



Sri Dev Suman Uttarakhand Vishwavidhyalay
Badshahithaul, Tehri Garhwal-249199


Tel. : 01376 – 254011 (O)
Website: www.sdsuv.ac.in

Ref. No. SDSUV/ADMN/760

Dated: 04 July 2016


Short-term Re-Tender Notice

Sealed tenders are invited once gain from the reputed and experienced data processing organizations to accomplish Post examination work for the year 2016-17. Tender document containing details with terms and conditions can be downloaded from the University website "www.sdsuv.ac.in" and submitted at the office of Registrar, Sri Dev Suman Uttarakhand University Badshahithaul (Tehri). Last date of tender submission is on or before 13-07-2016, 5.00 PM. Those who have submitted their bids earlier need not apply again.


Dr. S.S. Rawat
Registrar

Copy of the above Tender Notice forward to:-

1. Editor (i) Amar Ujala (Uttarakhand Edition), (ii) Hindustan Times (New Delhi Edition) with a request to publish on 10% discount rates only in the size of 6x4 sqcm. Also requested to submit the bill in duplicate along with a copy of published advertisement.
2. P.S. to V.C. for information of Hon'ble Vice Chancellor.
3. Deputy Registrar
4. Finance Officer
5. P.A.to Registrar for Office Record


Dr. S.S. Rawat
Registrar

Tender Document- I

Sri Dev Suman Uttarakhand University (SDSUV)

Badshahithol, Tehri, Uttrakhand

<http://www.sdsuv.ac.in>



"Tender for
Post Examination and Result Processing Work
(Annual/Semesters/CBCS Examination (Main/Improvement Examinations))

Bid Ref.No. : 760

Dated: 04-07-2016

Issuing Authority

Registrar
Sri Dev Suman Uttarakhand University

SRI DEV SUMAN UTTARAKHAND UNIVERSITY

Badshahithaul, Tehri, Uttrakhand

Telephone No. 01376-254011

Web Site - <http://www.sdsuv.ac.in>

Bid Ref.No. : 760

Dated: 04-07-2016

Short Term Re-Tender Notice

Bids (i.e., Eligibility, Technical and Financial) are invited for Post Examination and Result Processing Work for Sri Dev Suman Uttarakhand University from the interested bidders.

Bid No	Scope of Work	Earnest Money Deposit (EMD)	Cost of Bid Form
	Complete Solution to Post Examination Result Processing and Automation for Professional and Non-Professional courses	Rs. 2,00,000	2270/- (Rs.2000+270 VAT)

Bid Processing Schedule

Sr. No.	University Stage	Date/Time /Day	Venue
1	Publication/Uploading of tender on the University website	04/07/2016,Sunday	-
2	Last date for submission of bids	13/07/2016 at 5.00 PM, Wednesday	-
3	Opening of Eligibility	14/07/2016 at 11.00 AM, Thursday	Registrar Office, SDSUV, Badshahithaul
4	Opening of Technical bid	14/07/2016 at 12.00 PM, Thursday	-do-
4	Technical Demonstration by bidders	14/07/2016 at 02.00 PM, Thursday	-do-
5	Opening of Financial bids	14/07/2016 at 4.00 PM Thursday	-do-

Note:

Bidders should submit their bids along with the Demand Draft for the Bid Document Fee and EMD in the 'Eligibility Cover', bids received without DD will be rejected.

The bidder must submit their bid both in hard copy and two sets of soft copies on CD either in person or should mail their bids in sealed envelopes through registered post, speed post or courier the envelop must be addressed to "The Registrar, Sri Dev Suman Uttarakhand University within the last date and time of submission.

The envelope containing the bids should be super scribed as "Tender for Post Examination and Result Processing Work" and the reference number of the tender should super-scribed on the submission envelope.

Bidder Signature and Seal

1. Instructions for Bid Submission

- The bidder must read the bid document carefully and submit bids in strict conformity with the requirements as given in the document.
- The bidder is advised to understand carefully the entire scope of work and allied activities. They may also acquaint themselves with all information indicating risk, responsibilities etc., and are advised to visit the web site of SDSUV. If any clarification is required it should be obtained from SDSUV before filling the bid document.
- **Price of Tender Document:**

The Tender document (RFP) is available for Rupees 2270/- (nonrefundable) to the interested bidders who qualify eligibility criteria and specifications. An electronic version of this tender document can be downloaded from the University website www.sdsuv.ac.in, however the bidder has to deposit 2270/- vide a Demand Draft in favor of the Finance Officer, Sri Dev Suman Uttarakhand University payable at Chamba(Tehri Garhwal) at the time of submission of bid.
- The tender should be sent as per tender application format specified by the University and the filled tender document should be sent to the **Registrar, Sri Dev Suman Uttarakhand University, Badshahithaul, Tehri Garhwal (Uttarakhand) – 249 199** in double sealed envelopes super scribing “Post Examination and Result Processing Work” by due date of opening by Registered/Speed post. Tender can also be dropped in the tender box kept at Registrar Office by the due date. Eligibility bid, Technical Bid and Financial Bids should be put up in separate sealed envelope and all these envelopes containing eligibility bid, Technical Bid and Financial Bids should be placed in one sealed cover envelope. First eligibility bid shall be opened then technical bid and finally financial bid will be opened only for technically qualified tenderers.
- **Earnest Money Deposit**

The tender should be accompanied with the EMD of Rs.200,000/- (Rupees Two lakh only) in favor of the “Finance Officer, Sri Dev Suman Uttarakhand University ” only by way of a Demand Draft payable at Chamba (Tehri Garhwal). Please write your name, address, and telephone number at the back of the demand draft or pay order. Tender without demand draft or pay order shall be rejected.

 - (i) The tenders not accompanied by EMD will be rejected.
 - (ii) No interest will be payable on EMD. The EMD will be refunded to the unsuccessful tenderer(s) after the PO has been given to the successful vendor.
 - (iii) In the event of failure to furnish Performance Security Deposit for the required amount within the prescribed time limit or refusing to supply the order after PO has been raised by the university, the EMD amount will be forfeited.
- **Clarification of Bids**

Any queries regarding to this tender document should be addressed to or clarified from The Registrar, Sri Dev Suman Uttarakhand University Badshahithaul Tehri Garhwal, Uttarakhand.
- Selection of the vendor will be made purely on merit, past experience and reputation, as the work to be entrusted is of very sensitive and important nature, merely quoting lowest rates will not qualify vendor for selection.
- System should be Web based and should be accessible from colleges for a specified scope. Log in will be always as per user credentials based on access level rights.

- Time-Limit for the customization of a particular job e.g. annual examination and semester examination , should be as under

Sr. No.	Stage Description	Total Period	Cumulative Period
1.	Development / Customization	10 days	10 days
2.	Trials, Testing, Implementation of application software	10 days	20 days

- Bidders who do not fulfill all or any of the conditions of bid, or if their response/proposal to the bid is incomplete in any respect their bids will be rejected.
- SDSUV is not bound to accept any of the Bid response or bid. And will not be responsible for any delay / loss of document in transit.
- Proposals should be legible and should be neatly typed; all overwriting and corrections shall be duly attested before submitting the same. All handwritten proposals will be rejected.
- SDSUV reserves the right to accept or reject all the response received in part or full without assigning any reason thereof.
- The bid process shall be considered valid by SDSUV even if there is one responsive bid, provided that the bid is technically qualified, the price quoted by the bidder is assessed to be reasonable and the bid is unconditional and complete in all respects; and the bidder is qualified as per the provisions of eligibility criteria in the bidding document
- The offer expressed through the bid must remain valid for one year from the date of presentation/agreement, which may be extended if necessary on the consent of the bidders with the approval of competent authority.

2. Examination System

SDSUV wishes to use technology intervention to automate examination i.e., 'Post Examination Work' like result processing and certificate printing on a priority basis with a high level of confidentiality. This is imperative in light of the increasing number of examination and the volume of transactions and records to be maintained. In this scenario the University is looking at a robust technology system as it will help SDSUV take informed decisions and also for timely disbursing information to the students, colleges and other stakeholders.

3. Scope of Work

The number of students appearing in various examinations is approximately more than **1 Lakhs** and the University follows Annual and Semester and CBCS examination pattern.

On reviewing the various activities pertaining to Post examination, the University has identified the following as major scope of work to be delivered by prospective bidders:

- System study of existing examination processes
- Post Examination Automation with complete solution
- Secured Printing of Marks sheets and Certificates

All the above is currently being sought through this bid invitation 'Post Examination and Result Processing Work'.

Bidder Signature and Seal

Description of work: Complete work of Data Processing work related to Post Examination-2016 including Consumables, hardware, software, Stationary and confidential stationary.

- (i) Printing of Class, subject or paper code, enrolment no and roll no in Award sheet etc. to send the evaluator along with Answer books as per direction of the University.
- (ii) Scanning of ICR Award-sheets, recognition, verification and validation of ICR sheets Images to capture data (where ICR sheets are not available, in such cases, the manual entry will be made).
- (iii) Manual data entry to link with the data file of pre-examination and collating with scanned data (awards) as per direction of the University.

Note: There will be double entry system of awards either scanning of award sheets and manual entry system or both manual systems separately for the cross checking of awards and avoid manual checking system. However, the awards shall be checked randomly.

Input Data/Documents (Provided by the SDSUV)

- (i) Pre-Examination data file will be provided by the University in the form of nominal roll in excel file along with subjects and paper names etc.
- (ii) Award-sheet fill up by the examiner.
- (iii) List of absentees, Result late cases, any other remarks like OMS, Fees dues etc.
- (iv) Update/correction of data for the input data till the post exam data awards data become 100 percent accurate.
- (v) Master data file along with photographs and signature for each candidate.
- (vi) To flag the records in case of Back paper examination.

Output Reports (Provided by the Vendor)

- (i) To create absentee file for each paper from the list of absentees/Attendance sheets.
- (ii) To print edit list of missing/extra/duplicate roll number list and update the data with corrections as advice by the University till all mistakes are removed and to print update list.
- (iii) To update result master file with corrections and print the update list for error cases only till all mistakes are removed. List of mismatched in awards and others fields in a file for corrections.
- (iv) Generate and print dummy result college-wise and class-wise in two copies: size of 15x12x1 computer stationary for complete checking by the agency and randomly checking for the SDSUV.
- (v) Generate and print college-wise and class-wise final Tabulation Chart in two (original) copies; Size: 15x12x1, 105 GSM Parchment paper with numbering and front side printing in two colours.
- (vi) Generate and print college-wise and class-wise marksheet; Size: A4, 105 GSM Parchment paper preferably lucky parchment paper with numbering and front and backside printing in 4 colours and 4 security features inclusive anti-copying features.
- (vii) Generate and print collegewise and classwise degree certificate; Size: A4, 120 GSM Parchment paper preferably lucky parchment paper with numbering and front and backside printing in 4 colours and 4 security features.

To carry out the entire support activities related to the Examination System project on a turn-key basis such as deploying onsite manpower, developing forms / developing processes / reports, modules as per requirement of SDSUV, in pre-defined time schedule.

Bidder need to carry out the detailed system study of the processes currently followed by the University before customization or development or implemented at SDSUV.

The modules / activities desired to be implemented by SDSUV are as follows:

<ul style="list-style-type: none">• Basic Information module• Academics/ Syllabus Information module• Student Marks and Result Processing Management module• Post Examination Management Module.	<ul style="list-style-type: none">• Convocation Management module• Student Portal module• System Administration module• Integration with SMS, Email and Payment gateways as per module requirements
---	--

Post- Examination Automation

[A]Master Data Capture

Setup of Generic Master Data

- i. Setup of Courses, Subjects, Branches, Syllabus (regular and CBCS pattern) Masters
- ii. Setup of College, Center, Study centers, Block, Grade, Carry over rules / Grace, Class Masters and GPA / SGPA rules
- iii. Setup of Roll No. / Code No. Master

[B] Post Examination Automation work

- (i) Student Marks entry (Online/Off-line mode): Capturing student marks on all heads / categories by barcode and/or system generated unique ID (Dummy Number).
 - Generation of blank Mark Input forms with Code numbers for online entry of awards.
 - A provision to Upload, On-line / Offline, Students' Internal marks
 - A provision to Upload, On-line / Offline, Students' External marks
 - A provision to Enter Absent Details from Attendance sheets
 - A provision to update Answer sheet number from Attendance sheets
 - A provision to Enter Malpractice / Un-fair means Cases
 - A provision to enter multiple evaluation student score for the same paper
 - A provision to enter student score twice for the same paper and generation of mismatch report
 - Generation of Examiner remuneration report

[C]POST EXAMINATION (RESULT PROCESSING AND PUBLICATION)

- A provision to enter practical and internal marks entry directly from the colleges with multi-level approach or other means
- A provision to enter Students' External marks by uploading/ through offline process
- Provision to upload individual candidate marks as well as bulk upload of marks
- Short-listing of students for next semester/year
- Entry of Absent Details

Bidder Signature and Seal

- Entry of Malpractice Details
- Entry of Withheld Details
- Generation of Discrepancy / Error Report
- Generation of Grace analysis reports after applying Gracing rules
- Processing of Result applying Gracing and Ordinance rules based on CGPA and Non-CGPA system for Main/Back Paper Examination of Annual and Semester based examination
- Generation of Result Register, Marks Cards, Tabulation and Grade Sheets College wise, branch wise and subject wise
- Generation of Merit and Award List
- Generation of Statistical Reports – College and Subject wise
- Result comparison for different years of results and different branches etc
- A provision to print Provisional Degree and migration Certificate.
- A provision to display results On-line thru Portal, SMS Gateway and Email Gateway Integration

[D] BACK-PAER/IMPROVEMENT EXAMINATION

- Entry of back paper examination/ Verification Request Details online
- Generation of NO CHANGE report
- Entry of new students marks for change cases
- Processing of Results with new marks
- Generation of Result Register, Marks Cards and Mark-grade Sheets College wise
- Generation of Statistical Reports – College and Subject wise

[E] CONVOCATION

- A generation of Eligible list of candidates
- A provision to enter or to accept On-line Convocation Application Forms
- Generation of List of students applied for Convocation
- Generation of Annual Convocation List
- Generation of Student Address Labels
- Generation of Faculty wise Summary
- Generation of Faculty wise Summary [In Present / In Absentia]
- Generation of Student Degree Printing with Photo
- Generation of Statistical Reports

[F] UTILITIES

- Creation of users
- Definition of Roles
- Standard Backup and Restore Procedures
- Deletion / Archival of necessary data
- Audit management

Bidder Signature and Seal

Other Requirements

- (i) Development for all activities related to automation of Examination System.
- (ii) Conduct Training / workshops for University and College users for handling the software from time to time.
- (iii) The bidder shall maintain confidentiality in all matters relating to his assignment and necessary precaution shall be taken in this regard.
- (iv) Service activities expected
 - One software programmer / engineer and Data Entry Operators in sufficient number should be posted at SDSUV to solve urgent software problems and result processing work respectively during the result processing work of main exam/back-paper examination.
 - Telephone support
 - Email support
 - Remote assistance
 - Full time Onsite assistance by engineers as per work load (even on holidays)
 - Deploy Additional manpower at the time of result processing
 - Monthly system functionality check.

BID EVALUATION SYSTEM:

1. Three Bid System

Offers must be submitted in three separate sealed covers (**Part I, Part II and III**).

[A] The first sealed envelope duly super scribed "**Part I – Eligibility Criteria**" should contain details as mentioned in tender document.

EMD, as prescribed, shall be submitted along with the **Eligibility Bid (Part I)**. The envelope containing EMD shall be opened first and in case the EMD is not found in order, the tender of the defaulting bidder shall not be considered.

[B] The second sealed envelope duly super scribed "**Part II - Technical Bid**" should contain following:

- a) Company Profile of the Bidder
- b) Performance certificate from the client
- c) Copy of Income tax PAN Card
- d) Copy of Service tax registration
- e) Copy of Sales tax registration
- f) Copy of Certificate of Registration under the companies act
- g) Proof in support of standing in the business of software development of Examination Result processing for universities since last 5 years including last 3 years Purchase orders / Completion certificates.
- h) Original Tender document duly signed
- i) List of Clients using Examination Application software - Annexure 4

[C] The third sealed envelope duly super scribed "**Part - III Financial Bid**" should contain financial bid (Annex-3) detailing price of entire development cycle separately along with letter of Acceptance (Annex-5) & Undertaking of the bidder (Annex.-2). The financial bid will be opened only if the technical bid is cleared and accepted.

[D] All the above three envelopes may be placed in a fourth envelope superscribed "Tender for Post Examination and Result Processing Work".

Bids not confirming to the above instructions are liable to be rejected entirely at the discretion of Office of The Registrar, Sri Dev Suman Uttarakhand University Badshahithaul, Tehri Garhwal, Uttarakhand. The conditional bids are not accepted.

Bidder Signature and Seal

An Expert Committee will be constituted for bid valuation:

- (i) Only fulfilled eligibility criteria valid bids will be considered for financial comparison
- (ii) Price is not sole criteria for determination of lowest bidder
- (iii) Manpower and Expertise possessed by the firm
- (iv) Past experience,
- (v) Financial stability, track record of the firm.
- (vi) Service support and other relevant criteria.

SDSUV is looking to implement the "Tender for Post Examination and Result Processing Work" by inviting reputed companies with proven experience in providing similar examination solutions to leading state Universities and national level associations and it also wishes to avail the services of the shortlisted bidder to realise its objective of achieving excellence by automating various traditional processes followed in the examination section.

4. Mandatory Eligibility Criteria

The below mentioned are the mandatory eligibility criteria to be fulfilled by the primary bidder, providing on screen evaluation solution/services and for being consider for the further bidding process.

Sl. No	Eligibility Criteria for the Bidder	Documentary Evidence to be Attached with the Bid	Compliance
1	ISO 9001 – 2008 or ISO 27001:2013 or CMMi LEVEL 3	Certificate copy	Yes/No
2	Minimum of 5 years of experience of University Examination	Letter of incorporation	Yes/No
3	Average turnover of minimum Rs. 1.5 (Rupees one crore fifty lakh) crores in the last three (3) financial years i.e., cumulative turnover in the last three financial year should be Rs. 5 crores and above with the minimum turnover of each year being 1.5 Cr (i.e., FY 2013-14, 2014-15 & 2015-16).	1) Auditor certificate 2) Copies of Audited Balance Sheet. Provisional Balance Sheet will be considered only for FY 2015-16.	Yes/No
4	Should have executed at least 1 project pertaining to Pre & Post Examination. The projects should have been implemented for a state level affiliating University and minimum 1 Lakh students should have been processed. The projects should have been executed between financial year 2012-13, 2013-14 & 2014-15.	1) PO or MOU 2) Self Declaration	Yes/No
5	Experience of executing complete examination solution and online exam for a minimum of 1 (one) University in each of the last 3 financial years i.e., 2012-13, 2013-14 & 2014-15.	Purchase Orders or MOU	Yes/No
6	Development facility and in-house team strength a minimum of 10 for Software Development/Services	EPF Document or Professional Tax or Form 16 clearly specifying the number of employees on payroll with minimum 3 years' experience	
7	The bidder should not have been blacklisted by any central and/or state government department in India.	Self-Declaration of not being black listed to be submitted	Yes/No

5. Technical Evaluation

Experience Max 10 Points	Minimum 5 Years experience in providing exam solutions to Universities (Documents to be enclosed).	Total experience in exam solution Above 5 years – 2 marks for each year But not more than 10 marks.
Experience of working with Universities Max 10 Points	Experience of delivering ICT based solution to a minimum of (2) two state Universities where the beneficiaries are students of the affiliated colleges. Only order ('s) issued in FY 2012-13, 2013-14 & 2014-15 will be considered	ICT Experience Max 4 2 universities – 1 3 universities – 2 4 universities – 3 >=5 universities –4 Single Order Value (In Rs) Max 6 >8 - 10 Lakh – 2 >10 - 15 Lakh – 4 > 15 Lakh – 6
Experience of providing Pre & Post Examination Solution to a state level affiliating University Max 10 Points	Should have executed at least (1) one project pertaining to Pre & Post Examination and the project should have been implemented for a state level affiliating University and over 1 Lakh students should have been processed. Projects executed between FY 2012-13, 2013-14 & 2014-15 will only be considered	Max 10 Points Experience 1 University – 2 >=2 Universities – 5 No of Students Processed Min 1 Lakh Students – 2 >=1 Lakh Students – 5
Infrastructure and Manpower Max 10 Points	Development facility and in-house team strength a minimum of 10 employee for Software Development/Services	Max 10 Up to 10 Employees – 5 >10 Employees – 10
Implementation Methodology and Execution of work Max 50 Points	Salient features of the Application software Presentation of implementation methodology and manpower capability with a case study of a client ('s) where the same has been implemented	Max 50 Fully automation Foolproof and secured system-50 Semi automation Foolproof and secured system-20 Manual system-10 <i>Note: Certificate of execution from the Registrar/COE should be enclosed in each case.</i>
Knowledge Transfer Programme Max 10 Points	Suitability of training program to university exam dept and evaluators	Max 10 Organising successful training programme – 10 <i>Note: Certificate of execution from the Registrar/COE should be enclosed.</i>

6. Process of Selection

Technical Bid-

Minimum cut off points – 60 to qualify for further processes of the bid

Weightage ratio:

Technical – 75%

Financial – 25%

Bidder Signature and Seal

The objective of evolving this evaluation methodology is to facilitate the selection of the most efficient bidder and effective solution that appropriately meets the Board requirements. The bid would be first evaluated on technical soundness and then on the financials.

All bids shall be evaluated by an Evaluation Committee set up for this purpose by the university. The evaluation shall be on the basis of competence and the price quoted. The technical criteria and the financial criteria shall have the weightage of 75% and 25% respectively for evaluation, and these weightages shall be taken into consideration for arriving at the **Successful Bidder**. The assessment methodology vis-à-vis the weightages are as under: Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the amount in words will prevail. If the Successful Bidder does not accept the correction of the errors, its Bid will be rejected, and its Bid Security may be forfeited.

a) **Technical Criteria Evaluation**

Technical score (ts) is assigned based on the above technical evaluation criterion

Those who score 75 points and above in technical bid evaluation will be qualified for the financial bid opening.

Technical criteria evaluation would carry 75% weightage.

b) **Financial Bid**

Full marks i.e. 100 marks will be awarded to the bidder quoting the lowest price. Marks to the other bidder will be awarded in proportion to the price quoted vis-à-vis the lowest bidder.

For example if prices quoted are “X” and “Y” and if price “X” is lowest, bidder quoting price “X” shall be awarded full points, i.e., 100. .

For bidder quoting price “Y”, financial score (fs) will be $X * 100 / Y$.

Financial criteria evaluation would carry 25% weightage.

c) **Overall Assessment for calculation of Successful Bidder**

Combined score Cs is calculated as $0.75 * ts + 0.25 * fs$ and a bidder securing highest marks will be declared as the successful bidder.

7. **Bid Submission**

The applicant must submit a Demand Draft (DD) for the value of INR 2270/- (**Rupees Two Thousand Two Hundred Seventy rupees only**) as **non-refundable bid fee and Rs.2,00,000/- as EMD** along with the Bid Response. The DD should be drawn favoring “The Finance Officer, Sri Dev Suman Uttarakhand University” payable at Chamba (Tehri Garhwal). Bids without bid document fee and EMD will be considered void and will be rejected

8. **Bid Evaluation process**

All responses including the proposed solution(s) received by SDSUV shall be evaluated by an evaluation committee duly constituted by SDSUV, on the basis of eligibility criteria mentioned in this document. The responders can give presentation to present the solution proposed by them to the said committee at their own cost at a specified date, time and venue in the tender. Only bidders shortlisted by the bidders will be informed and their commercial bids only will be opened. SDSUV shall have the right to accept or reject any bids received from any company in response to the bid invitation.

10. **Rejection of Bids**

Bids received late, incomplete Bids and Bids not in conformity without prescribed specifications and with terms and conditions will be rejected. Sri Dev Suman Uttarakhand University Badshahithaul Tehri Garhwal will not be responsible for postal delay, non-receipt, non-delivery of tender documents or loss of documents in transit.

Bidder Signature and Seal

11. General Terms and conditions:

1. Language of Bid: The working language is English and all documents and correspondence must be in English.
2. There should be no overwriting in the offer. If required, scoring out entries and writing afresh, the bidder can make corrections. The initials of the bidder's authorized person and the seal of the bidder's company must verify each correction. After award of the contract, if the bidder does not perform the work satisfactorily or delays the execution of the contract, Sri Dev Suman Uttarakhand University Badshahithaul, Tehri Garhwal reserves the right to get the balance contract executed by another party of its choice.
3. The Bidder shall bear all costs associated with the preparation and submission of its Tender and the Sri Dev Suman Uttarakhand University Badshahithaul Tehri Garhwal will in no case be responsible or liable for these costs.
4. The Bidder is expected to examine all instructions, forms, terms, and conditions in the tender documents.
5. Bid shall remain valid one year after the date of tender opening prescribed by the University. A bid valid for shorter period shall be rejected.
6. Any bid received by the university, after the deadline for submission of bids prescribed by the university, will be rejected.
7. During evaluation of bids, the Sri Dev Suman Uttarakhand University Badshahithaul Tehri Garhwal may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered, or permitted.
8. No Bidder shall contact the Sri Dev Suman Uttarakhand University Badshahithaul Tehri Garhwal on any matter relating to its bid, from the time of the tender opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the university, it should do so in writing. Any effort by a Bidder to influence the Sri Dev Suman Uttarakhand University Badshahithaul Tehri Garhwal in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.
9. The Sri Dev Suman Uttarakhand University Badshahithaul Tehri Garhwal reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders.
10. Right to change any clause fully or partially in the term and condition mentioned above and right to cancel any TENDER is reserved with the university.
11. At the same time as the Sri Dev Suman Uttarakhand University Badshahithaul Tehri Garhwal notifies, the successful bidder that its bid has been accepted by the University and University will send a Contract form to the successful bidder, incorporating all agreements between the parties. Within 10 days of receipt of the Contract form, the successful bidder shall sign and date the contract and return it to the University. If bidder fails to do the same, his EMD will be forfeited and next bidder will be called for agreement.
12. Within 10 days of the receipt of notification of award from the university, the successful Bidder shall furnish the performance security at 10% of the cost of the tender to be ordered in the form of DD in favor of **The Finance Officer, Sri Dev Suman Uttarakhand University Badshahithaul Tehri Garhwal** payable at **Chamba (Tehri), Uttarakhand** or in the form of Bank Guarantee in favor of Registrar, Sri Dev Suman Uttarakhand University Badshahithaul. Failure of the successful bidder shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Sri Dev Suman Uttarakhand University Badshahithaul Tehri Garhwal may make the award to the next evaluated bidder or call for new bids. The Performance Security amount will be returned after completion of warranty period.
13. The successful bidder has to train the University designated staffs for the Operation of the Software free of cost.
14. Time is the essence of contract and work specified in tender is time bound under the project. The work should be completed on turnkey basis within a maximum period of one(1) month from the date of receiving award from University. Tender with early delivery schedule will be given preference. Penalty @ Rs.1000 per day of delay will be enforced for non-completion of work within the stipulated period.
15. Security performance deposit of the successful Bidder will be forfeited if he fails to comply with any of the conditions of the contract.
16. Successful Bidder shall submit **Articles of Agreement** before commencement of work and should deposit 10% of the Tendered amount toward security amount for executing the work adjustable with EMD.
17. Prices quoted by the vendor should be in Indian currency inclusive of all types of taxes & delivery at University. The rates should be quoted inclusive of development, customization, installation, implementation and warranty (one year) and delivery as per schedule.
18. In case of any breach of any terms and conditions by the successful bidder / contractor, Sri Dev Suman Uttarakhand University Badshahithaul Tehri (Garhwal) reserves the right to cancel the agreement by giving 21 days notice to the vendor.
19. All disputes shall be subject to the jurisdiction of the Courts in Tehri Garhwal, Uttarakhand, INDIA.

Annexure 1 (Bid Response Form)
(To be submitted with technical bid)

Note: Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the authenticity and correctness of the information.

S. No	Description	Details (To be filled in by the responder to the Bid)
1	Name of the Company	
2	Official address	
3	Phone No. and Fax No.	
4	Corporate Headquarters Address	
5	Phone No. and Fax No.	
6	E-Mail address of contact person	
7	Web Site Address	
8	Details of Company's Registration (Please enclose attested copies of the documents)	
9	Name of Registration Authority	
10	Registration Registration Number and Year of Registration	
11	Product/Service for which Registered with validity period	
12	EPF Document or Professional Tax or Form 16	
13	CST/LST/VAT registration No.	
14	Service Tax Registration No	
15	Permanent Account Number (PAN)	
16	Whether the company complies with the Requirement under the Contract Labor (Regulation and Abolition) Act	
17	Name of Bankers along with Branch(as appearing in MICR Cheque) & Account No.	
18	Name of the Authorized Signatory, who is authorized to respond to the Bid	
19	Other documents provided	

Additional headings and information may be provided by the proposing responder where they are required to include additional details or explanations.

Annexure 2 (Undertaking)

(To be submitted by the responder on the responder’s letter head)

I/We hereby undertake that I/we have studied and understood the bid document completely.

I/We hereby undertake that I/We understand that the Section Scope of Work and Requirement of this bid is indicative only and not exhaustive in any manner and that the final scope of work and technical specification will be decided by the SDSUV at their discretion.

I/We hereby undertake that I/We understand that the SDSUV reserves the right to finalize the scope of work and requirements at its discretion, which may be based on my proposed solution and/or any other responder’s proposed solution and/or as decided by the SDSUV. I/We hereby indemnify SDSUV from using our proposed solution and/or technical specifications and I/We hereby declare that I/We shall not be having any claim and/or right for the said usage. I/We hereby undertake to provide the requisite OEM authorization as and when required and/or asked for by SDSUV, as per the solution and/or requirements, as decided by SDSUV at their discretion.

I/We hereby undertake that I/We understand that the SDSUV reserves the right to float a separate bid for the scope of work and requirements as mentioned above of this Bid irrespective of the outcome of this Bid. I/We understand that in such a case I/We shall bid separately for that bid and in no case our response to this Bid shall be deemed as a bid for the said bid.

I/We hereby undertake that I/We understand that the SDSUV reserves the right to short list responder(s) for further bidding process of this Bid and in case of my/our response being rejected I/We shall have no claim of any sort in the further bidding process. Further SDSUV shall be at liberty to allow any company to respond in the bid process at any stage before the end date and time of accepting bids.

I/We hereby undertake that we shall comply with the Scope of work and requirements and there are no deviations of any manner in this regard from my/our side.

I/We hereby undertake that in case my/our response to this Bid is shortlisted, I/We agree to bid for the further bid as and when asked for by the SDSUV based on the terms and conditions and technical specifications and scope of work as finalized and decided by the SDSUV at their discretion.

I/We undertake to be the single point of contact for SDSUV and shall be solely responsible for all warranties, upgrades, and guarantees etc, offered by the OEM, and system integration and facilities management and for the entire scope of work and requirements as per the service levels defined in the subsequent bid document.

I/We here by affirm that our response is valid for a period of one year from the date of Bid submission.

We, thehaving registered office at
..... do hereby declare and affirm the following.

1. We are aware of all statutory and legal requirements of Central and State Governments as well as local regulations applicable to the work. Consequences due to violation of these Acts, Rules, and Regulations shall be borne by us and the Employer / Consultant are indemnified from any charge directly or indirectly arising there from.
2. That this undertaking forms part of the Agreement and contract documents.

WITNESS:

Signature of the Bidder with seal.

Annexure-3 (Financial Bid Format)

To,
The Registrar, Sri Dev Suman Uttarakhand University, Badshahithaul, Tehri, Utrakhand

Sr. No.	Description	Rate in Rs.(inclusive all taxes and other expenses) Per student	
		Rate in Figure	Rate in words
1	Complete Post-Examination work(Main/Improvement) at University Premises with complete solution including hardware, system and application software , secure and foolproof web-enabled system to obtained online awards/information from the examiners/colleges, consumables, stationary, PP Tabulation Chart and Secured PP Marksheets, Degree Certificates as per specifications mentioned in tender Pre-Examination data will be provided by the University in excel file.		

Note: Rates shall be quoted inclusive of all taxes for – both in figures and words and basic needs like space for infrastructure set up, Electricity will be provided by the University free of cost.

Signature

Name of the Company:

Address of the company:

Contact Number Authorized Signatory (Mobile):

Date:

Place:

Bidder Signature and Seal

Annexure 4

LIST OF MAJOR CLIENTS
(To be submitted along with Part I)

Details of experience of Tender work: Enclosed the self attested copy of Experience certificate.

Sr, No.	Name, Address, Remarks Telephone and Fax Nos.	Year of Implementation	Current Status
--------------------	--	-----------------------------------	---------------------------

LETTER OF ACCEPTANCE
(To be submitted along with Part I)

THE REGISTRAR,
Sri Dev Suman Uttarakhand University Badshahithaul Tehri Garhwal

Dear Sir,

I/We, hereby tender for the execution of the work specified in the under mentioned memorandum within the time specified in such memorandum at the rates specified therein and in accordance in all respects with the specification and instructions in writing which have been read by me/us, read and explained to me/us and with such materials as are provided for by and in all other respects in accordance with such conditions so far as possible.

MEMORANDUM

- 1. General description of work** :

- 2. EMD** : Rs. 200,000/--
- 3. Security Deposit** : 10% of the Tendered amount
- 4. Tenders to be submitted on or before** :

- 5. Specifications** : The work shall be carried out as explained in Tender document.

I/We do hereby agree to abide by and fulfill all the terms and provisions of the conditions in the articles of Agreement, Notice Inviting tenders and General Terms and Conditions and Tender Form etc. which have been read by me/us and explained to me/us so far as applicable or in default.

Dated this ----- day of ----- 2016.

Bidder's signature with seal
Address

Witness to Bidder's signature
Address:

The above tender is hereby accepted by me or behalf of **THE REGISTRAR, Sri Dev Suman Uttarakhand University Badshahithaul Tehri Garhwal**

Dated this -----day of ----- 2016.

Signature of the Officer by whom accepted.