



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 Website: www.durguniversity.ac.in Phone: 0788-2359100

(Tender for Pre. & Post Examination Works)

No. 39 /Exam/2017

Dated- 5th July, 2017

Durg University, Durg, Chhattisgarh (India) is a new State Government University established under Chhattisgarh Act No.16 of 2015, dated 24th 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 119 *only affiliated* colleges where approximately 140000 students are expected to appear in the Semester (20000) and Annual (120000) Examinations as Collegiate (50000-60000) and 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. The number of students varies for each examination. Total Number of students for Pre-& Post Examination work shall be approximately 140000. The detailed scope of work is given hereunder:

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

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

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

INPUT FROM THE EXAMINATION DEPARTMENT

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

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

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

PRE- EXAM WORK

SN	PARTICULARS	STATIONERY
1	Online Registration/Enrolment (Including online payment facility)	Report on 60 GSM Paper
2	Online Examination Form (Including online payment facility)	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. Tearing of C part containing details of examinees before the evaluation work immediately after completion of examination of each paper. Making of bundles paper wise, college wise for evaluation as directed by the Exam Dept. Handing over of OMR answer books with details- sheets to the Examination Section.
- 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 student on website & through SMS on Registered Mobile Number (RMN)
- VI. Issuance of 3 copies of TR (A/3 size) class wise, college wise, and other provisional certificates (whenever needed) within 3 days after publishing the result.
- VII. Printing of mark sheet on non-tearable mark sheet paper (120 GSM). The Paper and the printing machine will be provided by the Exam Department.
- VIII. Issuance of Merit List within 10 days after publishing the concerned result.
- IX. Issuance of statistical data of appeared, passed, failed students along with category wise details such as girls, boys, SC/ST/OBC, general & their % to each concerned exam and college.
- X. All work will be done under the supervision & as per instruction of the Controller of Exams, Durg Vishwavidyalaya, Durg.

- XI. Providing of the answer sheet for clearance of pending result and scrutiny within 2 days after receipt of the requisition letter.
- XII. Publication of result after scrutiny & clearance of pending result immediately if needed.
- XIII. Maintenance of all OMR answer sheets up to 3 (Three) years or as per Instructions given by the University or Tenure of the Present Tender.
- XIV. All the above noted processes are time bound and will be completed within the stipulated time as per instructions given by the Controller of examinations from time to time.
- XV. All work will be done as per regulations and ordinances of the university; hence, the software should be configured accordingly.
- XVI. All work will be done under the supervisions & as per instructions of the Controller of examinations.
- XVII. After completion of the publication of the results, all the data of each concerned exam shall be handed over to the Controller of examinations in DVD as well as in hard disk drive.
- XVIII. All work will be done in the premises of the Durg Vishwavidyalaya, Durg. The place for maintenance and tearing of OMR of cover pages of the answer books will be as directed by the University.

POST – EXAM WORK PARTICULARS

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



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PROFORMA 'A'

No.

Dated

To,

The Registrar

Durg University, Durg (C.G.)

Subject: Tender for Pre. & Post Examination Work

Reference: Your NIT No. 39/Exam/2017; Dated 5th July, 2017

Respected Sir,

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

Name of the Firm :

Address :

1. Tender Document received from	Website / Office	
2. Tender Document Fee	Demand Draft No	Dated
3. Earnest Money	Demand Draft No	Dated
4. PAN Card No.	Annexure No.	
5. GST Registration No/ Provisional No	Annexure No.	
6. Valid Registration of the Firm/Company	Annexure No.	
7. Income Tax Return for the last Three Years	Annexure No.	
8. Annual Turn Over of last Two Years	Annexure No.	
9. Work Experience related documents	Annexure No.	
10. All relevant samples	Annexure No.	
11. Proforma 'B'	Place in Envelope 'B'	

Signature of Authorized Signatory

Seal of the Firm

Mobile/ Phone No



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GENERAL TERMS AND CONDITIONS

1. The cost of the Tender Form is 1000=00 (non-refundable). The Tender Form along with terms and conditions may be downloaded from the website of Durg University, Durg (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 'A'.
2. Tender shall be accompanied by an Earnest Money of Rs.7,50,000=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 'A'.
3. Refund of Earnest Money: The Earnest Money of unsuccessful Tenderers shall be refunded within 30 days after finalization of the tender.
4. The agency should be a Government Agency or an agency registered as private or public limited company. It must have at least 5 years of experience of Pre-and Post-Examination related data processing work on the OMR cover based answer books of minimum one lakh students in at least three Universities. Self-attested copy of work orders must be kept in Envelope 'A'

5. 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.
6. Any tender received after due date and time shall not be accepted and shall be liable to rejection.
7. All tenders received within the specified due date and time shall be opened on 5th August, 2017 at University Office.
8. Successful Tenderer will prepare scheme of tabulation of examination results in accordance with existing rules and regulations of the university. Two copies of the scheme for each examination result shall have to be submitted and to be got approved before starting with post examination process.
9. Tenderer must have experience of OMR technology in designing, printing, scanning & evaluation of answer sheets. Enclose experience certificates of OMR based work of three universities. Self-attested copy of the certificates shall be kept in Envelope 'A'.
10. Tenderer must also have experience of Online conduction of all the exam related activities including online payment provisions.
11. Tenderer shall have permanent staff of minimum 25 persons (submit ESIC/PF returns.) Self-attested copy of the certificate be kept in Envelope 'A'.
12. The Tenderer must have turnover of at least Rs.10 crores per year in preceding two Financial years (2014-15, 2015-16). For evidence of this self-attested copy of the audited Balance Sheet shall be kept in Envelope '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 'A'
15. Tenderer must fill up **PER STUDENT PER YEAR RATES for all the Pre-and Post Examination works including Two Semester Exams, Annual Exams, ATKT Exams of Semesters and Supplementary Exams under Annual Exam System including Retotaling/ Revaluation.**
- The rates quoted must be the consolidated rates inclusive of all charges including stationery, transportation, deployment of hard ware and man power. Taxes will have to be mentioned in the Bills separately and the same will be deducted by the University from the Bills as per the Govt. rules. No other charges shall be demanded by the Firm.
- 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 it as per approved rates and terms & conditions of the bid and contract signed by the Company. The works performed by the Company shall be verified by the university examination department.
17. Payment will be made after the completion of work and its verification by the exam department through crossed cheque or NEFT/RTGS and the taxes as per rules shall be deducted. Partial Payment will be negotiated with the winner of the Bid and will be mentioned in the agreement.

18. The Registrar, 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 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 tenderer in the process. Preference may be given to experience of the related work over rates and negotiation may be arrived at for accepting the lowest quotes by other bidder.
19. The contract shall be for a period of three years only. However, it will be reviewed after one year and will be continued only if the work done is satisfactory.
20. The successful Tenderer will have to execute an agreement on a non-judicial stamp paper of Rs. 100/- in the prescribed form with the Registrar, 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 shall be liable to transfer all the data (online & otherwise) to the new contractor.

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

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

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

27. In the event of dispute arising out of this agreement, the Vice Chancellor, 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 and on the basis of this assumption evaluation of technical Bid will be made. If the information given by any Bidder is not

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

32. 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 6th 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



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PROFORMA 'B'

No.39/Exam/2017

Dated-5th July 2017

To,
The Registrar
Durg University, Durg (C.G.)

Subject: Tender for Pre. & Post Examination Works
Reference: Your NIT No. 39 /Exam/2017; Dated 5th July, 2017

Respected Sir,

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

Name of the Firm :

Address :

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

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

Signature of Authorized Signatory

Seal of the Firm

Mobile/ Phone No