



Vikram University, Ujjain

Ref./STORE/EXAM/2017/ 64

DATE: 04.04.17

Tender Notice

SECOND-TENDER

TENDER FOR PRE & POST EXAM RESULT PROCESSING

Vikram University, Ujjain invites open tender for Pre & Post Examination Result Processing.

Start of Sale of Tender Documents from 06-04-2017

Date of Submission of Bids : Bids must reach University Office on or before 21-04-17 up to 04:30 P.M. by Speed Post only.

Date of Opening Bids 22-04-2017 at 03:00 P.M.in the University Office

Cost of tender form : Rs. 10,000-00

Earnest Money Deposit : Rs. 3,00,000-00

for further details please visit our website www.vikramuniv.net


Registrar

Vikram University, Ujjain

VIKRAM UNIVERSITY, UJJAIN (M.P)
TENDER FOR PRE & POST EXAM RESULT PROCESSING

Tender No. -----

Date of issue :-----

Vikram University is one of the oldest universities in the state of Madhya Pradesh. It has been imparting state of art education to the students. The university has a large jurisdiction and conducts a number of examinations every year.

With a view to maintain secrecy, accuracy and timely processing of results, it 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 approx 2.75 lakhs. The detailed scope of work is given below:-

- A) Annual / Semester B.Sc./B.A./ B.Com./BHSC/BA (Hons)/B.Com (Hons)/ B.Sc. (Hons)/ BBA (Hons)/ MA/M.Sc./M.Com/B.Ed. (Basic)& LLB. etc.
- B) Semester Exams: UTD/BBA/BCA/MBA/MCA/B.P.Ed./M.Ed. etc.
- C) Professional Exams : BE/MBBS/B.Pharma/BAMS/ BUMS/BHMS/MD/MS etc.

INPUT TO THE SYSTEM

1. Scheme of examinations
2. Exam wise Subject wise coding
3. College code list
4. Exam centre list
5. Data sheet, online data of candidates appearing at various examinations.
6. Marks & carry forward marks.
7. Marks obtained by each candidate in each subject/paper/practical sessional in the form of foil/ counter foils/online.
8. UFM List, absentee list, withheld list-exam wise/subject wise.

OUTPUT TO THE SYSTEM

Sr.No.	Particulars	Pre Exam Type of Stationery
1.	Printing of Basic Roll list in two copies & Final Roll list along with subject wise/centre wise/category wise numerical returns.	60 GSM 132 column
2.	Any other statements or reports as required by the University.	

Post - Exam

SrNo.	Particulars	Type of Stationary
1	Scheme of examination 2 copies.	60 GSM paper
2	Statistical summary of Result in 2 copies.	60 GSM paper
3	Tabulation Register in three copies with Photo	Two Copies on 80 GSM & one copy on 60 GSM paper
4	For Semester, Main and Supplementary/ATKT examinations separately	
5	Result sheets in 2 copies	60 GSM paper
6	Merit list in 2 copies for each examination	60 GSM Paper
7	Subject wise, Roll No. wise and bundle No. wise Marks Foil Details CD to be provided	
8	The data of all results will be given to the university in a CD in required format.	
9	The firm has to upload the results on Vikram University website.	
10	Print variable data of candidates of each examination in approved mark sheet format with each candidate's photo.	105 GSM paper, A4 size, 2 color front & single color back

GENERAL TERMS AND CONDITIONS

Earnest Money Deposit:

(i) The cost of the tender form is 10,000 (non refundable). The tender form along with terms and conditions may be downloaded from Vikram University website (www.vikramuniv.net) in this case, the cost of the document of Rs. 10,000/- (non refundable) should be submitted through DD in favour of the Registrar, Vikram University, Ujjain, otherwise the tender will not be accepted. This DD should be kept in envelope no. 1.

(ii) Tender shall be accompanied by an earnest money of Rs. 3,00,000/- without which tenders will not be considered. The amount should be deposited in the form of a Demand Draft in favour of Registrar, Vikram University, Ujjain, payable at Ujjain. otherwise the tender will not be accepted. Earnest money DD should be kept in envelope No. 1.

(iii) Refund of earnest money:- the earnest money of unsuccessful bidders shall be refunded within 15 days after finalization of the tender.

1. The agency should be a Government Agency or an agency registered as private or public limited company and should have at least 5 years of continuous experience of pre and post examination related data processing work in any university. Self attested copy of the certificate and copy of work orders must be

kept in envelope no. -2

2. Enclose sufficient proof for 3 years continues result processing experience for minimum 3 lakhs candidates per annum. Enclose two succesful completion certificates from any two universities. Self attested copy of the certificate should be kept in envelope no. 2.

3. The sealed tenders should be addressed to the Registrar, Vikram University, Ujjain Envelope duly marked pre and post examination work should reach to the Registrar, Vikram University, Ujjain by Speed Post only on or before date.

4. Any tender received after due date and time shall not be accepted and shall not be entertained and shall be liable to rejection.

5. All tenders received within the specified due date and time shall be opened on 22-04-2017 in the Univesity Office.

6. The Bidder should be ISO 27001:2005 of 9001:2008 certified printer. The self attested copy of this certificate should be kept in envelope No. 2

7. Succesful bidder 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 exmination result shall have to be submitted and got approved before starting with post examination process.

8. (A) Bidders are requested to fill up per student total rates for all works of category no. I to V serial no. 1 to 8 (as stated in financial bid) as a whole. Rate for extra printed blank mark sheet will be given separately.

(B) The rate quoted must be for rates inclusive of all charges including stationery.

9. As the work is of confidential nature there must be proper security arrangements of the premises round the clock.

10. Bidder must have experiences of ICR technology in designing, printing, scanning & evaluation of sheets. Enclose experience certificate of any university of ICR work. Self attested copy of the certificate be kept in envelope no. 2.

11. Bidder should have minimum permanent staff strength minimum of 50 persons (submit ESIC/PF returns.) Self attested copy of the certificate be kept in envelope no. 2.

12. The Bidder must have a turnover of at least 1.5 crore per year in preceding three Financial years (2013-14, 2014-15, 2015-16). For evidence of this self attested copy of the audited trading & profit and loss A/c and Balance Sheet should be kept in envelope No. 2.

13. The agency's net worth minimum 1 crore as on 31/03/2016 evidence of this self attested copy of the certificate of chartered accountant must be enclosed in envelope No. 2.

14. Enclose copy of PAN No. issued by income tax department, copy of VAT/CST/TIN & Service Tax Registration No. issued by concerning tax department, copy of the registration as registerd firm certificate of incorporation from Registrar of Company in case of company. Self attested copies of these documents must be kept in envelope No. 2.

15. Enclose copy of the audited balance sheet along with audit report of the company for the previous

three financial years in envelope No. 2.

16. Enclose copy of the Income Tax Return of the company for the previous three assessment years in envelope No. 2.

17. Enclose copy of the experience certificates as required in envelope No. 2.

18. Enclose copy of the complete list of the hardware infrastructure and layout in envelope No. 2.

19. Enclose copy of the owned/leased OMR and photo scanners available with firm in envelope No. 2.

20. Bidder shall furnish affidavit stating that the bidder has not been black-listed in any of university/organization/State or central government offices or institutions. This affidavit shall be kept in envelope no.

2. If the bidder work in this University previously than a certificate for satisfactory work must be given by the bidder. This certificate shall be kept in envelope No. 2.

21. Technical write-up on the examination process should be kept in envelope no. 2.

22. Enclose all relevant samples in envelope No. 2.

23. After accepting the bidder's bid & contract signed by the bidder, the contractee shall perform the works as per university order. Payment will be made to the contractee only for the works performed by him as per approved rate and terms& conditions of the bid and contract signed by the contractee. The works performed by the contractee shall be verified by the university examination department.

24. Payment will be made after audit by crossed cheque and the taxes as per rules shall be deducted.

25. **Procedure for submission of the tender document.**

Sealed envelopes 1,2 and 3 (as stated below) be placed in a single big sealed cover and superscribed as tender for Pre and Post examination Vikram University, Ujjain.

Envelope No. 1:- DD for EMD (Rs. 3,00,000/-) and cost of tender document (Rs.10,000/-) if downloaded from the website.

Envelope No. 2:- each page of the tender form should be signed sealed by the bidder. All certificate, documents as per tender form required in technical bid.

Envelope No. 3. this envelope should contain financial bid form signed and sealed by the bidder.

26. All bidders are required to read the tender document carefully before quoting rates and submission of tender. Submission of the tender shall be considered as meeting the following requirements:

(a) Tender documents have been carefully read and understood by the bidder, and

(b) The bidder is ready to quote the rate as per the terms and conditions mentioned in the tender document of Vikram University, Ujjain.

27. Conditional tenders shall not be accepted in any case.

28. Physical inspection of the infrastructure and availability of the competent manpower may be made by a committee constituted by the university.

29. The Registrar, Vikram University, Ujjain does not bind itself 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, Vikram University, Ujjain 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.

30. The contract shall be for a period for of one year only. However, under certain circumstances the running contract may be renewed for another one year on mutual agreement between the contractor and the university.

31. (A) Successful bidder shall have to deposit security deposit money which will be 10% of the order value. The bidder can deposit this security deposit on cash counter of the University or by Bank Draft payable in favour of the Registrar, Vikram University, Ujjain.

(B) After depositing security deposit amount the successful bidder will have to execute an agreement on a non judicial stamp paper of 100/- in the prescribed form with the Registrar, Vikram University, Ujjain within 10 days. After executing the agreement work order shall be issued to the bidder, through Registered Post/Speed Post only.

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

33. Earnest money shall be forfeited in case the select bidder does not start the work/complete the work within specified time as mentioned in the work order by the Registrar, Vikram University, Ujjain. Under such circumstances the University is free to toward the contract to the second lowest bidder and the excess mony will be deducted/ adjusted from the EMD deposited by the bidder.

34. The tenderer shall have no right to sub-let, assign the work/part of work in any manner to any third party or authorize any other person to complete the contract awarded to him.

35. The contractor has to maintain secrecy at all levels and throughout the execution of the work.

36. The contractor has to provide all data online as per the University instruction.

37. 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.

38. Penalty for delay-

(i) The time specified for performing examination work, 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 Vikram University in order form.

(ii) In case of delay in performing examination work within prescribed time penalty shall be imposed on the contractor on the basis of following:

(a) Delay in pre examination work (as stated in financial bid on No. 1)	Rs.1000/-per day
(b) Delay in post examination work and other works (as stated in financial bid on No. 2 to --)	Rs. 1500/- perday
(c) Delay in supply of blank marklists (as stated in financial bid on No. 10)	Rs. 500/- per day
(d) On failure of providing online data (as per condition No35)	Rs. 500/- per day.

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

40. In the event of dispute arising out of this agreement, the Vice Chancellor, Vikram University, Ujjain shall be the sole arbitrator and his decision shall be final and binding on both the parties.

41. The Registrar, Vikram University, Ujjain reserves the right to modify/change/delete/add any further terms and conditions prior to issue of the contract.

42. It is expected and assumed that all documents, certificates, declarations made are true and correct on the basis of which technical evaluation will be made. If the above information is not correct and subsequently has come to the knowledge of Vikram University, Ujjain then the awarded contract may be liable for cancellation at the discretion of Vikram University, Ujjain.



Registrar

Vikram University, Ujjain

I have read the terms and conditions mentioned above in this tender document and undertake to abide by as specified in the terms and conditions section of this document in case of award of the contract of the Pre and Post examination work to me.

SIGNATURE OF THE BIDDER -----

SEAL-----

NAME IN FULL-----

ADDRESS-----

TELEPHONE NUMBER-----

EMAIL ID OF THE TENDERER-----

MOBILE NUMBER-----

Signature of the Bidder

VIKRAM UNIVERSITY, UJJAIN (M.P)

Bidders Profile (For Technical Bid)

Name of Bidder (Firm/Company)

Address :

Tel Nos. :

Fax : E-Mail

Status PSU/P.Ltd.

Name of CEO

Contact Person

PAN No.

Sales Tax No.

Service Tax No.

Bankers

UPS

Power Supply

Date

Signature

Place

Seal of the Bidder

VIKRAM UNIVERSITY, UJJAIN (M.P.)

Process of Opening Bids on -----

First: Envelope No. 1 will be opened. if DD/Receipt of Rs 10,000/- for tender document and DD of Rs 3,00,000/- for earnest money are not found in the envelope, the tender of such bidder/bidders will not be considered and Envelope No. 2&3 shall not be opened of that bidder or bidders.

Second : Envelope No. 2 will be opened. All the document in accordance with the terms and conditions of the tender should be found in this envelope. If any one or more than the documents (required as per terms & conditions of the tender) are not found in the envelope, that tender of such bidder or bidders shall not be considered and envelope No. 3 of such bidder or bidders shall not be opened.

Third: Envelope No. 3 shall be opened only of such bidder whose required documents (as per terms and condition of the tender) found correct in envelope No. 1 and 2.

VIKRAM UNIVERSITY, UJJAIN (M.P.)
TENDER FOR PRE & POST RESULT PROCESSING
FINANCIAL BID

Category	S.No.	Description	Approx Number of student	Per students Total Rate for all works from 1 to 8 as a whole. Rate in INR
I	1.	Pre examination work including all reports as per specifications in tender form.(Per Student)	2,70,000	
	2.	Post examination work including all reports and mark sheets as per specifications in tender form (per Student)	2,70,00	
	3.	Upload of Results on site. (Per Student)		
	4.	Verification Process for identification of valid mark sheet of old and new sessions inclusive of Web space charges for maintaining all Students' data online for session.(Per Student)	2,70,000	
	5.	Web facilitated provision for issuance of duplicate mark sheet at University Premises. (Per Student)	5000	
II	6.	Revaluation work including all reports as per specifications in tender form. (Per Student)	15000	
III	7.	Supplementary/ATKT examination work including all reports as per Specifications in tender form. (Per Student)	35000	
IV	8.	Printing & supply of Blank Mark Sheet with security features.(Per mark sheet)	15000	
V	9.	Supply of extra Blank printed mark sheet (Per Mark Sheet) and CBCS Pattern Blank Marksheet		

TERMS & CONDITIONS:

1. The rates are inclusive of all pre-printed and blank stationery, files, media, etc.
2. Service Tax will be extra as applicable from time to time.
3. The rate should be inclusive of transportation cost for delivering outputs.
4. I/we have read and understood all 44 terms & conditions of this tender. I/we accept the terms & conditions of this tender and agree to work as per the terms & conditions of this tender.

Date :

Signature of Bidder
with official seal