



## **DURG VISHWAVIDYALAYA, DURG (C.G.)**

(A State Government University established under Chhattisgarh Act No. 16 of 2015)

Raipur Naka, Durg (C.G.) – 491001

Email: [registrar@durguniversity.ac.in](mailto:registrar@durguniversity.ac.in) Website: [www.durguniversity.ac.in](http://www.durguniversity.ac.in) Phone: 0788-2359100

(Tender for Pre & Post Examination Works)

No.-23/Exam/2017

Dated- 30<sup>th</sup> May 2017

### **Notice Inviting Tender (NIT)**

Tenders are hereby invited in two parts (Technical and Financial) for COMPLETE PRE & POST EXAMINATION WORK, including all stationery articles, of Durg Vishwavidyalaya, Durg from the academic year 2017-2018 onward for three academic sessions. The tender document along with the details of the works, terms and conditions can be downloaded from the University Website <http://durguniversity.ac.in/> or may be procured from the University office as per details below. Tenders shall be received only through speed post / registered post / courier. The undersigned reserves the right to cancel /amend the tender at any stage without assigning any reason thereof.

Last date of sale of forms	29-06-2017 till 5.00 PM
Last date of Submission of Tender	30-06-2017 till 3.00 PM
Date of Opening of Tender	30-06-2017 at 4.00 PM
Cost of Tender Document	Rs. 1000=00
Ernest Money Deposit	Rs. 9,00,000=00
Estimated Value of Tender	Rs. 3,00,00,000=00
Venue of the opening of the Tender	Office of Registrar, Durg Vishwavidyalaya, Durg,

Only firms having minimum 5 preceding years' experience in minimum three Universities in the desired field should submit their bids along with all supporting documents and a non-refundable A/c payee bank draft of Rs 1000=00 as cost of tender documents and Rs. 9,00,000/- (Nine lakhs only) as Earnest Money Deposit (Refundable) from a nationalized bank in favour of "The Registrar, Durg Vishwavidyalaya, Durg, Payable at Durg till the date notified above. Price Bid of successful bidders will be opened immediately after evaluation of Technical bid by the Tender Committee.

Registrar  
Durg Vishwavidyalaya, Durg (C.G.)



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Durg University, Durg, Chhattisgarh (India) is a new State Government University established wide Chhattisgarh Act No.16 of 2015, dated 24<sup>th</sup> of April, 2015. It has its jurisdiction in the five districts of Durg Division of the state – Durg, Bemetara, Kabirdham, Balod and Rajnandgaon. At present, there are 116 *only affiliated* colleges where approximately 130000 students are expected to appear in the Semester (10000) and Annual (120000) Examinations as Collegiate (50000-60000) or Non-Collegiate (70000-80000) examinees for UG, PG and Diploma Certificates under Traditional and Professional Courses in the session 2017-18.

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

**SCOPE OF WORK:** There are a number of examinations conducted at various levels such as Graduate Level, Post Graduate Level, Semester Examinations and Professional Examinations. The number of students varies for each examination. Total Number of students for Pre-& Post Examination work shall be approximately 130000. The detailed scope of work is given hereunder:

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

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

There is also provision of Supplementary Exams for UG and ATKT Exams for Semester Students.

## INPUT FROM THE EXAMINATION DEPARTMENT

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

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

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

### PRE- EXAM WORK

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

## POST EXAMINATION WORK

- I. Preparation of OMR barcoded answer books for evaluation. Making of bundle subject wise, paper wise, college wise for evaluation. Tearing of C part containing details of examinees before the evaluation work immediately after completion of examination paper wise. After tearing, handing over of OMR answer books with details sheet to the Examination Section.
- II. Scanning of the C part of the OMR cover page for making data bank of each student.
- III. After evaluation tearing of B part of the OMR cover page for posting of marks & processing of result.
- IV. Preparation of result & publishing of result within 10 days after completion of evaluation work.
- V. Publishing of result on University website along with providing subject wise marks of each students on website & through SMS on Registered Mobile Number(RMN)
- VI. Issuance of mark sheet on non-tearable mark sheet paper (120GSM), 3 copies of TR (A/3 size) subject wise, college wise, and other provisional certificates (whenever needed) within 3 days after publishing the result.
- VII. Issuance of merit list within 10 days after publishing the concerned result.
- VIII. Issuance of statistical data of appeared, passed, failed students along with category wise details such as girls, boys, SC/ST/OBC, general & their % to each concerned exam.
- IX. All work will be done under the supervision & as per instruction of the Controller of Exams, Durg Vishwavidyalaya, Durg.
- X. Providing of the answer sheet for clearance of pending result and scrutiny within 2days after receipt of the requisition letter.
- XI. Publication of result after scrutiny & clearance of pending result immediately if needed.
- XII. Maintenance of all OMR answer sheets at all evaluation centres up to 3(Three) years or as per Instruction given by the University.
- XIII. All the above noted processes are time bound and will be completed within the stipulated time as per instruction given by the Controller of examinations from time to time.
- XIV. All work will be done as per regulations and ordinances of the university; hence, the software should be configured accordingly.
- XV. All work will be done under the supervisions & as per instructions of the Controller of examinations.
- XVI. After completion of the publication of the results, all the data of each concerned exam should be handed over to the Controller of examinations in C.D as well as in hard disk drive.
- XVII. All work will be done in the premises of the Durg Vishwavidyalaya, Durg, except maintenance and tearing of OMR of cover pages of the answer books.

POST – EXAM WORK PARTICULARS

SN	PARTICULARS	STATIONERY
1	Scheme of Examinations for RP.	60 GSM Paper
2	Statistical Summary of Results.	60 GSM Paper
3	Result Sheets in 2 copies	60 GSM Paper
4	Merit List in 2 copies for each examination	60 GSM Paper
5	Tabulation Register in three copies with Photo (For Semester, Main and Supplementary/ATKT Examinations separately)	Two Copies on 80 GSM and One on 60 GSM Paper
6	Roll No. wise and Bundle No. wise Marks Details (for each subject & paper)	60 GSM Paper
7	The data of all results will be given to the university in a CD/HDD in required format.	Within 15 days of the declaration of results.
8	The firm shall upload the results on the University Website	Same Day
9	Statement of Marks (Marks Sheet)	A-4 size 120 GSM Non-tearable Paper
10	Printable data of candidates of each examination in approved mark-sheet format with each candidate's photo with QR Code	In Hard Disk
The firm has to upload the Marksheets on National Academic Depository Portal for downloading and verification purposes.		

## GENERAL TERMS AND CONDITIONS

(Tender Document for Pre and Post Examination Works)

1. Technical bid, form and terms & conditions duly signed by the tenderer with seal of the firm on each page
2. The cost of the Tender Form is 1000=00 (non-refundable). The Tender Form along with terms and conditions may be downloaded from the website of Durg University, Durg ([www.durguniversity.ac.in](http://www.durguniversity.ac.in)). In this case, the cost of the Tender Form of Rs. 1,000/- (non-refundable) shall be submitted through DD in favour of the Registrar, Durg University, Durg, otherwise, the tender will not be accepted. This DD shall be kept in Envelope No. 'A'.
3. Tender shall be accompanied by an Earnest Money of Rs.9,00,000=00. The amount shall be deposited in the form of a Demand Draft in favour of Registrar, Durg University, Durg, payable at Durg, otherwise, the tender will not be accepted. DD for Earnest money shall be kept in Envelope No. 'A'.
4. Refund of Earnest Money: The Earnest Money of unsuccessful Tenderers shall be refunded within 30 days after finalization of the tender.
5. The agency should be a Government Agency or an agency registered as private or public limited company and shall have at least 5 years of continuous experience of Pre-and Post-Examination related data processing work of minimum one lakh students in at least three Universities. Self-attested copy of work orders must be kept in Envelope No. 'A'
6. The sealed tender shall be addressed to the Registrar, Durg University, Durg. Envelope should be duly marked **PRE-AND POST EXAMINATION WORK** and shall reach the Registrar, Durg University, Durg by Registered/Speed Post/Courier only on or before notified date.
7. Any tender received after due date and time shall not be accepted and shall be liable to rejection.
8. All tenders received within the specified due date and time shall be opened on 30<sup>th</sup> June, 2017 at University Office.
9. Successful Tenderer will prepare scheme of tabulation of examination results in accordance with existing rules and regulations of the university. Two copies of the scheme for each examination result shall have to be submitted and to be got approved before starting with post examination process.
10. Tenderer must have experience of ICR/OMR technology in designing, printing, scanning & evaluation of sheets. Enclose experience certificate of any university of ICR/OMR work. Self-attested copy of the certificate shall be kept in Envelope No. 'A'.

11. Tenderer shall have minimum permanent staff strength minimum of 30 persons (submit ESIC/PF returns.) Self-attested copy of the certificate be kept in Envelope No. 'A'.
12. The Tenderer must have turnover of at least 15 crores per year in preceding three Financial years (2013-14,2014-15,2015-16). For evidence of this self-attested copy of the audited Balance Sheet shall be kept in Envelope No. 'A'.
13. As the work is of confidential nature, there must be proper security arrangements inside the work place round the clock.
14. Tenderer shall furnish affidavit stating that the Tenderer has not been blacklisted in any of university/organization/State or central government offices or institutions. This affidavit shall be kept in Envelope No. 'A'
15. Tenderers must fill up **per student total rates for all the works as a whole**. The rates quoted must be the consolidated rates inclusive of all charges including stationery, transportation and Govt. Taxes. Taxes will have to be mentioned in the Bills separately and the same will be deducted by the University from the Bills as per the Govt. rules.

Financial Bid shall be kept in Envelope No. 'B'.

16. After accepting the Tenderer's bid & contract signed by the Tenderer, the Company shall perform the works as per university order. Payment will be made to the Company only for the works performed by him as per approved rates and terms & conditions of the bid and contract signed by the Company. The works performed by the Company shall be verified by the university examination department.
17. Payment will be made after the completion of work and its audit through crossed cheque or NEFT/RTGS and the taxes as per rules shall be deducted.
18. The Registrar, Durg University, Durg does not bind himself to accept the lowest or any other offer and reserves all the rights to accept or reject any or all the offers either in full or in part without assigning any reason. The Registrar, Durg University, Durg, also reserves the right to reject any bid which in his opinion is violating any of the conditions and statutory provisions without any liability to any loss whatsoever it may cause to the proposer in the process.
19. The contract shall be for a period of three years only. However, it will be reviewed after one year and will be continued only if the work done is satisfactory.
20. The successful Tenderer will have to execute an agreement on a non-judicial stamp paper in the prescribed form with the Registrar, Durg University, Durg within 10 days. After executing the agreement, work order shall be issued to the Tenderer.
21. The University will not pay any interest on the EMD and security deposit.

22. Earnest Money shall be forfeited in case the selected Tenderer does not start/complete the work within specified time as mentioned in the work order by the Registrar, Durg University, Durg. Under such circumstances the University shall be free to award the contract to any other Company and the excess money, if any, will be deducted/ adjusted from the EMD deposited/Bills due to the Tenderer.
23. The Company has to maintain secrecy at all levels and throughout the execution of the work.
24. The Company has to provide all data online as per the University instruction.
25. In case of change of contractor (in future) the working contractor must be liable to transfer all the data (online & otherwise) to the new contractor.
26. Penalty for delay- The time specified for performing examination work and accuracy shall be deemed to be the essence of the contract and the successful tenderer must arrange to perform examination work within the specified period as directed by the University in work order. In case of delay in performing examination work within prescribed time penalty shall be imposed as given hereunder:
  - a) Delay in pre-examination work Rs.1000/-per day)
  - b) Delay in post examination work and other works Rs. 1000/- per day.
  - c) Delay in supply of stationery/other required material Rs. 1000/- per day.
  - d) On failure of providing online data (as per condition) Rs. 1000/- per day.If the Company submits considerable reasons for any delay or discrepancies, the Vice Chancellor may accept the submission and may waive or reduce the penalty.
27. In the event of dispute arising out of this agreement, the Vice Chancellor, Durg University, Durg shall be the sole arbitrator and his decision shall be final and binding on both the parties.
28. Legal proceeding, if any, arising out of the Tender shall have to be lodged in the court of Law situated in the Durg city only.
29. The Registrar, Durg University, Durg reserves the right to modify/change/delete/add any further terms and conditions at any stage of the contract.
30. It is expected and assumed that all documents, certificates, declarations made by the Tenderers are true and correct on the basis of which technical evaluation will be made. If the given information is not correct and subsequently comes to the knowledge of Durg University, Durg, the awarded contract may be liable for cancellation at the discretion of Durg University, Durg.



31. Envelope 'A' should contain:

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

32. Envelope 'B' should contain:

Financial Bid duly signed and with Seal of the Company.

### **Corrupt or Fraudulent Practices**

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

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

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

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

- c.** Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
- d.** The past performance of the Bidder will be crosschecked if necessary. If the facts prove the same to be dubious, the Bidders tender will be ineligible for further processing.

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

## UNDERTAKING

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

Signature of the Tenderer

Place:

Name of the Signatory

Date:

Name of the Firm/agency

Seal of the Firm/Agency

PROFORMA 'A'

To,

The Registrar

Durg University, Durg (C.G.)

Subject- Tender for Pre & Post Examination Works

Respected Sir,

As per your notice inviting Tender No.-23/Exam/2017, Dated 30-05-2017, this firm submits that we have read the terms and conditions of the Tender Document and agree to abide by the same. The particulars of firm are as follows:

Name of firm:

Address:

1- Tender document received from	Website / Office
2- Earnest Money	Demand Draft No.                      Dated
3- Tender Document Fee	Demand Draft No.                      Dated
4- PAN Card No.	Annexure No.
5- TIN No.	Annexure No.
6- Valid Registration of the Firm/Company	Annexure No.
7- Income Tax Returns for the last Three Years	Annexure No.
8- Annual Turnover of Last Three Years	Annexure No.
9- Work Experience related Documents	Annexure No.
10- All Relevant Samples	Annexure No.
11- Proforma B containing Rate	Place in Envelope 'B'

Signature of Authorized Signatory

Seal of the firm

Mobile / Phone No:

PROFORMA 'B'

To,

The Registrar

Durg University, Durg (C.G.)

Subject- Tender for Pre & Post Examination Works

Respected Sir,

As per your notice inviting Tender No.-23/Exam/2017, Dated 30-05-2017, this firm submits that we have read the terms and conditions of the tender document and agree to abide by the same. The Financial Bid is as given hereunder:

Name of firm:

Address:

Particulars of the Work	Rates in Rupees per Student
All the Pre and Post Examination Works including all reports, stationery, Ans. Books, Mark Sheets, transportation, online activities, Result Processing, hosting on Web sites and National Academic Depository and installation of all the needed hardware etc. as per the Tender Document.	

Signature of Authorized Signatory

Seal of the firm

Mobile / Phone No: