enrollment & Examination forms to students/applicants via. SMS/Email or both in their registered Mobile Number/Email ID or both at each and every stage, as and when required. | Per Student<br>in figures ……..……..<br>in words ……..…….. |
| | **TOTALOF ANNEXURE "A" (In figures)**<br>**(In Words)** | INR/Rs. ……..…<br>……<br>…… |



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## ANNEXURE "B"

### Rates for Pre Examination Works for Session 2021-22 (Online Basis)

| NO. | PARTICULARS | RATE |
|---|---|---|
| 1 | Online preparation of Scheme of Examination for respective Examination as per ordinance/ regulation & syllabus of each course & subjects/papers,<br>Online coding of affiliated colleges, courses, subjects & papers, verification from Officials of Examination/ Confidential Section of the University. | Per Exam/Course Code<br>in figures .....<br>in words ..... |
| 2 | Online Enrollment Application of Regular Students with document upload & Verification System. Online Fees Payment, generation of PDF of Application, Fee Receipt, all payments through online generated Bank Reconciliation, Fee calculation etc. | Per Student<br>in figures .....<br>in words ..... |
| 3 | Online Examination Application for Annual & Semester Examination with document upload & Verification System. Online Fees Payment, generation of PDF of Application, Fee Receipt, all payments through online generated Bank Reconciliation, Fee calculation etc. | Per Student<br>in figures .....<br>in words ..... |
| 4 | Sending acknowledgement of online registration & submission of enrollment & Examination forms to students/applicants via. SMS/Email or both in their registered Mobile Number/Email ID or both at each and every stage, as and when required. | Per SMS/Email<br>in figures .....<br>in words ..... |
| 5 | Providing online facility for editing of errors in Online submitted Enrollment & Examination forms by students/applicants to them, | Per Online Request for Edit<br>in figures .....<br>in words ..... |
| 6 | Providing online facility for editing of errors in Online submitted Enrollment & Examination forms by students/applicants to colleges with College login credentials and University Officials/Employees (authorized by Registrar, SMKVBJ) with Login credentials. | Per Editing by College/ University<br>in figures .....<br>in words ..... |
| 7 | Allotment of unique Enrollment Number, Uploading and displaying of generated Enrollment Number and List of enrolled students/Examinees in the University Login and College Login (in prescribed format) | Per Student<br>in figures .....<br>in words ..... |
| 8 | Compilation of data of enrollment & examination form (Online), resolve Errors, Discrepancies and any other issues in data, *suo-moto* if necessary & urgent as and when required, or with discussion with authorized official(s) of the University or with the Registrar, SMKVBJ.<br>Processing of data of enrollment & examination form (Online) in order to prepare college wise, centre wise, course wise, subject/paper wise, shift wise data of students/examinees and Generating Roll List with Unique Roll Number of students/examinees, | Per Student<br>in figures .....<br>in Words ..... |
| 9 | Online displaying of Admit Cards/Hall Tickets, with Colour Photograph & Scanned Signature of students/examinees and all necessary instructions. Admit cards are to be uploaded on official Web Portal. | Per Student<br>in figures .....<br>in Words ..... |



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| | | |
|---|---|---|
| 10 | Printing of Admit Cards/Hall Tickets (per student per page), Students/Examinee wise Attestation (per student per page), Attendance Sheets (Subject/Paper Code and Name wise/Examination Date & Time (Shift) Wise/College & Examination Centre Wise with Colour Photograph & Scanned Signature of students/examinees) in 75GSM A4 size plain White Paper printed with Laser Printer Black & White. (in prescribed format) | Per Student<br>in figures .....<br>in Words ..... |
| 11 | Online marks entry by examiners including all reports in soft copy (MS Excel/PDF) | Per Student<br>in figures .....<br>in words ..... |
| 12 | Printing of Marks Award Sheets/ Foil-Counter foil etc. (in prescribed format) in 75GSM A4 size plain White Paper printed with Laser Printer Black & White. | Per Page<br>in figures .....<br>in words ..... |
| 13 | Providing online facility for College/Examination Centre change for Practical/Theory Examination (Annual/Semester/ Supplementary/ATKT Examination), Course change and Subject/Paper change to students/examinees, if required, with the prior permission from authorized officials of the University. College change, course change, paper change, practical center change, if required, with the permission of the University | Per Student<br>in figures .....<br>in words ..... |
| 14 | Displaying the Updated Roll List (in prescribed format) in Portal with access to correction by authorized officials/employees of University (by the Registrar) & College (by the Principal/In-charge Officer) in University Login and College Login respectively. | Per Student<br>in figures .....<br>in Words ..... |
| 15 | Printing of Updated Roll List in prescribed format in 75GSM A4 size plain White Paper printed with laser Printer Black & White. | Per Page<br>in figures .....<br>in words ..... |
| 16 | Printing of Two Enrollment Register in prescribed format (College Wise/Enrollment Number Wise with all details of students/examinees, Colour Photograph & Scanned Signature of students/examinees) in 75 GSM A3 size plain White Paper. | Per Page<br>in figures .....<br>in words ..... |
| 17 | Packing and transportation of above printing materials/documents from origin point to University Office, in white/transparent/semi transparent Plastic Coated Business/Corporate Envelope or Cloth Line Self Adhesive/ Non-Adhesive Water Proof Envelope wrapped/covered in recyclable plastic bags (transparent/ semi transparent, above 55 Microns Thickness & 100% recyclable/biodegradable, Tear resistant and weatherproof (with easy to stick flap, once closed it cannot be opened without tearing) and Pasting of Waterproof Printed Summary of materials/documents in Self Adhesive Stickers on each Packet/Bundle. | Per packet/Bundle<br>in figures .....<br>in words ..... |
| 18 | Providing data of enrollment & examination forms in Various Numerical Formats like Challan for Question Paper Printing (Examination centre & Subject/paper Code Wise | Per Information (Soft Copy)<br>in figures .....<br>in words ..... |



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| | | |
|---|---|---|
| | Data of Online examination forms with Date & time of 19Examination (After Time Table for Examination published by the University) in Printed/Hard & Soft Copy (MS Excel//PDF etc.) and data in different formats in Printed/Hard & Soft Copy (MS Excel//PDF etc.) as well, as and when required by authorized officials/employees of University (by the Registrar) in prescribed format from time to time like :-<br>i. Course wise and Subject/Paper-wise student Count etc.<br>ii. Exam Centre-wise and Course-wise student Count etc.<br>iii. Exam Centre-wise and Subject/Paper-wise Student Count, including both Theory & Practical etc.<br>iv. Any other information/numerical in prescribed format from time to time. | |
| 19 | Online Time Table Preparation System with admin Control to University including all reports in soft copy (MS Excel/PDF) | Per Exam/Per Year<br>in figures .....<br>in words ..... |
| 20 | Answer Book Stock Register (Online Receiving & Dispatch Monitoring System) including all reports in soft copy (MS Excel/PDF) | Per Answer Book<br>in figures .....<br>in words ..... |
| 21 | Different Format as per Requirement in soft copy MS Excel/PDF | Per Format/File<br>in figures .....<br>in words ..... |
| 22 | Printing of different Formats as per Requirement in 75 GSM A4 size plain White Paper Black & White printed with laser printer (one side) | Per Page<br>in figures .....<br>in words ..... |
| 23 | Printing of Attendance Sheet on in 75 GSM A4 size plain White Paper Black & White printed with laser printer (one side) (Center code & paper code wise). Soft Copy to be provided as per Requirement in PDF. | Per Page<br>in figures .....<br>in words ..... |
| | **TOTALOF ANNEXURE "B" (In figures)**<br>**(In Words)** | INR/Rs. .....<br>.....<br>..... |



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## ANNEXURE "C"

### Rates for Post Examination Results Processing Works for Session 2021-22 (Online Basis)

| NO. | PARTICULARS | RATE |
|---|---|---|
| 1 | Data Entry of Internal, Practical & External/theory examination and other award list method in order to enter the marks from Marks Award Sheets/Foil & Counter foil.<br>Provide an error list having invalid/duplicate roll numbers/marks after scanning/data entry of marks to correct the given input. The same will be compared by computer and data entry errors to be removed. In marks entry, accuracy should be 100%. | Per Student<br>in figures .....<br>in Words ..... |
| 2 | Processing of results as per Marks Award Sheets/Foil & Counter foil provided by the **SMKVBJ** including all reports in soft copy (MS Excel/PDF) | Per Student<br>in figures .....<br>in Words ..... |
| 3 | Colour Mark Sheet with Color Photograph of student in Non-Tearable Paper of 140 GSM, Security Features- Wave Effect, Rainbow Colour, Micro text, Invisible Content Logo Text, High Resolution Border, Anti Copy Marks & Multi Color Printing. | Per Student<br>in figures .....<br>in Words ..... |
| 4 | Online Internal/Practical/Theory Examination Marks Submission by Examiners/Colleges as per schedule including all reports in soft copy (MS Excel/PDF) | Per Student<br>in figures .....<br>in words ..... |
| 5 | Online Query System For Theory/Practical/Internal marks including all reports in soft copy (MS Excel/PDF) | Per Query<br>in figures .....<br>in words ..... |
| 6 | Online Result Analysis & Approval by Result Committee including all reports in soft copy (MS Excel/PDF) | Per Exam/Course<br>in figures .....<br>in Words ..... |
| 7 | Three copies of Tabulation Register (TR) on 75 GSM White Paper printed with laser printer. TR must have colour photograph of examinees. Soft copy to be provided in PDF as well. | Per Page<br>in figures .....<br>in words ..... |
| 8 | Online Result to be displayed on university Portal in PDF. | Per Student<br>in figures .....<br>in words ..... |
| 9 | To provide various report regarding result of examinations in MS Excel, PDF etc. as and when required by authorized officials/employees of University (by the Registrar) in prescribed format from time to time | Per Information/File<br>in figures .....<br>in words ..... |
| 10 | Marksheet Dispatch Register College Wise/Exam Wise Two copy 75 GSM A4 White paper printed with laser printer black & White | Per Student<br>in figures .....<br>in words ..... |
| 11 | SMS/E-Mail to students/college/university staff & others including all reports in soft copy (MS Excel/PDF) | Per Student<br>in figures .....<br>in Words ..... |
| 12 | Marksheet Receiving/Dispatch Monitoring System (University Login/College Login) including all reports in soft copy (MS Excel/PDF) | Per Student<br>in figures .....<br>in Words ..... |
| 13 | Answer Book Bundle Receiving/Dispatch Online Monitoring System (University & College login) including all reports in soft copy (MS Excel/PDF) | Per Bundle<br>in figures .....<br>in Words ..... |



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| | | |
|---|---|---|
| 14 | Online Remuneration Bill Submission by examiners including all reports in soft copy (MS Excel/PDF) | Per Bill<br>in figures .....<br>in words ..... |
| | **TOTALOF ANNEXURE "C" (In figures)**<br>**(In Words)** | INR/Rs. .....<br>.....<br>..... |

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## ANNEXURE "D"
## Rates for Degree Format, Envelope & Folder Session 2021-22

| NO. | PARTICULARS | RATE |
|---|---|---|
| 1 | Computerized Degree format on Handmade Paper with all security features & as per specifications (mentioned in this tender document) | Per Degree Format<br>in figures .....<br>in Words ..... |
| 2 | Computerized Degree Format Colour Printing on Handmade Paper without Student Data as per specifications (mentioned in this tender document) | Per Degree Format<br>in figures .....<br>in Words ..... |
| 3 | Degree Envelope as per specifications including transportation to University office. Plastic Coated Business/Corporate Carpet Blue Envelope on 130 GSM papers along with inside lamination, size 30.5 cm x 22 cm with self adhesive 3 cm flap on one side | Per Envelope<br>in figures .....<br>in Words ..... |
| 4 | Degree Folder as per specifications including transportation to University office. Degree folder Size: 31 cm x 23 cm x1.5 cm, Colour Dark brown/Mehroon, made of high quality leather/synthetic leather with water resistant polythene layer with name and logo of University on both outer face, small pocket for writing name/number with transparent plastic cover on front face, plastic transparent cover on stitched/pasted from two side on both inner face. | Per Folder<br>in figures .....<br>in Words ..... |
| 5 | Packing and transportation of above printing materials/documents from origin point to University Office, in white/transparent/semi transparent Plastic Coated Business/Corporate Envelope or Cloth Line Self Adhesive/ Non-Adhesive Water Proof Envelope wrapped/covered in recyclable plastic bags (transparent/ semi transparent, above 55 Microns Thickness & 100% recyclable/biodegradable, Tear resistant and weatherproof (with easy to stick flap, once closed it cannot be opened without tearing) and Pasting of Waterproof Printed Summary of materials/documents in Self Adhesive Stickers on each Packet/Bundle. | Per packet/Bundle<br>in figures .....<br>in words ..... |
| | **TOTALOF ANNEXURE "D" (In figures)**<br>**(In Words)** | INR/Rs. .....<br>.....<br>..... |



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## ANNEXURE "E"

**Rates for Revaluation, Re-Totaling & Panel Valuation Work for Session 2021-22 (Online Basis)**

| NO. | PARTICULARS | RATE |
|---|---|---|
| 1 | Online submission/filling of Revaluation, Re-totaling and Panel valuation application by students/examinees, with document upload & Verification System. Online Fees Payment, generation of PDF of Application, Fee Receipt, all payments through online generated Bank Reconciliation, Fee calculation etc. | Per Student<br>in figures .....<br>in words ..... |
| 2 | Send Acknowledgement to students via SMS &/or Email in registered Mobile Number &/or Email ID. | Per SMS/Email<br>in figures .....<br>in words ..... |
| 3 | Two copies of Revaluation, Re-totaling and Panel valuation Register A4 size 75 GSM White Paper printed with Laser Printer Black & White & soft copy to be provided in PDF as well. | Per Page<br>in figures .....<br>in words ..... |
| 4 | Generate PDF of marks award list & printing of foil/counter foil of Revaluation/Re-totaling/Panel Valuation<br>Marks entry from Foils/Counter Foils provided by University. | Per Page<br>in figures .....<br>in Words ..... |
| 5 | Marks entry from marks award list or foil and counter foil provided by Confidential Section of the University. Provide an error list having invalid/duplicate roll numbers/marks after scanning/data entry of marks to correct the given input. The same will be compared by computer and data entry errors to be removed. In marks entry, accuracy should be 100%. Any error in scanning/data entry of marks, & result processing & result preparation by DPRP firm will lead to strict action against the DPRP firm by the University | Per Student<br>in figures .....<br>in Words ..... |
| 6 | Preparation of results of Revaluation, Re-totaling and Panel valuation. After declaration of Result of Revaluation, Re-totaling and Panel valuation by the University, results to be displayed on web portal/website of the University. | Per Student<br>in figures .....<br>in words ..... |
| 7 | Colour Mark Sheet with Color Photograph of student in Non-Tearable Paper of 140 GSM, Security Features- Wave Effect, Rainbow Colour, Micro text, Invisible Content Logo Text, High Resolution Border, Anti Copy Marks & Multi Color Printing | Per Student<br>in figures .....<br>in words ..... |
| 8 | Three copies of Tabulation Register (TR) on A3 size 75 GSM White Paper with colour photograph of examinee printed with laser printer. Soft copy of TR to be provided in PDF as well. Tabulation Register to be displayed on college and University login in PDF. | Per Page<br>in figures .....<br>in words ..... |
| 9 | Answer copies for panel valuation will be displayed on digital platform. So, DPRP firm have to develop, design and provide system/software for the same. | Per Answer book<br>in figures .....<br>in Words ..... |
| | **TOTALOF ANNEXURE "E" (In figures)**<br>**(In Words)** | INR/Rs. .....<br>.....<br>..... |



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## ANNEXURE "F"

### Rates for Supplementary Examination Work for Session 2021-22 (Online Basis)

| NO. | PARTICULARS | RATE |
|---|---|---|
| 1 | Online submission of supplementary examination form by examinees/students with document upload & Verification System. Online Fees Payment, generation of PDF of Application, Fee Receipt, all payments through online generated Bank Reconciliation, Fee calculation etc. | Per Student<br>in figures .....<br>in words ..... |
| 2 | Send Acknowledgement to examinees/students via SMS & Email regarding online submission of supplementary examination form & fees payment. | Per SMS/Email<br>in figures .....<br>in words ..... |
| 3 | Compilation of data of supplementary examination form (Online), resolve Errors, Discrepancies and any other issues in data, Processing of data of examination form (Online) in order to prepare college wise, centre wise, course wise, subject/paper wise, shift wise data of students/examinees and Generating Roll List with Roll Number of students/examinees | Per Student<br>in figures .....<br>in words ..... |
| 4 | Providing data of examination forms in Various Numerical Formats like Challan for Question Paper Printing (Examination centre & Subject/paper Code Wise Data of Online examination forms with Date & time of Examination (After Time Table for Examination published by the University) in Printed/Hard & Soft Copy (MS Excel//PDF etc.) and data in different formats in Printed/Hard & Soft Copy (MS Excel//PDF etc.) as well, as and when required by authorized officials/employees of University (by the Registrar) in prescribed format from time to time like :-<br>(i) Course wise and Subject/Paper-wise student Count etc.<br>(ii) Exam Centre-wise and Course-wise student Count etc.<br>(iii) Exam Centre-wise and Subject/Paper-wise Student Count, including both Theory & Practical etc. | Per Information (Per File)<br>in figures .....<br>in words ..... |
| 5 | Online displaying of Admit Cards/Hall Tickets, with Colour Photograph & Scanned Signature of students/examinees and all necessary instructions. Admit cards are to be uploaded on official Web Portal (to be developed & designed by the DPRP Firm for the same purpose) of the University with a link for the students/examinees to download. Link must be provided to upload on official website of the University also. (in prescribed format) | Per Student<br>in figures .....<br>in words ..... |
| 6 | Printing of Admit Cards/Hall Tickets (per student per page), Students/Examinee wise Attestation (per student per page), Attendance Sheets (Subject/Paper Code and Name wise/Examination Date & Time (Shift) Wise/College & Examination Centre Wise with Colour Photograph & Scanned Signature of students/examinees) in 75GSM A4 size plain White Paper printed with Laser Printer Black & White | Per Student<br>in figures .....<br>in words ..... |



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| | | |
|---|---|---|
| 7 | Online marks entry by examiners including all reports in Soft Copy (MS Excel/PDF) | Per Student<br>in figures .....<br>in words ..... |
| 8 | Printing of Marks Award Sheets/ Foil-Counter foil etc. (in prescribed format) in 75GSM A4 size plain White Paper printed with Laser Printer Black & White | Per Page<br>in figures .....<br>in words ..... |
| 9 | Providing online facility for Examination Centre change for Practical/Theory Supplementary Examination to students/ examinees, if required, with the prior permission from authorized officials of the University. | Per Student<br>in figures .....<br>in Words ..... |
| 10 | Displaying the Updated Roll List (in prescribed format) in Portal with access to correction by authorized officials/employees of University (by the Registrar) & College (by the Principal) in University Login and College Login respectively. | Per Student<br>in figures .....<br>in Words ..... |
| 11 | Printing of Updated Roll List in prescribed format in 75GSM A4 size plain White Paper printed with Laser Printer Black & White | Per Page<br>in figures .....<br>in Words ..... |
| 12 | Online Internal/Practical/Theory Examination Marks Submission by Examiners/Colleges as per schedule including all reports in soft copy (MS Excel/PDF) | Per Student<br>in figures .....<br>in words ..... |
| 13 | Online Result to be displayed on university Portal in PDF. | Per Student<br>in figures .....<br>in Words ..... |
| 14 | Colour Mark Sheet with Color Photograph of student in Non-Tearable Paper of 140 GSM, Security Features- Wave Effect, Rainbow Colour, Micro text, Invisible Content Logo Text, High Resolution Border, Anti Copy Marks & Multi Color Printing | Per Student<br>in figures .....<br>in Words ..... |
| 15 | Packing and transportation of above printing materials/documents from origin point to University Office, in white/transparent/semi transparent Plastic Coated Business/ Corporate Envelope or Cloth Line Self Adhesive/ Non-Adhesive Water Proof Envelope wrapped/covered in recyclable plastic bags (white/transparent/semi transparent, above 55 Microns Thickness & 100% recyclable/ biodegradable, Tear resistant and weatherproof (with easy to stick flap, once closed it cannot be opened without tearing) and Pasting of Waterproof Printed Summary of materials/ documents in Self Adhesive Stickers on each Packet/Bundle. | Per Student<br>in figures .....<br>in words ..... |
| 16 | Three copies of Tabulation Register (TR) on A3 size 75 GSM White Paper with colour photograph of examinee printed with laser printer. Soft copy of TR to be provided in PDF as well. Tabulation Register to be displayed on college and University login in PDF. | Per Page<br>in figures .....<br>in words ..... |



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| | | |
|---|---|---|
| 17 | To provide various report regarding result of examinations in MS Excel, PDF etc. as and when required by authorized officials/employees of University (by the Registrar) in prescribed format from time to time | Per Student<br>in figures .....<br>in Words ..... |
| | **TOTALOF ANNEXURE "F" (In figures)**<br>**(In Words)** | INR/Rs. .....<br>.....<br>..... |



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## ANNEXURE "G"

**Rates for Web Portal & Toll Free related Online Works for the Session of 2021-22**

| NO. | PARTICULARS | RATE |
|---|---|---|
| 1 | design & develop its own Web Portal for SMKVBJ for all works as mentioned in this tender documents including web portal hosting & maintenance and Server Space | Per Year<br>in figures .....<br>in Words ..... |
| 2 | Online User accessibility System for University/College staff, officers &Teachers - to provide Login facility to various officials/employees of Academic, Administration, Examination, Confidential, Finance, Store, Library Section etc. of University, officials/ HOD/employees of different School of Studies of University Teaching Departments of SMKVBJ, officials/employees of different affiliated Colleges of University with Unique Login Credentials/User Id, Password & OTP/QR Code Scan based | Per User/Per Month<br>in figures .....<br>in Words ..... |
| 3 | Exclusive Toll free Number with minimum 05 lines to help/guide students/examinees during online registration and submission of application, online fees payment, in working hours/working day (10.00 AM to 5.00 PM). One Toll free Number/line should be available for 24x7. | Per Line/Per Month<br>in figures .....<br>in Words ..... |
| 4 | Online Notice Board in Web Portal. Important notices in Online Notice Board in Web Portal to be updated by officials/employees of Academic, Administration, Examination, Confidential, Finance, Store, Library Section etc. of University. | Per Notice<br>in figures .....<br>in Words ..... |
| | **TOTALOF ANNEXURE "G" (In figures)**<br>**(In Words)** | INR/Rs. .....<br>.....<br>..... |



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## ANNEXURE "H"

**Rates for Examination related Other Online Works for the Session of 2021-22**

| | | |
|---|---|---|
| 1 | Online Examiners Panel Preparation by Examination committee including all reports in soft copy (MS Excel/PDF) | Per Paper Code<br>in figures .....<br>in Words ..... |
| 2 | Online Question Paper preparation by examiners. (MCQ/Fill in the Blanks, short answer/one word type etc.) including all reports in soft copy (MS Excel/PDF) | Per Question<br>in figures .....<br>in Words ..... |
| 3 | Online Question Paper preparation by examiners. (Descriptive/Traditional type etc.) including all reports in soft copy (MS Excel/PDF) | Per Question Paper<br>in figures .....<br>in Words ..... |
| 4 | Scanning of Answer copies for online valuation including all reports in soft copy (MS Excel/PDF) | Per Answer book<br>in figures .....<br>in Words ..... |
| 5 | Online valuation of answer copies by examiners including all reports in soft copy (MS Excel/PDF) | Per Answer book<br>in figures .....<br>in Words ..... |
| 6 | Online Result analysis and approval by Result Committee before result publication including all reports in soft copy (MS Excel/PDF) | Per Exam/Course code<br>in figures .....<br>in Words ..... |
| 7 | Online Answer Book Management System including all reports in soft copy (MS Excel/PDF) | Per Answer book<br>in figures .....<br>in Words ..... |
| 8 | Marksheet & Degree distribution management System including all reports in soft copy (MS Excel/PDF) | Per Marksheet/Degree<br>in figures .....<br>in Words ..... |
| 9 | Online Answer book bundle dispatch & receiving, tracking/monitoring system including all reports in soft copy (MS Excel/PDF) | Per Answer book bundle<br>in figures .....<br>in Words ..... |
| | **TOTALOF ANNEXURE "H" (In figures)**<br>**(In Words)** | INR/Rs. .....<br>.....<br>..... |



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**ANNEXURE "I"**

**Rates for Certificate and Document Verification related Online Works for the Session of 2021-22**

| | | |
|---|---|---|
| 1 | Online application for Urgent Marksheet, Duplicate Marksheet, Correction in Marksheet. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc. | Per Mark sheet<br>in figures .....<br>in words ..... |
| 2 | Online application for Provisional Degree & Duplicate Provisional Degree, Correction in Provisional Degree. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc. | Per Provisional Degree<br>in figures .....<br>in words ..... |
| 3 | Online application for Degree, Duplicate Degree, Correction in Degree. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc. | Per Degree<br>in figures .....<br>in words ..... |
| 4 | Online application for Migration & Duplicate Migration, Correction in Migration. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc. | Per Student<br>in figures .....<br>in words ..... |
| 5 | Online application for Merit certificate. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc. | Per Merit Certificate<br>in figures .....<br>in Words ..... |
| 6 | Online application for Gold Medal. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc. | Per Student<br>in figures .....<br>in Words ..... |
| 7 | Online application for Transcript & Duplicate Transcript, Correction in Transcript. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc. | Per Transcript<br>in figures .....<br>in Words ..... |
| 8 | Online application for Marksheet/Degree/Certificate Verification. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc. | Per Document Verification<br>in figures .....<br>in Words ..... |
| 9 | Provide soft copy of all Result/Degree/Certificates, Data & Different Report for NAAC, Digilocker/NAD, AISHE, NIRF etc. | Per Information (Per File0<br>in figures .....<br>in Words ..... |
| | **TOTALOF ANNEXURE "I" (In figures)**<br>**(In Words)** | INR/Rs. .....<br>.....<br>..... |



29 JUN 2021

## ANNEXURE "J"
## Rates for Other Online Works for the Session of 2021-22

| | | |
|---|---|---|
| 1 | University Employees & Work Management System like various works of Academic, Establishment, Administration, Finance, Store, Library etc. including all reports in soft copy (MS Excel/PDF) | Per Module (Software)<br>in figures ……..……..<br>in Words ……..…… |
| 2 | University Student Management System like admission, fees payment, Progress report, Feedback etc. including all reports in soft copy (MS Excel/PDF) | Per Module (Software)<br>in figures ……..……..<br>in Words ……..…… |
| 3 | Online Student complaint/grievance and redressal system including all reports in soft copy (MS Excel/PDF) | Per Complaint recieved<br>in figures ……..……..<br>in Words ……..…… |
| 4 | Online Financial Management System like Advances given to Colleges for conducting Examination (Theory & Practical) & adjustment of given advances, Online System for generation & print of Payment slip etc. including all reports in soft copy (MS Excel/PDF) | Per Module (Software)<br>in figures ……..……..<br>in Words ……..…… |
| 5 | University Recruitment System like online registration and application for recruitment of Teaching & Non-teaching staff, Contract Teachers/Employees & Guest Lecturer recruitment in University as per advertisement & guidelines including all reports in soft copy (MS Excel/PDF) | Per Module (Software)<br>in figures ……..……..<br>in Words ……..…… |
| | **TOTALOF ANNEXURE "J" (In figures)**<br>**(In Words)** | INR/Rs. ……..…<br>……..<br>…….. |

| | |
|---|---|
| **GRAND TOTALOF ALL ANNEXURE (A,B,C,D,E,F,G,H,I, J)**<br>**(In figures)**<br>**(In Words)** | INR/Rs. ……..…<br>……..<br>…….. |



29 JUN 2021

## FORM FOR COVERING LETTER

(TO BE PRINTED ON FIRM'SLETTER HEAD)

From
Name of Firm
To,

The Registrar
Shaheed Mahendra Karma Vishwavidyalaya, Bastar,
Jagdalpur, Chhattisgarh

Subject: Submission of Tender form for Academic, Pre and Post Examination & Other Work (Online Basis).

Reference: Your Tender document No./2729/Store-E.C./SMKVBJ//2021 Jagdalpur, Dated 29/06/2021

Sir,

We the undersigned, offer to provide our services for all the work as mentioned in your above referred tender. We are submitting our proposal herewith together with all the standard formats. We are meeting the pre-qualification criteria as stated in the tender document. We hereby assure you that all work entrusted to us shall be treated with high end security and confidentiality at our premises. We shall take adequate steps to protect your sensitive data.

We shall abide by all the terms and conditions as mentioned in tender document and one of our executive shall remain in touch with the Registrar of the University.

Yours sincerely

Authorized Signatory
Name
Seal of Firm



29 JUN 2021

(Declaration To be printed on Company Letter Head and signed by authorized person.)

## DECLARATION

1. I _____ (Name of Director/Proprietor) hereby declare that our firm is not black listed, debarred or prohibited by Government of India, Union Territory, or any Authority or Organization.
2. I also declare that no case, criminal or civil or enquiries of any kind are pending against firm.

Authorized Signatory
Name
Seal of Firm



29 JUN 2021

# शहीद महेन्द्र कर्मा विश्वविद्यालय, बस्तर

धरमपुरा–2, जगदलपुर, जिला–बस्तर, छत्तीसगढ़, भारत पिनकोड 494001

**Shaheed Mahendra Karma Vishwavidyalaya, Bastar**

**Dharampura-2, Jagdalpur, Distt.-Bastar, Chhattisgarh, India, Pincode 494001**

**Telephone 07782-229037, Fax 07782-229037 Website: www.bvvjdp.ac.in**


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## *सूचना एवं अन्य निर्देश*

1. वैश्विक महामारी नोवेल कोरोना वायरस (कोविड –19) से उत्पन्न परिस्थितियो के अनुसार भारत सरकार/राज्य शासन/जिला प्रशासन/विश्वविद्यालय प्रबंधन के आदेशों/निर्देशों के तारतम्य में निविदा खोलने की तिथि परिवर्तनीय हो सकती है अथवा समय में पुनः वृद्धि की जा सकती है। ऐसी स्थिति में निविदा खोलने की तिथि की जानकारी हेतु निविदा प्रस्तुतकर्ता कृपया इस वेबसाईट का सतत रूप से अवलोकन करते रहें।
2. क्रय समिति की बैठक में कोविड –19 टेस्ट रिपोर्ट जो कि बैठक के अधिकतम 48 घंटे पूर्व का हो, उसका निगेटीव रिपोर्ट दिखाने पर प्रतिनिधि को क्रय समिति के अध्यक्ष के अनुमति से बैठक में सम्मिलित किया जा सकता है।
3. क्रय समिति की बैठक में फर्म प्रतिनिधि का व्यवहार अनुचित होने पर उन्हे बैठक से निष्कासित करने का अधिकार क्रय समिति के अध्यक्ष का होगा। समिति द्वारा पूछे जाने पर ही उन्हे संबंधित जानकारी देनी होगी।
4. क्रय समिति चाहे तो एक ही दिन में टेक्निकल बीड एवं फाईनेंसियल बीड खोला जा सकता है अन्यथा आगामी बैठक में योग्य फर्मो के निविदा का फाईनेंसियल बीड खोला जा सकेगा। बैठक में क्रय समिति का निर्णय फर्मो को मान्य होगा।

29/6/2021

कुलसचिव

शहीद महेन्द्र कर्मा विश्वविद्यालय, बस्तर

जगदलपुर, जिला –बस्तर (छ.ग.)

29 JUN 2021