



विकास विभाग

पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.)

Pt. Ravishankar Shukla University, Raipur, Chhattisgarh

Accredited By NAAC with Grade A

Raipur (C.G.)-492010

No. 639 /Dev/2022

Raipur, Date 8 /12 /2022

Notice Inviting Tender (NIT)
(University Examination-Results Automation)

Sealed tenders, on prescribed tender document (two bid systems) are invited from reputed firms having a minimum of 3 years experience in carrying out Pre & Post University Examination work including confidential examination work in recognized Recognised Government Universities (As per UGC Norms). The term of the tender shall be for a period of five academic years. Tenders should reach the office of the Registrar, Pt Ravishankar Shukla University, GE Road, Amanaka, Raipur, Chhattisgarh on or before 12 noon on 12.01.2023 through post. Tender (technical bid) will be opened on the same day at 03:00 pm in the presence of tenderers/their representatives, if present. The tender should be accompanied by the relevant documents and a Demand Draft worth Rs. 10,00,000/- (Ten lacs) on A/c of earnest money (refundable) & a D.D. worth Rs. 5,000/- (five thousand) on A/c of cost of tender paper (non-refundable), in favour of the Registrar, Pt. Ravishankar Shukla University, Raipur, Chhattisgarh payable at Raipur. The detail of terms & conditions etc. (tender paper) Can be downloaded from the University website www.prsu.ac.in Since the work is highly confidential in nature, therefore, the University reserves its rights to cancel the tender at any stage or reject or give the order among the bidders who is competent to do the work efficiently on expertise basis & having credibility in doing confidential work of similar nature in Universities.

By order of the Vice-Chancellor,

S. Patel
8/12/22
Registrar

S. Patel
Pt. Ravishankar Shukla University,
Raipur



PT. RAVISHANKAR SHUKLA VISHWAVIDYALAYA, RAIPUR (C.G.)

Accredited by NAAC with Grade A

Raipur (C.G.) – 492010

Email: registrarprsu@gmail.com Website: www.prsu.ac.in Phone: 0771-2262818

विकास विभाग
डॉ. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.)

TENDER DOCUMENT
FOR
University Examination-Results Automation

Tender No.639/Dev/2022 Raipur, Date 8/12/2022

Issued By

Registrar

PT. RAVISHANKAR SHUKLA VISHWAVIDYALAYA, RAIPUR
(C.G.)PIN-492010



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पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.)
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By order of the Vice-Chancellor,

Registrar
Pt. Ravishankar Shukla University,
Raipur

Copy to-

1. The Finance Officer, Pt. Ravishankar Shukla University, Raipur, Chhattisgarh
2. PA to VC/FC/Registrar for information to VC/FC/Registrar.



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पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.)

PT. RAVISHANKAR SHUKLA UNIVERSITY, RAIPUR, CHHATTISGARH

Accredited By NAAC with Grade A

Raipur (C.G.)-492010

Tender Paper

Notice Inviting Tender (NIT)

(University Examination-Results Automation)

For complete digitalization of Examination process, Online Admission/Registration/Enrolment and all allied activities/process with the use of OMR barcoded answer books for examination with the facility of online availability of Admit Card, Result, Mark sheets to examinees/students of Pt. Ravishankar Shukla University, Raipur, Chhattisgarh.

Sealed tender is hereby invited in two parts (**Technical and Financial part**) for all pre & post examination work (confidential works) with the use of OMR barcoded answer books of different exams of Pt. Ravishankar Shukla University, Raipur, Chhattisgarh., from the academic year 2023-2024 and onwards for Five academic sessions. The information and specifications are as given below —

1. Size of OMR barcoded answer books should be 27 cm x 22 cm of 60 GSM with 32 pages (110 GSM for OMR cover page)
2. Approximate numbers of students of all exams may vary up to 200000 or more.
3. Total numbers of exam are more than 200 types which include Semester also.
4. In Annual/Semester exam each student will be required minimum 14 OMR barcoded answer books and minimum 5 supplementary copies as and when required by the University.

Section-A Submission of Tender

Only firms doing confidential works & having minimum 3 years' experience of similar nature of works in minimum Three (3) recognised Government Universities (As per UGC Norms) should submit their bids along with all supporting documents and a non-refundable **A/c payee bank draft of Rs. 5,000/- of recognized bank in favour of "The Registrar, Pt. Ravishankar Shukla University, Raipur, Chhattisgarh., Payable at Raipur on or before 12 noon on 12.01.2023** Technical eligibility of the firm has been given in section E. The details of the works, terms and conditions can be downloaded from University Website www.prsu.ac.in

The undersigned reserves the right to cancel/amend the tender at any stage without assigning any reason thereof.

1. Last Date of Sale of Tender Document : 10.01.2023 till 03:00 PM
2. Filled tender documents should reach to the Registrar's office : on or before **12 noon on 12.01.2023**
3. Technical Bid will be opened : **12.01.2023 Time 03:00 PM**
4. Price Bid of successful bidders will be opened on a date after evaluation of Technical bid.
5. Earnest money deposit Rs. 10,00,000/- (Ten lakh) only in the form of Bank draft of any nationalized bank in favour of Registrar, Pt. Ravishankar Shukla University, Raipur, Chhattisgarh.

(a) Pre-exam work:

- I. Online Admission/Registration/Online Transaction of all kinds, Enrolment of the students admitted in different courses running under, Chhattisgarh.
- II. Firm has to conduct and process various university teaching department examinations like online entrance exam , OMR based examination as and when needed.
- III. Scrutiny of the online registration as per regulation.
- IV. Issue of checklist for correction or wrong entry, issue of registration slip, uploading of registration slip of each student on the website of Pt. Ravishankar Shukla University, Raipur, Chhattisgarh.
- V. Correction of Data as per original documents, issuance of the statement of the Students College & subject wise.
- VI. Cropping of photo, signature of the candidates into jpg files stored against candidate Registration No.
- VII. Issuance of examination form of each student with their detail's college wise, subject wise.
- VIII. Design of proper admit card in consultation with Registrar Pt. Ravishankar Shukla University, Raipur, Chhattisgarh.
- IX. Allotment of roll numbers and exam centre's as per suggestion of Pt. Ravishankar Shukla University, Raipur, Chhattisgarh.
- X. Connect all candidate images with assigned roll number.
- XI. Issuance of admit card, attendance sheet, dispatch memo, roll list, marks foil of all examination 10 days before from the date of commencement of the concerned exams.
- XII. Issuance of details of numerical/statistical data of the examinees, centre wise, collegewise & subject wise of each exam for question packing 10 days after close of form fill date from the commencement of the concerned exam.
- XIII. Hosting on cloud, processing and retrieving of admit card, marks sheet, exam form on the website of Pt. Ravishankar Shukla University, Raipur, Chhattisgarh as per University instruction's and rule. Firm has to developed website for the same.
- XIV. In the connection of XIII Firm has to develop online dashboard for the all university enrolled student where their all records after enrolment in the university will be stored and to be retrieved to the student.
- XV. Firm has also to provide a dashboard for University authority as instructions of university .
- XVI. Supply of OMR barcoded 32 pages, answer books for each student of each paper of the concerned exam to the University Head Quarter, Raipur, in consultation of Registrar.

(b) Post examination work

- I. Scanning of the C part of the OMR cover page for making data bank of each student.
- II. After evaluation scanning of B part of the OMR cover page for posting of marks & processing of result.
- III. Preparation of result & publication of result within 10 days after completion of evaluation work,
- IV. Publishing result for all newspapers & websites along with providing subject wise marks of each students on websites & through SMS on Registered Mobile Number(RMN)

- V. Printing of Enrolment List, Roll List, 3 copies of TR in A/3 size (subject wise, college wise, roll no wise), Mark sheet in A/4 size & Other various reports related to result (minimum 6 type of reports) in A/3 size within 7 days after publishing the result.
- VI. Issuance of merit list after publishing the result in consultation with the University.
- VII. Issuance of statistical data of appeared, passed, failed students along with details categories wise like girls, boys, SC/ST/OBC, general & their percentage of each concerned exam.
- VIII. All work will be done under the supervision & as per instruction of the Registrar of the Pt. Ravishankar Shukla University, Raipur, Chhattisgarh.
- IX. Providing of the answer sheet for clearance of pending result and scrutiny within 5 working days after receipt of the requisition letter.
- X. Publication of result after scrutiny & clearance of pending result immediately if needed.
- XI. Above noted all works are time bound, will be completed within the stipulated time as per instruction given by the Registrar from time to time.
- XII. All work will be done as per Ordinance, marking scheme, regulations with respect to various classes of the university, hence the software should be configured as per the same.
- XIII. All work will be done under the supervisions & as per instructions of the Registrar .
- XIV. After completion of the publication of the result all the data of each concerned exam should be handed over to the Registrar in C.D as well as in pen drive with detail labelling one copy in PDF form & one copy in general form.
- XV. The work will be done in the premises of the Pt. Ravishankar Shukla University, Raipur, Chhattisgarh.
- XVI. Firm will have to prepare student data format according to NAD. Which is to be uploaded by University authority.

(c.) Detail specification for printing of different documents

- I. Paper of OMR barcoded answer sheets should be of 65 GSM with 32 pages. OMR cover page should be of 110 GSM. Space for giving different data on cover page should be provided in consultation with Registrar.
- II. Paper of TR (in A3 size), Roll List and Other Reports etc. should be of 80 GSM. Sample of each paper should be enclosed with technical bid.
- III. Printing of Marks sheet must be done with security features as per the direction of university authority. Paper of marks sheet should be 120 GSM.

Section-C (General terms and Conditions)

1. No advance payment will be made.
2. If any of the services / deliveries cannot be made in accordance with the tender conditions from time to time, PRSU has sole right either to cancel the contract and the cost involved in getting the work done elsewhere will be charged from the firm and /or to impose penalties on the Service Provider firm as decided by the Registrar / Vice Chancellor, PRSU.
3. The selected Service Provider will not be allowed to exit from the agreement of this tender. In case they do so, the security amount would be forfeited.
4. Registrar / Vice Chancellor of Pt. Ravishankar Shukla University reserves the right to cancel the Contract at any time without assigning any reason.

5. In any dispute, Registrar / Vice Chancellor of Pt. Ravishankar Shukla University, Raipur (PRSU) shall reserve the right to settle the matter according to the circumstances of the case, as he may take proper decision that will be binding to the Firm.
6. The Courts at Raipur (Chhattisgarh) only shall have the jurisdiction for the purpose of this Tender terms and conditions or agreement.
7. Pt. Ravishankar Shukla University, Raipur (PRSU) reserves the right to increase or decrease the services item given on commercial bid for the betterment, if item increase/add approved amount will be added to payment amount, if item decrease/cut approved amount will be deducted.
8. The successful Bidder shall have to sign an agreement with PRSU to comply with all rules, regulations, Laws and Bylaws enforced by the PRSU.
9. Pt. Ravishankar Shukla University, Raipur, Chhattisgarh reserves the right to reject any tender without assigning any reason whatsoever at any stage of the tender process.
10. All components in tender must qualify in technical specification. If any component fails to qualify in technical evaluation this will lead to rejection of the technical bid.
11. In matter of any dispute court jurisdiction will be at Raipur C.G.
12. Selected Firm shall have to execute MOU/Agreement with the University on format prepared by University, at the time of assigning the work.
13. The entire work shall be done at Pt. R.S.U. Raipur premises with licensed software.

Objective

The Pt. Ravishankar Shukla University, Raipur, Chhattisgarh intends to outsource its entire Pre-Examination & Post Examination work along with supply of OMR bar coded answer books through scanning & image processing system through a trusted and reputed firm/company must have minimum 03 years' experience in handling of similar kind of work in Recognised Government Universities (As per UGC Norms).

The objective of the proposed work is to ensure seamless access to data of all appearing candidates after the online/offline form submission such as ICR & OMR to ensure smooth examination through the use of ICT tools and techniques. The work involves printing of OMR barcoded answer books, scanning, validation checks and various MIS report. In order to do the aforesaid tasks, the requests for proposal from eligible bidders who shall study, design, develop and implement a suitable system which shall ensure procedural transparency, absolute data security and timely delivery of the desired and agreed deliverables

The general overview of the work to be performed includes handling of offline and online database, development of the software, capturing of all relevant data efficiently and in a cost effective manner, implementation and maintenance of the system for an agreed upon a period.

Information to Bidders

- I. **Cost of Bidding:** -The Bidder shall bear all the costs associated with the preparation and submission of the Bid and Pt. Ravishankar Shukla University, Raipur, Chhattisgarh will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

- II. **Tender Document:** - Bidder is expected to examine all instructions, forms, terms and requirements in the Tender document. The invitation of Bid together with all its attachments thereto, shall be considered to be read, understood and accepted by the Bidder unless deviations are specifically stated in seriatim by the Bidder. Failure to furnish all information required by the Tender document or a Bid not substantially responsive to the Bid document in every respect may result in the rejection of the Bid.
- III. **Amendment in Tender Document:** -At any time before the deadline for submission of bids, Pt. Ravishankar Shukla University, Raipur, Chhattisgarh, for any reason, whether at its own initiative or in response to the clarifications requested by bidders may modify the Tender document by amendment thereto. Any amendment to the Tender document shall be notified in the form of a corrigendum to be published on Pt. Ravishankar Shukla University, Raipur, Chhattisgarh website. All prospective bidders should keep track of any such corrigendum publication. Such modification once published in the specified website will be binding on all prospective bidders.
- IV. **Submission of Proposals:** -The proposals in the form of hard copy shall be submitted in two separate sealed envelopes super scribed as "Technical" and "Financial" respectively, has to be deposited in the office of the Registrar, Pt. Ravishankar Shukla University, Raipur, Chhattisgarh on any working day up to the deadline specified in section A. Both Technical & Financial envelope should be kept in a big envelope. Any tender received after the specified last date & time of submission of bid will not be considered. In the event of the specified date for submission of bid being declared as holiday, or if there is a sudden strike or bund the bids will be received up to the appointed time on the next working day at the Pt. Ravishankar Shukla University, Raipur, Chhattisgarh.
- V. **Other Information**
1. The original Hard copy of the Technical shall be placed in an envelope and properly sealed and clearly marked " TECHNICAL BID" followed by the name of the firm. The original Hard copy of the financial Proposal (Price schedule as per tender) should be and kept in Separate envelope in similar manner and marked as "FINANCIAL BID" followed by the name of the firm. Pt. Ravishankar Shukla University, Raipur, Chhattisgarh shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated in which case the proposal may be rejected. If the financial proposal is not submitted in a separate sealed envelope duly marked as indicated above, the entire proposal shall be rejected.
 2. All pages in the price bid and technical bid should be signed with Company Seal and date, Technical specification sheet enclosed in the bid document should be returned by the bidder with the word '**Noted & Complied**' marked at the bottom of each page. In case of any deviation, the bidder should mention the same with "Asterisks" on the specific line and numbered item should be enclosed along with the technical bid.
 3. The Financial Bid and the Technical bid document should be properly bound and separators should be used to mark, each section of the bid. Any loose sheet enclosed along with the bid will be treated as not part of the bid.
 4. Each proposal should be marked "Original" or "Copy" as appropriate. If there are discrepancies in the 'Original' and "Copy" the 'Original' shall prevail.

VI. Proprietary Information/ Public Disclosure

1. Materials including students record, website etc. submitted in response to this competitive procurement shall become the property of the Pt. Ravishankar Shukla University, Raipur, Chhattisgarh.
2. All proposals received shall remain confidential till the contract, if any; resulting from this tender is awarded i.e. signed and approved by all parties. Thereafter the proposal shall be deemed public records.
3. In the event a Bidder desires to claim portions of their proposal as exempt from public disclosure, the Bidder must identify those portions in the proposal cover letter. Each page of the proposal claimed to be exempt must be clearly identified as "CONFIDENTIAL", Pt. Ravishankar Shukla University, Raipur, Chhattisgarh, are appropriate or not. The entire proposal cannot be marked as proprietary.

VII. Validity of Proposal submitted

1. The proposal shall remain valid for a period of 180 days from the scheduled date for submission of bids. All prices quoted must be firm and valid for this period. All prices quoted shall not be affected by any escalation in prices of labour or materials, services, machinery, equipment etc. or in rupee exchange rate during the price validity period what so ever. However, direct duties, levies, or taxes in respect of finished products will be at the rate prevalent at the time of delivery.

VIII. Income Tax & GST Certificates

1. Attested copies of the following documents must be submitted along with the Tender.
2. Latest Income Tax Clearance (the original of which may have to be produced by the Successful bidder before the issue of the firm work order).
3. Valid GST Registration Certificate and Clearance Certificate.
4. Copy of PAN.

IX. Earnest Money Deposit (EMD).

1. Earnest money should be in the form of Bank draft of Rs. 10,00,000/- (Rs. Ten Lakh) only of any nationalized bank as per specification in section A and should be kept in the envelope of Technical bid.
2. Technical bid not accompanied with prescribed Earnest Money Deposit receipt will be out rightly rejected.
3. The EMD of the unsuccessful Bidder shall be refunded after final acceptance of the tender and within reasonable time not exceeding a month from the date of opening of the tender. The EMD will carry no interest.
4. In case of the successful bidder, the EMD shall be refunded after successful completion of the project.

5. The EMD will be forfeited if a Bidder withdraws his offer before finalization of the tender or if the Bidder fails to sign the prescribed agreement within the specified period.

XI. Tender opening date

Tenders (Technical Bid part only) will be opened at the appointed time and date as mentioned in section A of this tender document in presence of the bidders or their authorized representatives. The tender responses will be scrutinized on the same day in presence of all the present bidders. The scrutiny will cover the mandatory compliance criteria as mentioned in the bid. All such tenders, which are found complete and conform to the mandatory compliance criteria, shall be declared as valid bids. The valid bids will thereafter, be evaluated by a Tender committee of the Pt. Ravishankar Shukla University, Raipur, Chhattisgarh.

XII. Discrepancies in Bid

In case of discrepancies in bids, the following will be adopted to correct the arithmetical errors for the purpose of evaluation.

- In case of discrepancy between the Original and Copies of bid, the Original bid will be considered correct.
- In case of discrepancy between figures and words, the words will be considered correct.

XIII. Authorized Representatives

Any action required or permitted to be taken, and any documents required or permitted to be executed, under this contract by Pt. Ravishankar Shukla University, Raipur, Chhattisgarh or the Bidder may be taken or executed by the officials authorized for the purpose.

XIV. Intellectual Property Rights

1. The University Shall have proprietary rights in relation to the information/data/ developed. University shall have all the rights to use the curricular and information/course material so developed however company can also use with permission of PRSU.
2. The data of Stakeholder can be used by the company as well as University for purpose of providing job to the Stakeholder.
3. Company and PRSU makes no warranties, express or implied, statutory or otherwise, including any implied warranties relating to this Agreement to each other and shall not be liable to the other for any loss of profits, loss of business or for special, direct, indirect, incidental, or consequential damages or losses of any kind or nature whatsoever.

XV. Bid Evaluation Process

1. **Bid security:** -Only Bidders who have submitted the valid bid security as per the format shall be considered for further evaluation subsequently, a single step two-envelope bidding

procedure will be used for the evaluation. Under this process, the technical proposal will be opened and evaluated prior to opening and evaluating the financial proposal.

2. **General Examination of Bids:** - After completion of preparatory scrutiny by Pt. Ravishankar Shukla University, Raipur, Chhattisgarh, the technically valid bids will be sent to the tender committee for general evaluation. The tender committee will decide which deviations(including omissions and variations) or reservations identified at this point is material and therefore which bids should be declared as not substantially responsive. If a bid is not substantially responsive, it can be rejected and cannot be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

At the end of this stage, the committee will agree upon: -

1. Those bids which should not be considered for further evaluation.
2. Any clarification that should be requested from qualified bidders.
3. Financial Bids will be opened only for those firms which will qualify in technical Bid.

Section — D: Facility Provided by the University/Agency

University will provide only space with required AC, Electricity, Internet connection and One telephone facility only to the firm for aforesaid work. All ICT related equipment, like server, cloud, Backup Server, Computer (Nodes), Networking Systems, if any. Printers, Scanners and necessary Human resources to manage all activities shall be provided by the successful bidder who would be assigned the work. This will be in addition to examination materials needed to implement the works.

Section —E: Technical Bid details: - Eligibility of technical bid is given below. –

PART-ITECHNICAL CRITERIA

S. No.	Criteria	Documentary Evidence
1	Earnest Money Deposit of Rs. 10,00,000/-	Original demand draft
2	Valid Registration No. of the firm	Certificate of incorporation
3	Bidder Must have minimum 3-Years' experience in implementing similar work in any three(3) Recognised Government Universities (As per UGC Norms) with use of OMR barcoded answer books through scanning image processing method and complete Online features presently working. Handling at least One Lakhs student per session.	Successful completion Certificate of 5-years along with Work order/Agreement confirming that firm in similar business.
4	Income Tax, Sales Tax and GST.	Income Tax return, Sales Tax/GST Clearance Certificate of last3-years.
5	Bidder's turnover should be INR 200 Crores in each of last 3-years	Audited Balance sheets for last 3-years
6	The Firm/ Company should be ISO9001 or 27001 certified.	Copy of the Certificate.
7	The bidder should not be under a declaration of ineligibility or Black listed with any of the Government/Public sector unit agencies	Self-Declaration from authorized signatory of the bidder

8	The tenderers have their own Software professional & technical staffs with relevant experience.	Self-attested copy from authorized person.
9	Details of infrastructures Available for the said work.	Self-attested copy from authorized person should be submitted.
10	Enclosed all relevant sample	Sample with seal & signature of the bidder should be enclosed.

Evaluation Criteria of Technical BID

Technical Qualified Bidder will be evaluated on the following Parameters			
Sr No.	Particulars	Max Marks	Criteria
1	Past Experience (On similar nature work in Govt University)	8	3 Years : 3 Marks
			Above 3 to 7 Years : 6 Marks
			Above 7 + Years : 8 Marks
2	Similar work Experience in Govt. University	10	3 University: 4 Marks
			Above 3 to 7 University : 7 Marks
			Above 7 + University : 10 Marks
3	Financial Turnover of last Years	10	200-300 Cr : 4 Marks
			Above 300- Below 600 Cr : 4 Marks
			Above 600+ Cr :- 10 Marks
7	Similar Work Experience in Chhattisgarh Govt. university	2	University : 2 Marks
	Total Points	30	

After the technical evaluation (out of maximum 30 marks), the financial bids of only those bidders will be opened who will get at least 11 Marks in the Technical Bid(Part-1).

PART-II: FINANCIAL BID

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Section — F: Financial Bids (to be submitted separately)

1	Complete work related to pre & post exam work through scanning & image processing method along with supply of barcoded OMR answer sheet as per specification in tender documents.	Price (Rs.) Per student per academic year. (both in figure & in word) including pre & post exam work along with barcoded OMR answer books.	Total Price per Student
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(Note):- Above quoted rate should be inclusive of entire items including stationeries, printing, Transporting, TA/DA etc required for execution of the aforesaid work.

Evaluation Criteria of Financial BID

The financial offers of only the qualified bidders (technically qualified bidders) will then be opened. **L1 Being the Lowest price & the score will be Calculated after taking L1 as a base price.** The lowest bid (i.e L1) shall be given a financial score (FS) of 100 points for each category. The financial score (FS) of other bidders will be determined using the formula: **FS = $100 * FP / F$** , in which FP is the lowest financial bid, and F is the financial bid of the particular vendor.

Normalize Financial Bid Score = Tender Price Quoted by respective tenderer.

The above formula can be explained as below.

Rate quoted for **Standard Category**(Example)

Name of the Party	Rate in Each Category (in Rs)
X	300
Y	460
Z	380

The normalized score for Standard Category would be as follows:

Party	Score
X	100
Y	65
Z	80

Example- for Firm Z Normalization Calculation : $(300 * 100) / 380 = 80$

It may be noted that lower the price, Higher the score.

Party	Score	Weightage	Total Score= (Weightage*Score) 100
X	100	70	70
Y	65	70	45.5
Z	80	70	56

➤ **Selection Scheme:**

Tenderers meeting Eligibility Criteria will be only considered for further process of tenders.

Part A-Technical Evaluation: The bidders have to submit the documents mentioned in Technical Bid Structure. Qualifying tenderers will be considered eligible for Financial Bid Processing.

Part B- Financial Bid Evaluation: The Institute will open the financial bids of technically qualified bidder.

It may be noted that the tenderer will be selected on the basis of ranking and evaluation of Technical and Financial bids by a committee and the committee's decision would be final. The procedure for selection of the party /agency shall be based on **Quality & Cost base selection** system for evaluation by the committee

QCBS method with 30% weightage to technical Part A and 70 % Part B weightage to financial marking scheme will be followed for this tender.

Technical bids will be opened first and evaluated based on the documentary and evaluation criteria including minimum eligibility criteria stipulated in the tender document. **On the basis of submitted documents other proofs**, evaluation will be based on a score of 100 Marks to be weighted out of 30 for Part A of Bid Evaluation Scheme. (i.e. TS)

After the technical evaluation (out of maximum 30 marks), the financial bids of only those bidders will be opened who will get at least 11 Marks in the Technical Bid.

After the technical evaluation. Evaluation of Price Bid will be based on a score of 100 Marks to be weighted out of 70 for Part B of Bid Evaluation Scheme. (i.e. FS).

Scores obtained on financial offer and Technical offer will be added weighted according to the percentage given below to get a consolidated score (CS) according to the formula: **CS =TS + FS**. Bidder with the highest consolidated score will be selected. The composite score will be calculated as described.

PART "D" Evaluation:

	Evaluation Parameters	Total Marks out of 100	Total Weightage %	Score
1	Part A- Technical Evaluation (TS)	30	30%	
2	Part B- Financial Bid as Per Annexure E (FS)	70	70%	

D	Total/ Consolidated Score (CS : TS+FS)	100	100%	
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Successful Tenderer will be the one who has maximum score in **Part D Evaluation**.

Section-G: Contract Negotiation & Terms of payment

Work order & payment condition after finalization of tender: -

1. Contract negotiation

The aim of the negotiation is to reach an agreement on all points with the consultation for the initialization of the draft by the conclusion of the negotiation.

2. Terms and payment

1. Payment will be made on the basis of the nos. of admit cards issued for each exam separately.
2. 50% payment will be made after completion of pre examination work & rest 50% payment will be made after completion of post examination work of the concerned exam.

General proposals must accompany the document as stated below: -

1. Letter of submission must be made on official Bidder letter head, and must be signed by a person authorized to bind the organization to a contract with Pt. Ravishankar Shukla University, Raipur, Chhattisgarh, if selected. The letter of submission must include the following in the order given: -
 - a) Bidder's Name :
 - b) Name & title of the Bidder's :
 - c) Authorized Representative Address :
 - d) Mobile No. :
 - e) Telephone No. :
 - f) Fax No. :
 - 8) E-mail :
2. Understanding of scope of work along with approach note on implementation of the same.
3. Description of the Implementation plan along with Time Schedule. The methodology proposed for carrying out the required work is necessary.

**Registrar
Pt. Ravishankar Shukla
University, Raipur**