Ref. No.- 1696/SDSUV/Tender Exam/2022-23

Dated- 21/05/2022

Short Term Tender

Sealed Tenders are invited from reputed and experienced firms to accomplish Online Examination Form Filing for the session 2022-23. Tender document containing details along with terms and conditions can be downloaded from University website www.sdsuv.ac.in. Last date of tender submission is 20 June, 2022 till 01.00 pm.

(K.R.Bhatt),
Registrar.

Copy of the above tender notice forwarded to:

1- Editor, (i)- Daink Jagarn (Garhwal Edition). (ii) Dainki Bhaskar (New Tehri) with a request to publish on card rates only in the size of 6x8 sq.cm. Also requested to submit the bill in duplicate along with a copy of published advertisement.
2- P.S. to Vice Chancellor for information of Hon'ble Vice Chancellor..
3- Exam Controller.
4- Finance Officer.
5- Sh. Kuldeep Singh Negi, P.S to Vice Chancellor with the requested to display the Sort Term Tender Notice on the University website.
6- Notice Board.

(K.R.Bhatt),
Registrar.

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Sri Dev Suman Uttrakhand Vishwavidyalaya, Badshahithaul (U.K.)

SHORT TERM TENDER

FOR

Online submission of Examination Application form and pre Examination and other work for various examinations for the session 2022-23

No. SDSUV/   /EXAM/online/2022/23   Date: 21 /05/2022

Sealed tenders under two bid system i.e. technical and financial bids are invited on or before 20th June 2022 from reputed and experienced firms for online based Pre examination work of the university. Bidders can download tender documents and other details from the university web site www.sdsu.ac.in.

Item/work description	EMD	Tender Fee
Pre-examination work of UG and PG classes using online examination forms, payment Gateway, validation of data as per rules, printing roll list and Admit cards as per work description for approximately 1.10 lacs candidates.	Rs. 2,00000 Two lakh only	Rs. 2000+ Rs. 360 GST 18% Total Rs.2360 Two thousand three hundred sixty only

Bidders who download the Tender document from website will be required to enclose two Demand Drafts separately for EMD and Tender fee as per amount given above in favour of Finance Officer. Sri Dev Suman Uttarakhand Vishwavidyalaya payable at Chamba (Dist Tehri) Uttarakhand along with Technical Bid failing which tender will be rejected.

Address of Communication and place of Opening bid:

Registrar.
Sri Suman Uttarakhand Vishwavidyalaya
Badshahithaul, Tehri Garhwal, Uttarakhand
PIN-249199

Registrar

1

Brief Overview of the Project

S.D.S.U.V. has approx. 1.10 lacs students registered to its more than 160 affiliated colleges under nearly 150 examinations schemes. These examinations are mostly conducted on yearly pattern but few examinations are conducted on semester pattern. The maximum number of students registered in an examination can be as large as approx. 30000 while the minimum number of students can be as less as 10. This involves providing web link for www.Sdsuv.ac.in by designing, maintaining a secure website so that students, colleges and the University can access rights-based information pertaining to examination year 2023, From this web interface students will be able to fill their Main Examination Form & Enrolment Form Students may also communicate corrections in his/her particulars and get their information remotely.

SUMMARY OF WORKS

TYPE OF WORK-FILLING ONLINE FORMS	STARTED FROM (Dates are tentative)
Main & Semester Examinations form filling	All Dates are Tentative And Further Decided By University.
Admit Card Generation (Online)	
Verification Sheet Generation (Online & Printing)	
Nominal Roll Generation Subject & Course wise (Online)	
N.R. Generation Online & Offline	
Award Sheets For Viva & Practical (Online)	
University management panel for all above activities	
TOTAL candidates 1.10 lacs (Approx.)	

The project will help in building trust and faith in examination system besides bringing in efficiency and effectiveness in exam conduction through greater transparency, accountability, responsiveness and accessibility.

1. Eligibility Criteria

The following criteria must be fulfilled by a Bidder

1.1. An individual organization shall submit the Bid. No consortium or subletting of the work will be allowed.

1.2. The bidder must have more than five year experience in successfully carrying out online (web based) based pre-examination work comprising online registration with photo and signature uploading facilities, preparation and printing of roll list and online admit cards of two or more universities/Educational Institutions/Boards where undergraduate and post graduate examination with at least 1.10 lac candidates are involved, so that they are well conversant with typical problems associated with online system having different varieties of papers. Preference shall be given to the firm having more work experience or tender work.

1.3. The firms and associated firms/persons who have carried out pre/post examination work this university previously shall be required to submit satisfactory work completion certificate for each year they have carried out the work.

1.4. The bidder should attach the copy of successful work completion certificate issued by Registrar/COE of the Universities for which they carried out the online pre examination work giving total value of

the pre-examination, number of candidates, nature of work (stating online registration with photo and signature upload, preparation and printing of roll list and online admit cards), examinations/subjects involved. List of such organizations with contact person details including mobile no, telephone no, email and website are to be enclosed from organizations which have employed the firm for such kind of examination work.

1.5. The bidder should have an annual turnover of minimum 2 Crore in each of the last three financial years. In case bidder does not satisfy turnover criteria his bid will be rejected summarily. Audited copies of Balance Sheet and Profit & Loss Account of last three financial year i.e 2019-2020, 2020-2021 and 2021-2022 must be enclosed with the Technical Bid. In case of audited accounts for financial year 2021-2022 is not available, certificate from CA mast be enclosed with technical bid and a and when Audit completed.

1.6. The bidder should be in a profitable position for all these three financial years.

1.7. The bidder must not be black listed by any government/PSU/Board/University. Bidder has to submit undertaking in this regard.

1.8. The bidder has to provide a copy of Service Tax registration certificate, Service tax clearance certificate and PAN card.

1.9. The bidder has to execute and complete the awarded work in the specified time period The bidder has to submit undertaking in this regard.

1.10. The bidder has to submit the proposed team structure with roles and responsibilities of key top management and technical staff 1.11. A satisfactory inspection report from a committee constituted to inspect infrastructure and technical capabilities of the bidder to carry out the work.

2. Letter of Invitation of Bids

For effective data capturing in online E-application in prescribed digital format, processing and supply of material is a time bound manner, SDSUV intends to award the work to competent and professional firm. The tasks consist of the following:

2.1. Firm will draw the examination scheme from syllabus in force required for form filling and understand the examination system clearly The firm also seek the approval of the same from SDSUV and then do all processing activities of Pre Examination work and supply reports.

2.2. To provide an interface for the University to Add. Delete, and Edit (subject, paper code, paper name, maximum & minimum marks in each subject/paper). The firm will make all entries require to prepare the database of subject and papers, to display the same, to link the same with the syllabus PDF files provided by the university. so that students will be able to view/print syllabus of individual papers, scheme of examination/examination rules etc. Hard copy print out of the database will be provided to the University for Approval and will make addition/corrections as per direction of the University.

2.3. To provide an interface for the University to add college, college name, examination, subjects, number of seats in each subject offered in the college and provision to accept examination forms as per number of seats sanctioned to the college in the first year/previous year. The firm will draw the

Initial data from the last year result database. Hard copy print out of the database will be provided to the University for Approval and will make addition/corrections etc. as per direction of the University.

2.4. Design, Develop and Maintain Web application for online capturing Examination form in the desired e-Application Form, interfacing with payment gateway and providing interface for students, colleges and University. Providing secured server space to SDSUV for full examination Cycle.

2.5. Developing On-line Application for examination and hosting the same on server space having high bandwidth (to support minimum 2000 users logging in at a time) so that candidates making online application shall not experience difficulties due to slow response of the server.

2.6. To provide university interface to enter, modify schedule (Course/examination wise) for filling online application for examination (Last date, Examination Fee, Late fee etc. for regular and non-collegiate candidates, examination dates etc.) and to make initial entries as per direction of the SDSUV.

2.7. To provide university and college interface through which daily progress of filling examination forms (Examination wise, College wise) can be viewed.

2.8. To provide University and College interface to view Registration Number/transaction ID, Name & Father's Name of candidates with facility for approval by concerned college/university based on bank transaction ID/Application forms collected, view approved and pending list of applications, facility to download and print the lists.

2.9. To do enrolment work of regular students and private students, validating data and to create enrolment numbers as per directions of the University and prepare enrolment register.

2.10. Since university has already got filled enrolment form for regular students, the firm will be required to attach already filled enrollment form of the regular students with the hardcopy of online examination forms (30,000 forms provided by the university).

2.11. Designing of various e-Forms for various examinations, query form. Providing/ Maintaining the data storage server for minimum one year or throughout the examination cycle whichever is later covering student details for approx. 1.10 lac students.

2.12. The firm will make provisions to provide weekly data on a hard disk/backup media (provided by the University) as per format provided.

2.13. The firm will provide interface through university panel to make corrections of entries made by the candidate using registration number/transaction ID of the candidate.

2.14. The firm will also provide the database after validating/updating corrections on CD or link. The firm will also provide such facility to provide automatic backup on day to day basis of data captured form filling.

2.15. Doing all editing and Data processing activities and supply of reports (Admission Form, payment, Roll List, Admission card etc. as per the format/requirements of SDSUV. At the end of each phases by supplying updated data to be used for result processing in required format.

2.16. Providing required support in case of any discrepancies or in the need of corrective and preventives actions suggested by the SDSUV.

2.17. Supplying Fee collection statement college wise/Exam wise/month wise with mention of fee heads and sub heads and bank reconciliation statement. Any print statement required by the university on data captured and compilation.

2.18. Hosting of all the web application developed as above on SDSUV web server with automatic backup of all data on daily basis as a security measure.

2.19. Deploying Human Resources (one programmer, Two Student Counselor and two telecall operators) for a period of six months in the university.

Note: The university has not a web application developed using PHP/MYSQL with integration to Payment gateway. The bidder will be responsible to provide all the facilities for form filling as described above.

3. Two-stage selection procedure shall be adopted that will proceed as follows:

3.1.1 The first stage proposal will consist of Technical Bid & second stage will be Financial Bid. Financial Bids of only technically qualified bidders based on evaluation of the Technical Bid shall be opened. A decision as to whether or not the a Bidder will be technically qualified will be based on the Bidder's experience and reputation.

3.2 Earnest Money Deposit will be as described later in this document.

3.3 Bid Validity will be as described later in this document.

3.4 Each Bidder shall submit only one bid and bid must be delivered according to schedule.

4. Scope of the Work

System study of present working system of the University with special reference to examination conduct(Main) for various examination schemes are the integral constituents of the project along with user friendly web application interface for 1 students, colleges and University.

Key Features required for tender work

[A] Online web based application for Pre Examination (Main Examination)

4.1 Designing of e-forms for various examinations. The application should be browser independent and dynamic in nature. The application must be developed such that the table structure field names should be same as that of the application software provided by the firm. The labels on the online form should be bilingual (Unicode based) wherever required i.e. in Hindi as well as in English.

4.2 On-line filling up of examination forms and enrollment forms with photograph and signature upload taking into account eligibility criteria and validation. Calculation and display of Fee to be deposited and linking to the payment gateway for fee deposit. Generation of unique registration number (Challan number) to enable the student deposit the fee using online payment Gateway. After

confirmation of the payment, a payment receipt (Registration No. Name, Fname, Mobile No., College code with College Name, Class, Main exam fee, Due paper Fee, Insurance Fee, Enrollment fee, Late Fee, Total Fee, Transaction ID, payment collected by) in duplicate in PDF format with bank reference number, form registration number must be created and saved allowing candidate to print both payment receipt and hardcopy of the examination form and enrollment form.

4.3 To upload colored photo and signature of applicant.

4.4 To generate and send SMS to the candidates who have successfully completed on line filling of examination form. Validation of mobile numbers should be made to avoid use of same mobile numbers for multiple candidates by cyber cafes.

4.5 To provide facility to the candidates to view/reprint their examination form.

4.6 Providing **Web Support** for getting admission card online, and providing interface to the college so that they should be able to print roll list etc. of their college online in the event of material not reached.

4.7 **Portal** should have related training material like HOW TO fill ONLINE forms eligibility criteria's etc. in PDF or PPT formats.

4.8 Reflection of last year data in e-forms for U.G. 2nd year, 3rd year and P.G. final year candidates to provide ease for form filling. (if required, data of last year examination will be provided to the firm).

4.9 Providing necessary training to the University officials and college Principals/ representative at the University to handle web based working at their end. (if required)

4.10 Providing interface to view college wise/ exam wise examination statistical information on the University portal.

4.11 Providing suitable web interface along with secure procedure on website for students, colleges and University (password based) for different usage. There should be separate section for publishing general information like time table, press notes, circulars, RTI information and other information of student/college interest.

4.12 Prepare and supply of examination material (after generating all number of all the candidates, enrollment number of new candidates) like center copy of admission card, Roll List, QP statement etc. for conduct of examination. And upload the Admission card for the students on the University web site. Printing of verification form/attendant sheet.

4.13 The processes of generating Roll Numbers and Enrollment numbers are explained later in this document.

4.14 Supplying fee collection statement college wise/exam wise with mention of fee heads and any other print statement required by the University based on data captured and its compilation.

4.15 Generation of final report with the student details, fee heads a id amount along with the generation of unique challan no. as unique no.

4.16 Supply of material printed reports for various processes as detailed mentioned later in this document.

4.17 Firm should have ability to organize gathered data/information in the format desired by the University.

4.18 Firm will hire server space and will make registration of domain name.

4.19 Scalability: The system shall be scalable to incorporate additional requirements, high volume of transactions/simultaneous operations etc. The software should be load tested and fine tuned for performance to accept at least 50000 to 100000 applications per day. It should be able to serve minimum of 4000 concurrent users.

4.20 The application software should provide for proper audit trail for any change made in the data.

4.21 Hosting of all the web application developed as above on university web server with automatic backup of all data on daily basis in the University server as a security measure.

4.22 Final data must be submitted in two copies to SDSUV in prescribed formats and on proper media i.e. CDR/DVDR as per time schedule of project.

4.23 One programmer qualified (Minimum MCA/B.Tech. in computer Science/IT/Computer Applications with one year experience is web application development) competent to make modifications/remove errors in the web applications must be deployed in this project during the online form filling will make necessary changes in the online applications to remove grievances from applicants and colleges.

4.24 The person deployed must be competent to make modifications in the web applications in a reasonable amount of time to satisfy applicants and colleges. The programmer must be deployed for the entire duration of online filling of examination form of main examination, processing data for allotment of roll numbers, preparation of roll list and uploading admit cards. The programmer must be able to the corrections and changes in student data, addition or deletion of records recommended by the examination section immediately and all changes must be submitted in hardcopy.

4.25 Two student counselor (Post Graduate in Management/Computer Application/ Science with Computer Knowledge) with one year experience as student counselor or online examination work to provide student counselling about examination form filling /examination scheme/fee information etc. for a period of filling examination forms and issue of admit cards. The Student counsel or will also liaison with Officers of the University & Bidder and serve as supervisor for work carried out by the staff deployed by the Bidder.

4.26 Two telecall operators (Higher secondary or above with a good communication skill in Hindi and working knowledge of English) to operate helpline to answer calls/grievances from applicants and colleges with Two wireless telephones to serve as helpline numbers. Telecall operators will be required to provide information about examination, online examination form filling etc. Keep a record of grievances and call back numbers to whose grievances not solved.

[B] Preparatory Work for Online Examination Form

4.27 **Registration of domain name and providing web space**. The bandwidth, storage space, response time, reliability and security of the server hired must be such that candidate filling application form should not experience difficulties due to slow response or failure of the server. Dedicated servers with high bandwidth, mirroring at different geographical location, elastic resources facilities from cloud or any other technology required for smooth, secure, reliable and proper responsive online examination form filling facility to the candidates. The firm will be responsible for any failure in

providing the service, Extra care mist be taken to avoid slow. response by the server in the event of heavy load on the server.

4.28 Using last year examination result data, syllabus provided by the university, the firm should generate following information and submit for approval of the university

(i) College code, college name, subjects offered for regular and private candidates in each college, maximum number of seats available in each college

(ii) Paper code, name of paper, category of the paper (i.e. theory or practical) type of the paper, maximum marks (External, Internal) and link to the PDF file of the syllabus to view syllabus (CD of course wise PDF files of the syllabus will be provided).

4.30 The firm will build and demonstrate interfaces for following before hosting online examination form. Approval of the university must be obtained on a hard copy before hosting the online examination form.

(i) Interfaces to View, Modify, Approve information filled by the candidates through College Panel and University panel with data approved by the University. All data entry and editing work required will be the responsibility of the firm. Minimum one data entry operator must be deployed under the programmer to make data entries. More operators must be deployed to complete the data entry/editing work well in time.

(ii) Interface for course information including adding, deleting and editing paper code, paper name/subject, Fee and Schedule for filling examination form with facility to view, modify and approve information. The interface must be such that within few minutes university should be able to set the fee, last dates etc. for each examination and same must be reflected on the payment receipt & examination forms. Last date for depositing fee must be printed on the online form. All data entry and editing work required will be the responsibility of the firm.

(iii) Interface for fixing Examination date and time for each paper with facility to View, Modify and Approve information.

(iv) Interfaces to monitor approve and print list of candidates filed online application forms, print out statistics required for QP and other information as described earlier.

(v) Interfaces to download all databases in MS Excel/MS Access format.

(vi) Interface to download/display roll list using college panel.

4.31 After getting approval for the above, the firm will demonstrate satisfactory working of the online application form where all data validations are incorporated. The firm should test the online application by filling online exam form using test data incorporating different possible combinations of subjects. All examination rules and other information will be hosted on website. A copy of the all the information hosted will be uploaded in the university website. All data entry and editing work will be responsibility of the firm.

[C] On line Examination Form Filling

The firm will depute at least one technically competent person ut its office during the period of online form filling and to carry out following work.

The person should be available daily from 10AM to 6 PM and must report to the Office-In-Charge of Online Examination Form

4.32 To operate university panel and interfaces, make corrections/editing work etc.

4.33 Make necessary changes in the web applications as per direction of the examination incharge to solve grievances.

4.34 To build small applications to display information/prepare statistics etc.

4.35 Monitor online-examination form filling, web responses and provide solutions for difficulties and problems faced by candidates and colleges.

4.36 To attend calls from counsel or University officials and provide solution for grievances related to technical difficulties faced by the candidates and colleges.

4.37 Prepare daily report of online filling of examination forms and report to university concern authority.

4.38 Download/backup of databases and depositing with the university.

If the problems/technical difficulties experienced necessitates more than one technical person, the firm should depute sufficient number of technical persons to solve the problem immediately.

In the event of any grievance which requires web programming/modification in the application/ Data entry or editing work, the firm must implement it immediately and report to concern authority.

[D] Approval of Examination Forms

The agency will depute a person in the University to receive filled examination forms with documents from colleges and keep a record of the same. Each examination form received from college will be taken out and by reading application form registration number from barcode printed on application form, approval will be made through university panel and ensure university has received all application forms filled by the candidates. In case of any shortage and discrepancies same will be immediately reported to Officer-in-charge through mail. Daily record of the college and number of forms approved will be prepared and submitted to the Examination section. Maximum three computers and one printer facility will be provided for this purpose. Agency must depute sufficient persons for approval process so that all the forms received must be approved within 48 hrs from handing over application forms.

[E] Preprocessing of Application Forms

The firm must check approved application form data for following:

(i) Invalid paper combinations, paper codes

(ii)Eligibility to appear in the examination using roll number of previous examination passed provided by the candidate and making use of Last yea results. Names (candidate, father's and Mother's name), PASS in the previous examination, due papers etc to be checked. Reports required must be prepared.

(iii)Validity of subject/paper combinations.

[F] Incorporating Corrections, Entry of Manual Forms.

All corrections intimated by the college marked in red in the hardcopy of the application form, corrections, addition and deletion of records as per direction of the examination section must be carried out by the programmer/operators of the firm. There can be few manual forms (Not exceeding total 10000) data of which should be entered into the system by employing data entry operators. Corrections/modifications in data after validations, checking of forms etc must be made by the firm as a part of the work.

[G] Process of Roll No. Generation.

After pre-processing the data and after incorporating all corrections, additions, deletions, firm should make alphabetical sorting of names of candidates appearing from a college in a exam. The roll number series for each exam will be provided to the firm by the Exam Section on submission of report having mention of exam name and number of forms collected on the cut-off date of form filling. Unique Roll Number should be generated in the order of College Centre Category Name of candidate Father's name Mother's Name. A suitable gap in numbers on centre change. will also be decided by the examination section.

After generating roll numbers, *the firm should arrange examination forms and put roll numbers on each form using red pen.* A roll list as per giver format must be submitted along with examination forms arranged roll number wise for final checking of the forms.

[H] Process of Enrolment No. Generation.

It is expected that there will be 15,000 to 20,000 new students enrolled this year. Unique Enrolment numbers will be generated for Regular and Non collegiate (NC)/private students separately class wise, and duly checked data of all I year, Previous year examinations in the order of ROLL NO. For regular students enrolment number will start from 1 to 30000 and for NC the same will start from 30001 or may inform by the University later on. In the Roll list, enrolment list must be printed. Firm has to provide enrolment no. which shall put up on Examination form by University staff.

[I] Maintain the Examination Website

The programmer of the firm will maintain the web portal of the examination daily by updating information about examination, developing application for examination: schedule display and uploading detailed schedule of examination, running notification section by uploading all notifications issued by the examination section, develop web applications required if any for Pre-examination work.

(J)- All are the administrative control of University authority.

5. Implementation Methodology

5.1. The selected firm will implement the project in planned manner as per schedule.

5.2. The firm will first go through the understanding of the system and requirements, prior to the implementation phase.

5.3. Deployment of technical manpower (Programmer, Counselor and telecallers) at its office during this tender work as well as data entry operators to make corrections as per direction of examination section by producing acceptability certificate from Registrar of the University.

5.4. Implement of online forms and its testing using test data to test various subject/paper combinations and examinations. A certificate of testing must be submitted before start of online form.

5.5. The firm will do the proper documentation (Project plan etc.) of the project. During peak period/as per directions of the Examination section, these human resources will be required to work on holidays, if required. However, during normal period, they can avail leave during Sundays and national holidays.

5.6. The space, basic furniture, electricity will be provided by the SDSUV. Computers with printer and Internet connectivity will be provided by the University, if online filling made from the office of the University. Firm has o maintain its server, application, back office processing activities at its own premises and keep the student records for 1 year time period or full examination Cycle.

6. Data Format

6.1. All data downloadable from university/college panel must be provided in MS Excel format that can be easily used by the colleges. Final roll list database must be provided in MS ACCESS format.

6.2. Student's cropped passport size colour photo and signature must be stored in separate examination and college wise folders in .jpg file format.

6.3. Photo and Signature files to be stored in respective folders by naming them using computer generated roll number i.e. rollnumber.jpg.

6.4. All data must be in prescribed format only. Discrepancy in format will not be accepted and data will be rejected.

6.5. Mobile Numbers and emails of students must be included in the roll list data base.

6.6 For each examination/class roll list must be provided using a single table for roll data and link to jpg files of photograph and signature stored in folders.

7. Role of Sri Dev Suman Uttarakhand University

7.1. The Registrar of the University will monitor the work carried out by the firm and provide necessary information and infrastructure required to implement the pre-examination work as per scope of the work and terms and conditions of the tender.

7.2. SDSUV will be responsible for the quality checking of the data after receiving data.

7.3. SDSUV will provide receipt for all deliverables submitted by the firm. Errors/mistakes in the roll list, admit card received from college students will be provided by the university. Grievances received from students an i colleges will be informed to the firm.

7.8. SDSUV will monitor the progress of the project by the firm.

8. Role of bidder

8.1. Firm has to arrange staff having required technical qualification to carry out job.

8.2. The counselor deployed by the firm will act as the supervisor from the part of the Firm and will submit daily status report to the Controller of Examination /Dy. Registrar (Exam) SDSUV and will be responsible to get daily work carried out by the other staff deployed by the firm.

8.3. Firm will be responsible for correctness of work and completion of the project as per the scheduled time.

8.4. Firm has to deliver the deliverables as specified in this document. No extra payment will be made for the procurement of media and material transportation.

8.5. The firm has to deploy sufficient resources to meet out the project requirements. The firm has to depute a dedicated nodal officer to look after the entire operation who will monitor progress of the work and communicate with the university. Monthly report of the progress of the work as per format must be submitted to the University. The nodal officer shall coordinate with the designated officer of the SDSUV.

8.6. The firm has to bear all the cost related to the process as per the scope of the work SDSUV will not be responsible for additional cost regardless of the conduct or outcome during the execution of said work.

8.7. Firm will be responsible for the damage/ theft or any other mis-happening occurring to their equipments and or equipment and documents issued to them.

9. Deliverables

The web application as per the scope of work be deployed and maintained is per the scope of work detail. The Reports and data are to be submitted to SDSUV for all activities given in the scope of work. Following items/stationary will be provided by firm to the University.

9.1. Reports:

S.No.	Reports Required for Pre Exam. Work. Stationery must be provided by the firm (For approximately 1.10 Lacs students)	Type of Stationary/Part	Printing type
1	College wise/Exam wise fee collection report with fee heads. (Within 15 days from the date of completion of online form registration work of each exam)	10x12x2 (70 GSM)	Line Matrix
2	College wise and exam wise statistics of number of candidates filled online exam form(Within one week from the last date of filling online form for each exam)	10x12x2 (70 GSM)	Line Matrix
3	Basic(Draft) roll list(class wise) after validating online registration along with application form (Within three days from receipt of examination forms from colleges	15x12x1 (70 GSM)	Line Matrix
4	Roll list (Final) 3 copies (Two copies bound and one exam centre wise)after incorporating all corrections and with unique roll no and enrolment numbers as	15x12x3 (70 GSM)	Line Matrix

	mentioned in section "scope of work"		
5	Class wise and Centre wise uploading of Admission Card with third copy the roll list packed envelope ready for dispatch to exam centers.	A4 Cut sheet (70GSM) Pre Printed	Laser
6	Check list of enrolment for all students with photographs & details of candidate	15x12x1 (60 GSM)	A4 (cut sheet)
7	Centrewise,Examwise attendance sheet for taking signature of candidates on pre-printed stationery packed centre wise for each exam in three parts as per format.	10x12x3 (60 GSM)	Line Matrix
8	Final list of enrolment (Bound Enrolment register)	10x12x1 (70 GSM)	Line Matrix
9	Question Paper (QP) Statement (6 copies) with nomenclature and code numbers.	10x12x3 (60 GSM) or in A4, 70 GSM	Line Matrix
10	Numerical Statement (6 copies) with nomenclature and code numbers as per requirement	10x12x3 (60 GSM)	Line Matrix
11	Roll List of students having registration in practical subjects for secrecy section. (as per sample)	15x12x1 (60 GSM)	Line Matrix
12	Any other reports required by the University in softcopy as per requirement.		

A receipt must be taken from Examination section as when above materials are delivered and the same must be enclosed with the bill for payment.

8.2 SMS generation:

The system should also generate SMS on the mobile phone number provided by the applicant completion of following:

(a) Successful completion of On-line filling of examination form.

(b) Uploading of Admission Card.

The SMS gateway shall be arranged by the firm and there is no extra charges for the same will be paid by the University. (A soft copy of log generated by SMS software must be submitted as a proof sending SMS)

8.3. Data

(a) Daily backup of online registration data on university website after uploading online registration web application on the University server. Submission Daily

(b) Weekly submission of Online registration data on a USB hard disk: Submission : weekly (Hard disk will be provided by University)

(c) Final Roll list data, enrolment data Exam wise as per format and complete registration data with roll number of the candidate, Photographs and signatures names as per roll number. (Required to submit one copy in the exam section and another to Deputy Registrar: Within 7 days from finalization of Roll list.

Note: A receipt must be taken from Examination section as when above data delivered and the same must be enclosed with the bill for payment. For item (a) & (c) a certificate from Registrar.

Time Schedule

S.No.	Activity	Time Schedule
A	Deployment of Human Resources	Within 7 days from the Date of Work order
B	Launching of tested application software	Within 10 days from the date of Work order
C	Day to day management of application software for online form filling.	For the entire period the acceptance of online application form is open.
D	Up-gradation /customization/Correction/ maintenance of application software as per requirement of the University.	As and when required.
E	Pre Examination Processing work and Supply of report.	As per last date of form filling announced by the University.
F	Supply of final Data after updating all corrections.	15 days after last date of online form filling for UG and PG.
G	Uploading Admit card, Hardcopy of Centre copy of admit card, Roll list attendance sheet and other statistics (All pre-exam materials).	15 days before start of Examination.
H.	Date of start of examination.	Inform later by the University.
I	All other materials for dispatch to exam centers.	15 days before start of examination.

9. Earnest Money Deposit

9.1. The bidder has to submit earnest money deposit (EMD) as given in the tender notice.

9.2. The EMD can be in following form:

9.3. Demand Drafts/Bankers Cheque of the Bank drawn in favour of **Finance Officer, Sri Dev Suman Uttarakhand Vishwavidyalaya, Badshahithaul** and payable at Chamba(Distt. Tehri)-Uttarakhand-249199 Such negotiable instrument should be valid for a period of three months from the date of deposition of EMD.

14

9.4 Earnest Money of unsuccessful bidders will be returned within 15 days after the placement of work order in favour of successful bidder.

9.5.The earnest money/security deposit lying with the Department/office in respect of other tender awaiting approval or rejected or on account of contracts being completed will not be adjusted towards earnest money/security money for the fresh tenders. The earnest money may however, be taken into consideration in cas: tenders are re-invited.

9.6. Earnest Money of the successful bidder will be released on the bidder signs the agreement and furnishes the performance guarantee/Security Deposit.

9.7. The Earnest money will be forfeited on account of one or more of the following reasons:

a. The Bidder withdraws their bid during the period of bid valit ity specified by them on the bid letter form.

b. Bidder does not respond to requests for clarification of their bid

e. Bidder fails to co-operate during the bid evaluation process, and

d. In case of a successful Bidder, the said Bidder fails:

(i) To sign the Agreement in time; or

(ii) To furnish Performance Guarantee/Security deposit.

e. When the bidder withdraws or modifies the offer after opening of tender but before acceptance of the tender;

f. When he fails to commence the services as per work order within the time prescribed.

9.8. The EMD may be adjusted in the Performance Security by depositing the difference amount of Performance Security or alternatively EMD could be refunded back by taking fresh performance Security.

10. Bidding Process

10.1 Bid submission

a The bid shall be submitted by hand and drop in tender box or by Regd./Speed Post at the Tender Section of SDSUV office in Badshahithaul.

b. The last date and time for submission of bid is as mentioned in the section "Important Dates" The bid should be deposited or reached to SOSUV latest by the date & time mentioned in the section "Important Dates"

10.2. Procedure for submission of bid

a. The bidding comprises of two bid system i.e. Technical Bid and Financial Bid.

b. The bidder has to submit earnest money as specified in the section "Earnest Money Deposit along with the technical bid

10.3. Prices must not be indicated in the Technical Bid and must be quoted in the Financial Bid in Hindi and English only.

10.4. Financial Bid

Financial Bid should only indicate price without any condition or qualification whatsoever, including all taxes applicable viz. CST/ST, VAT, Octroi etc.

10.5. Bidders should express the price of their services in Indian currency only.

10.6. Validity of Bids

Bids shall remain valid for 365 days after the date of technical bid opening and further extendable for one year if required by the University. A Bid valid or a shorter period shall be rejected as non-responsive.

10.7. Date & Time of opening of bid

The Technical bids will be opened on date and time mentioned in the section "Important Dates" in the SDSUV, Badshahithaul

10.8. Cost of preparation of bids

The Bidder shall be solely responsible for the cost of preparing and submitting the Bid and all other related costs.

11. Disqualification

Tendering Authority may in its sole discretion and at any time during the processing of tender document, disqualify any bidder from the tender process if the bidder has:

11.1. Submitted the tender after the schedule date and time.

11.2. Firms not meeting eligibility criteria mentioned in the section Eligibility criteria.

11.3 Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.

11.4. Found to have a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation or financial failures, etc.

11.5. Submitted tender which is not accompanied by required Earnest Money Deposit (EMD)

11.6. Failed to provide clarifications related thereto, when sought.

11.7. Submitted more than one tender. This will cause disqualification of all tenders submitted by such bidders

Bidders, who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification shall be disqualified from the process at any stage.

A Bid not valid that are not as per section 'Bidding Process' an I will be considered as non-responsive and would be disqualified.

12. Bid Evaluation Process

12.1.**Opening of bids:** The Tendering Authority will open the bid in the presence of bidder's representatives who choose to attend, as per schedule.

12.2. **Correction of Errors:** Price Bids determined to be substantially responsive will be checked by the Tendering Authority for any errors. If there is a discrepancy between the quoted rate in figures and the quoted rate in words, the rate in words will take precedence.

12.3. Evaluation of Technical Bids: The Tendering authority may take presentation in order to examine the technical competence of the bidder.

12.4. Evaluation and Comparison of Financial Bids

The Tendering authority's evaluation of a financial bid will take price quoted for project as final price. It is not necessary to select LI bidder, however other firms quoting prices more than LI may be selected keeping in view the expertise in tender work and excellent past performance.

13. Performance Security & Liquidated Damages

13.1 Selected firm shall carry out the services in conformity with generally accepted professional and technically accepted norms relevant to such assignments that are required for the project and which are to the entire satisfaction of the Tendering Authority.

13.2 In the event of any deficiency in services, the selected firm shall promptly take necessary action to resolve it, at no additional fees to the Tendering Authority.

13.3 Successful bidder will have to execute an agreement on a Non-Judicial Stamp of Rs.100/-(Rs. One Hundred only) value within a period of 16 days of receipt of work order and deposit security as mentioned below prior to signing of agreement.

13.4 The earnest money deposited at the time of tender can be adjusted towards security amount or alternatively the bidder, taking the EMD back, may deposit a fresh performance security. The Security amount shall in no case is less then earnest money.

13.5. Successful bidder shall deposit the security/performance guarantee money as follows

TEN PERCENT (10%) of total order value.

The form of security money shall be as **Bank Guarantee from Nationalized banks in favour of Finance Officer, Sri Dev Suman Uttarakhand Vishwavidhayalaya, Badshahithaul payable at Chamba (Distt.Tehri), Uttarakhand.** No interest will be paid by the purchaser on the EMD & performance security deposit.

13.6 Failure of the selected firm to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the Performance Security.

14. Liquidated Damages:

In case of extension in the delivery period / completion with liquidated damages the recovery shall be made on the basis of following percentages of value of total project cost.

S.N.	Condition	LD% of price quoted
a.	Delay up to one fourth period of the prescribed delivery period/completion of work as per time schedule	5.0%
b.	Delay exceeding one fourth but not exceeding half of the prescribed period/completion of work as per time	10.0%

	schedule.	
c.	Delay exceeding half of the prescribed period/completion of 20.0% work as per time schedule.	20.0% work as per time schedule

In case of loss of data or server failure during online filling of forms. The following deductions will be made from the bill/payment to be made.

d.	Failure of web server or web server down during online form filling (more than one minute duration in each instance)	Rs. 100 per minute
e.	Loss of data due to web server problems (ie online data of a student is not saved in data base after making payment)	Rs. 1000 per candidate
f.	Slow response of the server causing no form filling/submission (if not caused due to slow internet speed)	To be decided by committee
g.	In case of errors/mistakes in the data/web applications/not solving grievances in time	To be decided by committee

Fraction of a day in reckoning period in supplies shall be eliminated if it is less than half a day.

If the selected firm requires an extension of time in completion of contractual supply on account of occurrence of any hindrance he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

Delivery period may be extended with or without liquidated damage if the delay in the supply of goods/completion of work is on account of hindrances beyond the control of the bidder.

Also Liquidated Damages would be deducted from the payment due or that milestone as mentioned in the section "Terms of Payment".

15 Forfeiture of Performance Security

i.   Forfeiture of Security Deposit: Security amount in full or part may be forfeited in the following cases:
  a. When the terms and conditions of contract is breached.
  b. When the bidder fails to make complete work satisfactorily.
  c. When contract is being terminated due to non-performance of the selected firm:
  d. Hiding of facts by the bidder if revealed at any stage, would amount to forfeiture of security and subsequently the bidder may also be black listed.

ii. Failure of the successful bidder to comply with the requirement of the contract, shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the purchaser may make the award to the next lowest evaluated bidder or call for new bids.

16. Release of Performance Security

The security performance guarantee, which is deposited for the project, will be returned back after 6 months of successful completion of the project after deducting the Dues.

17. Terms of Payment

17.1. Payment shall be made by the Tendering Authority only after completion of work order or delivery of services, commissioning and acceptance of the Tasks detailed in section "Scope of work and Deliverables, to the entire satisfaction of the University or any other agency nominated by University.

17.2. The Tendering Authority may consider making payments, which shall be subject to the following conditions on various tasks as under:

S.N.	Milestone	Amount Payable (in % of quoted Cost of Project)
1	Complete filling of online exam forms without errors, deployment of human resources, submission of pre-examination materials and submission of data as per deliverables.	90% of total cost.
2	After completion of conduct of examination.	10% of the total cost.

Note: No Advance Payment will be made.

18. General Terms and Conditions of Tender

Note: Bidder must read these conditions carefully and comply strictly while sending/ submitting their tenders.

18.1 Cost in financial bid shall be **written both in words and figures** and there should be no errors.

18.2 The bidders' representatives who are present at the time of technical bid and opening of financial bid shall sign a register evidencing heir attendance. The bidder's names, the Bid Prices, the total amount of each bid, and such other details as the Tendering Authority may consider appropriate, will be announced and recorded by the Tendering Authority at the opening.

18.3 Bidder shall **quote firm prices** against each of the items as detailed in the price bid. No conditional discounts shall be quoted in the bid e., discounts based on conditions linked with bid/performance security/guarantees, advance payments, selection of combination of products or product options, number of personnel etc. Financial bids with such conditional discounts would be summarily rejected.

18.4 All required software and hardware has to be managed by the firm on its own cost for successful and timely completion of the project.

18.5 The complete bid document submitted by the firm should have page numbering.

18.6 Any Change in the constitution of the company, etc. shall be notified forth with by 1 the selected firm in writing to the purchase officer and such change shall not relieve any former member of the company, etc., from any liability under the contract.

18.7 If any dispute arises out of the contract with regard to the interpretation, meaning

and breach of the terms of the contract, the matter shall be referred to the Hon'ble Vice Chancellor, Sri Dev Suman Uttarakhand Vishwavidhyalaya, Badshahithaul whom decision shall be final.

18.8 Income Tax may be deducted at source as per rules.

18.9 All legal proceedings, if necessary arises to institute may by any of the parties (SDSUV or Contractor) shall have to be lodged in courts situated in Tehri Garhwal and not elsewhere.

18.10 **Loss of Revenue to the Tendering Authority:** The bidder shall be vicariously liable to indemnify the Tendering Authority in case of any misuse of data/information by the bidder, deliberate or otherwise, which comes into the knowledge of the purchaser during the performance or currency of the contract.

18.11 **Currency of Payment:** Payment shall be made in Indian Rupee: only.

18.12 **Contract Amendments**: No variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties i.e. the Bidder and the Purchaser.

18.13 **Tendering Authority Right to Accept any bid and to reject a sy or all bids:** The Tendering Authority reserves the right to accept any bid, and to annul the tender process and out and reject all bids at any time prior to award of contract, without assigning reasons & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Purchasers action.

18.14 *Tendering authority reserves the right to distribute the work among one or more bidders who agree to match L1 rates for the said work. However final decision will be of tendering authority and will be binding on all bidders.*

18.15 **Notification of award:** Prior of the expiration of the period of the bid validity, the Tendering Authority will notify the successful bidder in writing that its bid has been accepted. The notification of award will constitute the for nation of contract. Upon the successful bidder's furnishing of performance security, the Tendering Authority will notify each unsuccessful bidder and will discharge its EMD.

18.16 **Force Majeure:**
a. Not with standing the provisions of contract, the bidder shall not be liable for forfeiture of its performance security, or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
b. For Purposes of this clause, "Force Majeure "means an event beyond the control of the bidder and not involving the bidder's fault or negligence and not foreseeable. Such events may include but are not restricted to acts of not foreseeable. Such events may include but are not restricted to acts of the Tendering Authority either in its sovereign or contractual capacity, or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
c. If a Force Majeure situation arises, the bidder shall promptly notify the purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Tendering Authority in writing

the bidder shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all prevented by the force majeure event.

18.17 **Termination for insolvency:** The Tendering Authority may at any time terminate the contract by giving written notice to the bidder, without compensation to the bidder, if the bidder becomes bankrupt or otherwise insolvent provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

18.18 **Termination for Convenience:** The Tendering Authority, may, by written notice sent to the bidder, terminate the contract, in whole or in part it any time for its convenience. The notice of termination shall specify that termination is for the Tendering Authority's convenience, the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective.

18.19 The bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency.

18.20 The bidder shall pay the expenses of stamp duty for execution of agreement.

18.21 If a bidder imposes conditions, which are in addition to or in conflict with the conditions mentioned herein, his tenders is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the purchase Officer.

18.22 Use of online documents and information

a. The bidder shall not, without the Tendering Authority's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Tendering Authority in connection therewith, to any person other than a person employed by the bidder performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance.

b. The bidder shall not, without the Tendering thorit prior written make use of any document or information enumerated in this document except for purposes of performing the contract.

c. Any document, other than the contract itself, shall remain the property of the Tendering Authority and shall be returned (in all copies to the purchaser on completion of the Bidder's performance under the contract if so required by the purchaser.

18:23 Rejection:

a. Various reports mention in the section Deliverables should be stipulated format and consistent with data.

b . Final data submitted in corrupt or unrecognizable or incomplete in terms of part fields or containing any security threats will not be accepted and will have to be resubmitted by the firm at his own cost to SDSUV.

18.24 The bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by rail and road or and delivery of the student data (CD/DVD/HDD) in the

21

good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the time of checking/ inspection by the consignee. No extra cost on such account shall be admissible.

18.25 The Contract for the supply can be repudiated at any time by the Registrar, if the supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording the reasons for repudiation.

18.26 Delivery:

a. The bidder whose tender is accepted shall arrange to supply the ordered data/reports as per specifications mentioned in this document and within time period.

b. Warranty/Guarantee Clause: **Bidder will have to resubmit the report/data to SDSUV within TWO days of notice if such condition arises after final submission of the same. This clause will be valid for one year term after final submission of data/reports.** Otherwise the bidder shall pay such damages as may arise by the reason of the breach of condition herein contained. Nothing herein contained shall prejudice any other right of the Purchase officer in that behalf under this contract otherwise.

18.27 **Insurance:** The data/reports will be delivered at the destination office in perfect condition. The selected firm, if he so desires may insure the goods (data, web application and equipments used by firm etc.) against loss by theft, destruction or damage, by fire, flood, under exposure to whether or otherwise viz., (war, rebellion, riot, etc..) The insurance charges will be borne by the selected firm and Tendering Authority will not pay such charges if incurred.

18.28 The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies within the specified period.

18.29 **Recoveries:** Recoveries of liquidated damages, short supply, breakage, rejected data shall ordinarily be made from bills. Amount may also be with held to the extent of short supply, breakage, rejected data and in case of failure in satisfactory replacement by the selected firm along with amount of liquidated damages shall be recovered from his dues and security deposit available with the department. In case recovery is not possible recourse will be taken under law in force.

18.30 The Tendering Authority reserves the right to carry out the capability assessment of the Bidder and the Purchaser's decision shall be final in this regard. The individual signing the tender or other document, in connection with the tender must certify as to whether he or she has signed as:

a. A "Sole proprietor" of the firm or constituted attorney of such sole proprietor.

b. A partner of the Bidder, if it be partnership, in which case he must have authority to refer to arbitration disputes concerning the business partner ship either by virtue of the partnership agreement or a power of attorney.

18.31. **Standard of Performance:** The selected firm shall carry out the tasks! Services assigned and carry out its obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted norms techniques and practices used in the industry.

The selected firm shall also adhere to professional engineering and consulting standards recognized by international professional bodies and shall observe sound management, technical and engineering practices. It shall employ appropriate advanced technology and safe and effective equipment, machinery, material and methods. The selected firm shall always act in respect of any matter relating to this contract, as faithful advisors to the Purchaser and shall, at all times, support and tract, safeguard the Purchasers legitimate interests in any dealings with the third party.

18.32 Firm will be required to attend any problem raised at any level i.e data capturing, data entry and submission of data. Any call will have to be attended/rectified within an hour.

18.33 **Schedule of Payment**: Payment shall be made as per Terms of Payment' of the tender and to the entire satisfaction of the Tendering Authority or any other agency nominated by him.

18.34 **Taxes and Duties**: The selected firm shall be entirely responsible for all taxes, duties, license fees etc. incurred until delivery of the contracted Goods (student form data) to the Tendering Authority."

18.35 Termination For Default: The Tendering Authority may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the bidder, terminate the contract in whole or in part if:

a. The bidder fails to deliver any or all of the obligations within the time period(s) specified in the contract, or any extension thereof granted by the Tendering Authority.

b. The bidder fails to perform any other obligation(s) under the contract.

18.36 "NO **CLAIM**" **Certificate**: The bidder shall not be entitled to make any claim, whatsoever, against the Tendering Authority under or by virtue of or arising out of this contract nor shall the Tendering Authority entertain or consider any such claim, if made by the bidder after he shall have signed a "no claim" certificate in favour of the Tendering Authority in such forms as shall be required by the Tendering Authority after the works are finally accepted.

18.37 **Passing of property**: Ownership shall not pass to the Tendering Authority unless and until the data and documentation thereof have been tested and accepted in accordance with the conditions of the contract to the entire satisfaction of tendering authority.

18.38 **Other Conditions**: The SDSUV will be free to use data and reports submitted in any possible way. The Tendering Authority reserves the right to release the order for whole or part of the products as per the requirements of the Tendering Authority.

The selected firm shall indemnify the Tendering Authority against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the products supplied by the selected firm.

The selected firm shall provide training on appropriate aspects wherever desirable that Tendering Authority feels necessary to such persons as nominated by the Tendering Authority.

18.39 Acceptance: If the data submitted to SDSUV does not match with the verified data form, SDSUV shall reject the data and firm will be responsible for rectifying the error to extent as required by SDSUV.

18.40 **Blacklisting**: The Tendering Authority would forfeit all the performance securities deposits against the supply orders placed on to it, if selected firm is blacklisted.

18.41 All the disputes shall be subject to the jurisdiction of New Tehri.

19. Two Bid System

Offers must be submitted in two separate sealed covers **(Part and Part II).**
A] The first sealed envelop duly super scribed "Part 1 - Technical Bid" should contain following:

a) Company Profile of the Bidder

b) Performance certificate from the client

c) DD against Tender Form cost

d) Copy of Income tax PAN Card

e) Copy of Service tax registration

f) Copy of Sales tax registration

g) Copy of Certificate of Registration under the companies act

h) Proof in support of standing in the business of Online exarsination form filling

i) Original Tender document duly signed

j) Demand Draft of the EMD Uttarakhand amount payable at chamba(Tehri Garhwal) Uttarakhand

k) List of Clients using Online examination work.

EMD, as prescribed, shall be submitted in a separate sealed envelope along with the **Technical Bid (Part 1)**. 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 Financial Bid" should contain financial bid detailing price of entire development cycle separately along with letter of Acceptance & Undertaking of the bidder. The financial bid will be opened only if the technical bid is cleared and accepted.

C] Both the above envelopes may be placed in a third envelope **superscribed" Online submission of Examination Application form and pre Examination and other work for various examinations for the session 2022-2023.**

1. Last Date of Submission

The tender should reach to The Registrar, Sri Dev Suman Uttarakhand University Badshahithaul Tehri Garhwal, Uttarakhand (INDIA) in a sealed cover by 11.00 PM on or before 20th june 2022 Bids received after the above due date and time will not be considered.

2. Language of Bid

The working language is English and all documents and correspondence must be in English Tender forms downloaded from the University website www.sdsuv.ac in duly filled & signed by tenderer must be addressed and sent **to Registrar, Sri Dev Suman Uttarakhand Vishwavidyalaya, Badshahithaul (Tehri) - Uttarakhand -249199**

3. 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.

CERTIFICATE

This is to certify that we have read details of the work to be carried out, deliverables, time period for delivery/implementation, Penalty clauses/damages to be paid in case of delays and mistakes, loss of data, failure of server etc., terms and conditions of the tender etc given in the tender document and hereby agree to abide by the same.

Signature

Name and Address of the Bidder

Seal

TECHNICAL BID FORM

(To be submitted in a sealed envelope with enclosures. Technical bid without document to support the claim by the bidder will be rejected. Enclosed the number all documents and enter page number of the documents)

S.N.	Particulars	Information
1	Name of the Bidder	
2	Address of the bidder for correspondence	
3	Name of contact person with Mobile number and E-mail address	
4	Land Line number and FAX Number	
5	Earnest Money Deposit and Tender fee in favour of Finance Officer, SDSUV, Badshahithaul payable at Chamba (Distt. Tehri Garhwal)	EMD Amount Rs. DD No. Tender fee Rs. DD No. Dated
6	As per eligibility criteria only Individual organization is eligible to submit bid. No consortium or subletting of the work to any other firm is allowed. Do you agree and satisfy this condition	
7	Enclose Certificate of Incorporation/ Articles of association/ Partnership Deed, etc.	Annexure Page Nos. from... To...
8	Number of years experience in successfully carrying out on-line based pre examination work.	
9	The type of work carried out in the Pre- examination work (Tick YES or NO against each type of work)	(a) Online registration work using (YES/NO)

		(b) signature and Photo uploading online form (YES/NO) (c) Preparation and printing work (YES/NO) (d) Publishing downloadable Admit cards (YES/NO)
10	Name and address of the university (1), subjects, number of candidates for which above work carried out with certificate enclosed as per eligibility criteria.	Name of the University Faculties(Arts/commerce/science) Year of work: No. of candidates Work completion certificate in university enclosed or not (Y/N) Page No.
11	Name and address of de university (2) subject, Number of candidates for which above work carried out with certificate enclosed as per eligibility criteria.	Name of the University Faculties Arts/commerce/science Year of work No. of candidates Work completion certificate in University enclosed or not (Y/N) Page No.
12	Attach Details using annexure-1 of main work orders of the Universities regarding on line Pre-examination work	
13	Did your firm or any associated firms of your carried out any Pre or Post examination work in this University. If yes, give year and nature of the work (Enclosed copy of work order)	
14	Are your firms or any person of your firm ever associated with any pre or post examination work of the University. If yes give details	
15	Whether your firm has blacklisted been by any Government/PSU/Board/University. Submit an undertaking.	Enclosure page no
16	Annual Reports/Audited Balance Sheet and Profit & Loss Account of the Bidder for last three financial years clearly mentioning the revenues and net worth of the bidder for these years Financial Year 2019-2020 Financial Year 2020-2021 Financial Year 2021-2022	 Turn over Rs Turn over Rs Turn over Rs
17	Service TAX Registration No	Enclosure page No.
18	Copy of PAN Card	Enclosure page No.

19	Do you agree to complete work in the specified period	Enclosure An Undertaking
20	Technology to be used for developing web applications for pre-examination work	
21	Technical specifications of the Web server to host applications	
22	Attach letter of declaration/undertaking with details of infrastructure and technical staff available with the bidder as per Annexure-II	
23	Other Information enclosed	
24	Enclose one copy of the tender document signed on every page	

CERTIFICATE

This is to certify that we have read details of the work to be carried out, deliverables, time period for delivery/implementation, penalty clauses/damages to be paid in case of delays and mistakes, loss of data, failure of server etc terms and conditions of the tender etc given in the tender documents and hereby agree to abide by the same.

Signature

Name and address of the bidder

Seal

Detail of main work orders of the Universities regarding on line pre-examination work.
(Enclosed work orders)

Year of Examination	Name of the Education Board/University	No. of Students	Total Value of Work order(Rs)	Nature of work
Examination Year	1			
	2			
	3			
	4			
	5			
Examination Year	1			
	2			
	3			
	4			
	5			
Examination Year	1			
	2			
	3			
	4			
	5			

Letter of Undertaking/Declaration
(ON THE LETTER HEAD OF THE TENDERER)
LETTER OF UNDERTAKING DECLARATION

We, M/s ....hereafter called as "Tenderer"
Completeaddress..
....hereby declare in favor of the Registrar, SDSUV, Badshahithaul,
hereafter called as the "Tendering Authority" and agree to abide by the following:

1- We have attached company profile.

2- Certificate of satisfactory past performance have been enclosed.

3- We have performance certificate(s) as given below (Certificate valid till dates are enclosed).

S.No	Name of the University for which the work is carried out	Year of Examination	Type of Work	Amount	Description of work
1					
2					
3					

4- We have organization/Service set up given below:

S.N	Place Name & Address	Manpower setup								
		Computers with brand and type	Web server	Data Server	Printers line Matrix	Printer laser	Scanner	Data backup devices	UPS	Others

5- We have manpower set up as given below:

S.N	Place Name & Address	Manpower setup					
		Manager	Supervisors	Programmers	Assistant Programmers	Operators	Others

6- The above document is executed on date...................... place... and we accept that if anything out of the information stated above found wrong, our tender is liable for rejection.

Name of Person:...

Complete Address:...

Financial Bid

Tender No:...Dated.....................................

Name of the Company/firm:

....

Address for Correspondence:

....

....

No. of Candidates for whom the Pre-examination work to be carried out:- 1.10 lacs Approximately
Colleges approx : 200, Examination Scheme more than 150

S.No	Work Description	Rate per candidate including all taxes and charges in words.
1.	1. Filling Examination forms. 2. Admit Card generation (Online). 3. Verification Sheets Generation (Online and Printing). 4. Nominal Roll Generation subject and Course Wise(Online) 5. N.R Generation Online and Offline. 6. Award Sheet for Viva & Practical (Online). 7. University Management panel for all above activities.	

Signature of the Bidder with Seal of the firm.

Date.

30