

WORKDETAIL WITH TERMS & CONDITIONS

for

Out sourcing the Pre and Post Examination work of the University for various examinations for the session 2013-14 to 2015-16



MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

No. MLSU//EXAM/OUTSOURCE/2013/ ET-1

Date: 13/9/2013

E-TENDER NOTICE

Sealed tenders under two bid system i.e technical and financial bids are invited on or before 7th October 2013, 3.00 PM, from reputed firms experienced in pre and post UG & Post Graduate level examination work of universities for outsourcing the following single point responsibility based pre and post examination work of the university from the session 2013-14 to 2015-16. Bidders can participate in the online bidding process by registering on website <http://eproc.rajasthan.gov.in> from 19 Sept 2013. Details are also available on the university web site www.mlsu.ac.in

Item	Estimated Cost	Qty	EMD	Tender fee
Outsourcing the Pre and Post Examination work of the university for session 2013-14 to 2015-16 including online registration, supply of answer books with barcoded OMR award and response sheet, answer book packing and making ready for dispatch ,result processing work, result analysis and monitoring of examination work at each stage using latest online web technologies and by providing human resources as per details given in the work description.	Rs 2 crore	1,50,000 candidates	Rs 4 lacs	Rs 1000 + Rs 1000/- processing Fee

Comptroller

Note:

- (1) Bidder (authorized signatory) shall submit their offer on-line in electronic format both for technical and financial proposals. However, DD for tender fee, RISL processing fees and bid security should be submitted physically at the office of the tendering authority as prescribed in the tender notice and a scanned copy of the same should also be uploaded along with technical bid/cover.
- (2) In case any of the bidders fails to physically submit the Demand Draft for Tender fee, bid security and RISL processing fee upto 3.00PM on 7 th October 2013, its bid shall not be accepted. The Demand Draft for bidding document fee and bid security should be drawn in favor of COMPTROLLER, MLSU, payable at Udaipur where as the Demand Draft of Rs 1000/- towards RISL processing fee should be drawn in favor of "Managing Director, RajComp Infoservices Ltd" payable at Jaipur from any scheduled commercial bank
- (3) To participate in online bidding process, bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can process the same from any CCA approved certifying Agency such as TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not

procure a new DSC. Also the bidder must register on <http://eproc.rajasthan.gov.in> (bidders already registered need not do so)

- (4) Bidders are advised to refer “Bidders Manual Kit” available at E-procurement Web site for further details of the e-tendering process
- (5) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the bids.
- (6) The provisions of RTPPA Act 2012 and rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the bidding document with the RTPP Act 2012 and Rules thereto, the later shall prevail.

COMPTROLLER

Important Dates for Tender

S.No.	Events	Date & Time
1.	Date of Issue of Notice Inviting Tender (NIT)	14 Sept. 2013
2.	Start Date & Time for downloading of Tender documents	18 Sept 2013,10.00AM
3.	Website for downloading Tender Documents	http://eproc.rajasthan.gov.in
4.	Last Date & Time of downloading of Tender	4 October 2013,2.00PM
5.	Pre-Bid Meeting venue, Date & Time	University Administrative Office, Mohanlal Sukhadia University, Udaipur on 25-Sept 2013,3.00PM
6 .	Tender document submission start Date & Time	26 September 2013,10.00 Hrs
7	Last Date & Time for online submission of Tender	Upto 2.00PM on 5 October 2013
8	Date & Time for receipt of DDs towards Tender cost, Tender processing Fee and EMD	Upto 3.00PM on 7th October 2013
9	Date & Time for online opening of Technical Bid	3.30PM on 7th October 2013
10	Finance Bid Opening Date & Time	Will be intimated later to the technically qualified Bidders

Time Schedule for Execution of Work

S.No.	Work	Time Schedule
1	Providing On-line College & Subject Information on university website	7 days from date of work order
2	Providing Online Examination Registration & Enrolment form	15 days from date of work Order
3	Supply of OMR coversheet based Answer books	15 December 2013
4	Providing Draft copy of Roll list	15 days from the closing date of online Examination Registration form
5	Providing Final copy of Roll list	15 Days before start of Examination
6	Uploading Admission Cards on website	15 Days before start of Examination
7	Providing online Panel for submission and monitoring of Practical Examination Marks	1 st February 2014 for Annual Exams, 15 Dec./1 st May for Semester exams
8	Providing Barcode Stickers, Attendance sheet and other Barcode related materials with online panel for downloading challan, entry of Absentee information by colleges	20 th February 2014 for Annual Exams 10 Dec./1 st May for semester exams
9	Providing online panel for entry & monitoring of answer book collection from colleges, dispatch of answer book for evaluation and collection from evaluators	1 st February 2014 for Annual, 25 Dec./1 st May for semester
10	Providing online panel for entry & monitoring of marks of theory examination of candidates from evaluated answer books	1 st February 2014 for Annual, 25 Dec./1 st May for semester
10A	Providing online panel for monitoring exception list of practical, Internal, OMR and Answer Book based Marks	15 th February 2013. 1 st Jan/15 May for semester
11	Completion of Scanning of OMR answer sheets and providing Marks	15 Days from handing over OMR Answer sheets for annual, one week for semester
12	Providing draft copy of TR of Results for approval	7 days from the date of handing over 95% of award sheets of all papers & 3 days

		from handing over last award sheet
13	Providing Dynamic online panel for monitoring and analysis of Results	From 1 st Jan 2014
14	Providing Online Internet Marksheet	Within 3 hrs from Date & Time of Declaration of Result
15	Providing Printed Marksheet on Pre-printed Marksheet with Final copy of TR (packed college-wise, ready for dispatch)	24 Hrs from declaration of results (Candidates <10000) and 48 hrs from declaration of results for exams in which candidates 10,000 or more
16	Providing online Panel for Challan & Monitoring of Dispatch of TR & Marksheets	1 st Jan 2014
17	Providing Online registration form for Re-evaluation and Scrutiny of Marks	On the same day of declaration of results.
18	Providing online panel for printing out answer book information sheet and dispatch list for re-evaluation	1 st Jan 2014
19	Providing answer book of the candidates applied for re-evaluation ready for dispatch	One week from last date for registration for Re-evaluation
20	Providing results of re-evaluation with TR & marksheets	Within 3 days from providing re-evaluated marks
21	Providing Online monitoring panel for Status of re-evaluation & Web panel for students applied for re-evaluation	15 th Jan 014
22	Providing web student panel for list of candidates eligible for award of Degree (based on final year result & re-evaluation results)	1 st June 2014
23	Providing panel for merit list	On the same day of declaration of results and approval
24	Providing supplementary examination registration	1 st August 2014
25	Providing online grievance panel for submission of grievance by candidates for online exam form filling	Day of start of online form for exam registration
26	Providing online grievance panel for submission of grievance by candidates for admission cards, results	15 th Dec 2013
27	Transfer of data as per format for E-Suvidha facility	Within one day from date of declaration of results

TENTATIVE SCHEDULE OF REGISTRATION, EXAMINATION & RESULTS

S. No	Activity	Starting Date
1	Online Registration	15 Oct 2013
2	Semester Examination (Odd Semesters)	15 Dec 2013
3	Semester Examination (Even Semesters)	1 st May 2014
4	Practical Examinations (Annual Scheme)	1 st Feb 2014
5	Theory Examinations (Annual Scheme)	1 st March 2014
6	Results of Semester Exams (Odd Semesters)	30 Jan 2014
7	Results of Semester Exams (Even Semesters)	30 June 2014
8	Results of Annual Exams UG & PG	1 st June 14-30 June 2014
9	Supplementary Examination	16 August 2014

BID PROCESS

Two-stage selection procedure shall be adopted which will proceed as follows:

- The first stage proposal will consist of Technical bid and the second stage will be the Financial bid. Financial bids of only technically qualified bidders based on evaluation of the Technical bid shall be opened. University requires timely and error-free results. Technical capability of the bidder will be assessed on the basis of the eligibility criterion.
- Earnest money deposit will be as described later in this document.
- Bid validity will be as described later in this document.
- Each Bidder shall submit only one bid and the bid must be delivered according to schedule.

Definitions and Acronyms

M.L.S.U.	Mohan Lal Sukhadia University, Udaipur
BIDDER	The eligible firm who will participate in the tendering process
EMD	Earnest Money Deposit
IT	Information Technology
PURCHASER	Mohan Lal Sukhadia University, Udaipur
RFQ	Request for Quotation (Tender) Document
Approved Agency	The bidder who will be finally selected and in whose name the work order will be released
Exam Section	Section under Controller of Examination, Schedule and conduct of Examination.
Secrecy Section	Section under Controller of Examination responsible for Result preparation and Monitoring of Examination
UG	Under Graduate Examination comprising of 3-4 year span.
PG	Post Graduate Examination comprises of 2-3 year span.
Helpline	Call Centre Facility with Telephone numbers and Tele callers to receive calls related to examination
TR	Tabulation Register

Pre-Qualification/Eligibility Criteria

S.No	Basic Requirement	Specific Requirements	Documents required
1	Legal Entity	<p>The bidder should be a proprietor ship firm registered under the Rajasthan Shops & Commercial Establishments Act or a similar act of any other State/Union, as applicable</p> <p align="center">OR</p> <p>A company registered under India Companies Act 1956</p> <p align="center">OR</p> <p>A partnership firm registered under Indian Partnership Act 1932</p>	<p>copy of valid Registration certificates</p> <p>-copy of certificate of incorporation</p> <p>Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the bidder</p>
2	Financial: Turn over from Examination related work	<p>The bidder should have an annual turnover of minimum Rs. 3 Cr. (Rs. three crore) in any of the last three financial years. The bidder should be in a profitable position for all these three financial years. Audited copies of Balance Sheet and Profit & Loss Account of last three financial year i.e. 2010-11, 2011-2012 and 2012-2013 must be enclosed with the technical bid. In case audited accounts for financial year 2012-2013 is not available, certificate from CA must be enclosed with the technical bid as and when the audit is completed. Audited copy of the financial year 2012-2013 must be submitted.</p>	<p>CA certificate with CA's Registration number and Seal</p>
3	Financial: Net Worth	<p>The net worth of the bidder as on 31st March 2012, should be 100 lakhs</p>	<p>CA certificate with CA's Registration no/seal</p>
4	Technical Capability	<p>(i)The bidder should be an established, reputed and reliable firm in the field of processing Pre-Examination and Post examination work of university examinations using Information Technologies. The bidder should have successfully completed online Pre – Examination work and post examination work of result preparation of UG and PG examinations in Arts, Science and Commerce for at least three universities having more than one lakh candidates in each of the past three years. The bidder should attach copies of the work orders/contracts clearly indicating total value of work, deliverables and scope of</p>	<p>Work completion certificates from client giving details of work carried out</p> <p align="center">OR</p> <p>2. Work Order+self certificate of completion certified by statutory auditor</p> <p>Certificates from the clients should clearly mention project scope of work/components name and total project cost/value of the work</p>

		<p>work for the projects.</p> <p>(ii)The bidder should have past experience of preparing results from OMR answer sheets for at least three universities/Boards for more than one lakh students during the past three years</p> <p>(iii)The bidder must have at least one year experience of result processing from barcode based answer books/OMR Sheets</p> <p>(iv)The bidder must have sufficient infrastructure required for Pre and Post examination work and trained human resources to carry out the examination work. A list of infrastructure including Web server specifications used for online work, OMR and Scanners available with them and technical human resources etc must be submitted.</p>	completed.
5.	Tax registration and clearance	<p>The bidder should have a registered number of</p> <p>(i) Service TAX</p> <p>(ii) Income TAX/PAN Number</p>	copies of relevant certificates of registration
6	References	The bidder must submit three references from the Universities where they have carried out examination work during past three years.	Name, address , designation , Telephone, Mobile, E-mail address of Incharge

Brief Overview of the Project

The M.L.S.U has approximately 1.5 lakhs students registered to its 250 constituent and 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 approximately 45000 while the minimum number of students can be as less as 10. This involves providing web link for *www.mlsu.ac.in* by designing and maintaining a secure website so that students, colleges and the University can access information pertaining to examination year 2013 to 16. From this web interface, students should be able to fill their Main/Semester Examination Form, Re-evaluation Form, Supplementary Form and Enrolment Form. Students may also communicate corrections in his/her particulars and get their information remotely.

SUMMARY OF WORKS:

The project should be implemented in Build Operate and Transfer Mode to provide facilities which 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.

The project involves outsourcing all the work required for Pre and Post Examination work of UG&PG Examinations and Semester Exams. It involves developing web based applications for automation of various works required under Pre and Post exam work. Providing web server and its resources for online registration, hosting web based applications, publication of results etc., providing human resources required for operation of the applications, data entry work, programming work, printing and supply of roll lists, Barcodes, attendance lists etc., Monitoring and reporting status of various examination related activities, Data entry of marks from barcoded awards, Scanning of OMR answer sheets, handling exceptions, result preparation, printing TR, marksheets , re-evaluation and supplementary exam work

The approved agency will be required to carry out the work without any error to provide error-free admit cards,roll-lists, web applications, results, mark sheets within the specified time period.

DETAILS OF PRE and POST EXAMINATION WORK REQUIRED FOR THE UNIVERSITY

The University intends to outsource all the work related to examination to an approved agency which will develop Web based applications required for examination section of the university in a Build, Operate and Transfer mode. The university requires automation of various processes involved in the examination. Initially the outsourcing work will be awarded to the approved agency for a period of one year. During this period the agency will develop web based applications and carry out various works required for Pre and Post examination work by operating it. After successful completion of each phase of Pre and Post examination work, the web applications used for the work along with all databases should be transferred to the University Server. If the Pre-examination and post –examination work carried out by the agency for session 2013-14 is successful, the agency will be continued for the second year (2014-15 examination) in which the agency will carry out the pre and post examination work by operating the applications and making necessary changes in these applications on the basis of previous year work. During the third year, 2015-16, the agency will make necessary changes in the applications and use them for standardising the operation of the Pre and Post examination work.

Since the university has a policy of using open source and licence free software, the software applications must be developed under Open Source using PHP and MYSQL. Alternatively, the firms can use .NET based web technology in the beginning but all web applications must be finally developed in PHP and MYSQL open source in the final year & tested and commissioned on the University website in the third year. The applications must be transferred from Web portal of the agency to the University Intranet Server after successful completion of each phase along with all data. At end of the third year, all the web applications will be the property of the University and university will be free to make changes if any are required and use it or hand over its operation to any third party. So the rate quoted by the agency for the Pre-and post examination work for three years should take into account the cost of software development.

A. Preparation work:

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 the candidate filling the application form should not experience difficulties due to slow response or failure of the server. Dedicated servers with high bandwidth, mirroring at different geographical locations, 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 must be taken to avoid slow response by the server in the event of heavy load on the server.

1.Preparing and providing an online list of affiliated and constituent colleges, courses, number of seats from last year examination result data to the affiliation section and getting online approval with facility to add and delete college information. Examination Centres must be marked separately. College information must be hosted on the examination web site. (Previous year examination results will be provided)

2.Preparing and providing on line course-wise examination information by listing course and examination, subjects, name of papers, papercodes, type of paper (Theory/practical), maximum marks, restrictions for non-collegiate candidates etc. with a facility to add/delete/edit each field of the record and with facility for online approval by the concerned section and faculty chairman.(Previous year data will be provided)

3.Providing paper-wise syllabus of each course in PDF format. Facility to add/replace syllabus should also be provided. (Paperwise syllabus will be provided by the university)

4. Providing online facility to integrate Re-evaluation and supplementary examination results into main examination results of each course and facility to incorporate corrections in the database. Facility must be provided to view, approve and to take a print out of the corrections made user-wise/date-wise for each course. A log file of the user activities also must be provided. The approved agency will be required to integrate re-evaluation and supplementary examination results as and when the results are declared. These software must be prepared and provided by January 2014. For the use of the previous year databases in the online registration form for year 2013, the agency may integrate re-evaluation and supplementary results with the main examination directly. Similarly the agency is required to incorporate corrections made in the TR in the databases of session 2011-12 (First Year UG), 2012-13 (First Year and second year UG, PG previous Year/semester) so that these TR databases can be used in the online registration forms of second and third year UG & Final year/semesters PG classes. The approved agency will be required to deploy sufficient data entry operators in the examination section to complete the above correction work within a month from date of issue of work order for session 2013-14 examination work. The corrections in the previous years TR are about 5% of total records. The corrections in TR for 2014 results must be carried on daily basis as explained in the single window facility system in the post exam section.

B. ONLINE REGISTRATION FOR EXAMINATION

1. Designing of online registration form (e-forms) for various examinations. The application should be browser independent and dynamic in nature. The labels on the form should be bilingual (Unicode based) wherever required i.e. in Hindi as well as in English.

2. The online examination registration form should have following facilities

- Enrollment (Regular and Non-Collegiate)
- Registration (Regular and Non-Collegiate)

Facility must be provided to activate Enrollment (Regular), Enrollment (non-Collegiate), Registration (regular), Registration (Non-collegiate).

Facility to activate online-examination registration form examination wise with different starting and ending dates as well as late fee dates.

3. The online registration form should have facility to accept following information from candidates with validation for each field.

Personal Information: Student name, father's and mother's name, date of birth, permanent address, postal address, domicile, district, Aadhar Card Number, mobile number, telephone number, e-mail address, photo and signature upload

Enrollment Information: Enrollment for first year candidates by taking their College /School information, Results of X and XII class. Name of Board/University from where X and XII passed, year of passing

College and Subject for Examination: College information, examination, course, subjects offered, roll numbers of previous year examinations (only for Second Year UG, Final year UG & PG classes), current year's papers for registration, compulsory papers etc. Due papers of previous years, confirmation of previous year marks & results from candidates and other examination related information. Proper validation of subject groups, papers permitted for regular & non-collegiate candidates must be incorporated.

Fee Calculation: Using the fee information for current year and late fee, total fee to be paid for the current examination should be calculated and displayed. Integration of net banking/credit card facility for online fee deposit must be provided. Alternate fee deposit facility through bank challan must also be provided.

Exam form/enrollment form and fee receipt/challan generation and printing: Based on fee information, bank challan/fee receipt, exam /enrollment registration form must be generated in PDF format.

The online exam form must be bilingual (**Hindi and English**), where as data input must be in English. Detailed bilingual information for filling examination form must be integrated to the online examination form.

Examination form/fee receipt/challan reprint facility must be provided to the candidates to enable them to take print out by entering their name, father's name, date of birth and challan number.

Generation of SMS: Facility to generate SMS to provide information of registration form number, name of candidate, college and exam fee deposited etc to the candidate.

4. Other facilities required with online registration form

University Panel

- Fee : Facility to add and edit fee details for various examinations
- Last Date : Facility to set start and stop dates, late fee date etc. for each examination.
- Registered candidates: Search and display college wise candidates registered for examination with facility for approval by confirming fee deposited by the candidate.
- Statistics: Display total and college wise statistics of candidates registered and approved by college.
- Download: Facility to download college-wise MS Excel files of candidates registration data
- View Exam form: Display of Exam form filled by candidate by browsing their name/Search
- Fee Reconciliation: To generate MIS report of fee receipt/challan collected by college and amount credited in the Bank account of the university.

College Panel:

- Approval Panel: Approval of forms received from candidates by the college office by entering transaction ID/fee receipt number
- Generation of applicants list: Based on approval data, generate list of candidates registered with their subjects, due papers, fee paid for submission to University along with application forms collected. Statistics of candidates registered in each subject/papers, total fee collected through challan, difference fee collected by college etc. are required. Similar facility is also required for enrolment forms submitted by the candidates in the college.
- Download: Facility to download college-wise MS Excel files of candidates registration data
- View exam form: Display of exam form filled by candidate by browsing their name/search.
- Enrolment: Colleges should be able to verify and approve enrolment forms and eligibility submitted separately and to check enrollment numbers issued by the university. Summary of enrolment fee, eligibility fee collected and deposited by college **should be available**.

Note: The University has a online examination registration form implemented in PHP/MySQL available in the University Intranet Server. The approved agency will be allowed to refer this online form for developing their own facility.

5.The firm will be required to station at least one programmer who is conversant with the technology used for web applications. The person must be qualified and competent and must be deployed at the University from the date of start of outsource work of examination. The programmer should be available daily from 10AM to 6 PM and must report to the Incharge/Officer concerned

- To operate university panel and interfaces, make corrections/ editing work etc
- To solve grievances from stakeholders
- Monitor operation and status of online exam form filling facility
- Download/backup of databases and depositing in university server

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. Stationery and consumables for above work carried out in the university premises will be provided by the university.

6. The approved agency will install atleast three wireless phones from reputed operators – one with programmer, one with the counsellor cum supervisor and the third in the single window facility centre (explained later) with outward call facility and will provide outward call facility of about 500 calls/line

7.The approved agency will station a counsellor cum supervisor 10.00AM to 6.00PM who will supervise operation of Helpline, online examination registration facility, handle grievances, liaison with officer(s), and supervise all the pre and post examination work and present status weekly to the monitoring committee.

8.The approved agency will operate a notice board in the examination portal where all notifications and press releases issued by the examination section/COE will be displayed on the same day of issue of notification. The supervisor of the approved agency deployed at the university will be responsible for getting the advertisements/notifications from the concerned officer. Examination rules and regulations also must be made available through the examination portal.

C. EXAMINATION SCHEDULE PREPARTION AND PUBLISHING

1. Examination schedule preparation with facility to add and modify schedule as well as facility to send schedule by e-mail to colleges and students must be provided.

2. Publishing examination schedule on web portal with facility for search and download of examination schedule of each class. Any changes in examination schedule should reflect dynamically on web site and Display of examination schedule on website. Changes should be notified to the students concerned by SMS.

D. APPROVAL OF EXAMINATION FORMS

The agency will collect hardcopies of the examination forms submitted by the candidates in the college. The agency will make their own arrangements for collection and transporting the application forms from colleges to the University Office. The collection of the forms must be completed within one week from the prescribed last date of depositing the form in the college. The agency is expected to establish liaison with each college for collection of the forms. If a college fails to hand over collected forms after lapse of one week from the prescribed last date, the agency will report the name of such colleges to the C.O.E along with a notice for depositing forms in the University before a prescribed date. The agency will be required to count and number each form while collecting them from colleges and issue a receipt for the same. After collection of form from each college, each form must be approved from college panel by entering the form number read from barcode number printed on the form. Daily record of the college and number of forms approved will be prepared and submitted to the Incharge. 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 be approved within 48 hrs from collection of application forms.

E: PREPROCESSING OF APPLICATION DATA

Application form data must be pre-processed for the 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 year results. Names (candidate, father's and mother's name), PASS in the previous examination, due papers etc to be checked online. Reports required must be prepared. For 1st Year UG, 12th class results from Raj Board & CBSE will be provided by the University. For previous year PG classes and final year UG, results of university may be used for validation. For 2nd and third year UG, previous year's data will be provided.
- (iii) Applications of those candidates whose data is not available with the university should be marked **ELIGIBILITY NOT VALIDATED** and must be checked manually from the marksheets enclosed with the application form.

F. INCORPORATING CORRECTIONS, ENTRY OF MANUAL FORMS.

The agency will correct the database by incorporating corrections, if any, made by the colleges on the form. Forms which are not validated for eligibility to appear in the prescribed papers and due papers must be checked manually from the marksheets enclosed with the application form. Carry forward marks for final year students must be checked and verified from previous year(s) TR and proper posting of marks be ensured taking into account due papers. A list of policies /rules for checking forms must be obtained well before starting the work. Forms which require approval/decision from University officials must be handed over to the Incharge along with a challan giving number of forms and expected date of receiving the same after approval/correction. If the forms are not received within the stipulated/agreed date, reminder must be sent to the incharge so that work is completed within the prescribed date.

In very special circumstances, some candidates may be allowed to manually fill forms. Data from the manual forms (Not exceeding total 1000) should be entered into the online registration system by the agency. 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 & WRITING ROLL NOS ON EXAM FORMS

After pre-processing the data and incorporating all corrections, additions, deletions, firm should make alphabetical sorting of names of candidates. 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 either reprint the examination form with roll no and attach the same with the hardcopy of the application form submitted by the students or paste a barcode sticker with roll number printed on it on the hardcopy of the application form submitted by the students. Alternatively, the agency can arrange examination forms and put roll numbers on each form using a red pen. A roll list as per given format must be submitted along with examination forms arranged roll number wise for final checking of the forms.

H. ENROLLMENT NO. GENERATION

Enrollment data of regular students should be obtained online by activating enrollment portion of the examination form. It is expected that there will be 40,000 to 45,000 new students enrolled this year. Unique enrolment numbers will be generated for regular and non collegiate (NC) separately class wise, and duly

checked data of all I year, Previous year/I semester examinations in the order of ROLL NO. For regular students, enrolment number will start from 1 to 45000 and for NC the same will start from 45001. This enrolment number must be printed in the roll list and admission cards. Enrollment checking facility must be provided to candidate through web site.

1. The final roll list preparation work must be carried out using online web application where editing/modifying/adding records of selected roll list database must be provided online and after approval, a roll list in PDF format should be generated.

2. Three copies of roll list must be printed and supplied to the examination section. (All hardware like line printer, laser printer and consumables including stationery must be provided by the agency)

3. Downloading roll list database from college panel & University panel:

- Facility to download roll list in MS Excel format and PDF format must be provided. The programmer of the agency will be required to transfer these databases to the University server for use from the intranet. Roll number vs. photographs, signature, personal information of the candidate, enrolment information must also be provided on the university server to provide E-savidha facility within 15 days from printing roll list
- Facility to download MS Excel file of roll list must be made available through the college panel before publishing the admit card on the web site.
- Facility to browse web pages of candidate information with all information filled by the candidate with photograph/signature must be available to university and colleges.
- Statistics of number of candidates appearing in each paper will be informed to the C.O.E by the programmer.

J. ONLINE ADMIT CARD & PRINTING CENTRE COPY

After printing of roll list, admit card of the candidates for permitting him/her to appear in the examination must be made online for downloading the same. Centre copy of admit cards as per roll list must be printed on a pre-printed stationery (All hardware and consumables including stationery must be provided by the agency)

Packing of admit card along with a copy of roll list for dispatching to colleges must be made by agency. The materials must be ready for dispatch atleast 15 days before start of examination.

K. ONLINE PRACTICAL & INTERNAL MARKS ENTRY FACILITY

Highly secured panel for colleges to enter practical and internal marks for each paper using a login and password must be provided. Facility must be provided to validate marks, absentee data, duplicate marks etc and to take print out of award sheet after locking the file after entry of marks. Facility to provide status of progress in filling award sheet for each class by the colleges and to create and send passwords to each college is also to be provided. College should be able to take print out of awards and sent them to the university.

L. SUPPLY OF OMR BASED BARCODED ANSWER BOOK

1. Supply of 6 answer books per candidate having following specifications

(A) Legal size OMR sheet 105 gsm front cover page stitched with 22 page, 60gsm answer book

(B) The front coverpage OMR sheet must have four parts as per design to be provided with work order. Part-I with self adhesive sides to hide roll number information, Part-II for evaluator to fill question wise marks, Part-III OMR portion with timer marks & barcode to fill marks by evaluator, Part-IV to work as OMR answer sheet with barcode for 50MCQ.

- (C) The front cover OMR sheet must have perforation to detach Part 3 and Part-4 and will have two side printing (front side printing as explained para (B) and instructions on back side.)
- (D) Each page of the answer book will have printing of page number, university emblem and lines with margin space

A sample of the answer book will be available for inspection at the university and will be provided with work order and the firm will be required to get their final sample approved by the university. The design of the answer book will be finalized in consultation with the approved agency, but the size, thickness, number of pages, printing work and stitching etc shall remain the same.

Total answer books to be supplied will be approximately 10 lakhs and must include transportation cost to all examination Centres. Number of answer books to be supplied to examination centres (located in the district head quarters and colleges enroute from one district to another) will be given with the work order. The examination centres are located in the districts of Udaipur, Chittorgrah, Pratapgarh, Banswara , Dungarpur, Sirohi and Rajasamand. The agency is required to deliver answer books in bundles of 100 packed properly with label containing serial number ranges and quantity pasted on the outer packing material of each packet.

Since correct reading of responses marked by candidates and examiners is the responsibility of the agency, agency should ensure the OMR sheet is properly designed, stitched and perforated and bundling/packing of answer books should not damage OMR sheets.

M. Supply of attendance sheets, absentee form, answer book label and envelope.

Attendance sheet of candidates must be printed and supplied in a pre-printed 2 part stationery with carbon. Roll no, with Barcode, name, father's name etc. Answerbook Srno, Signature & photograph of the candidate for each college and exam to be printed and supplied for taking signature of the candidate. Each college will also be supplied with a printed list of rollno,name,Father's name and space for signature fro each paper so that college can maintain their attendance record(College copy of attendance list). Attendance sheets with college copy of attendance list for a college for all papers will be printed date-wise as per schedule of examination and will be supplied in a lot to the **examination centres** at least 10 days before the start of theory examination packed paperwise in a clothed envelope(which will be used by the college to return attendance and absentee of the paper concerned) along with following:

Form 02: Absentee Report: A4 size 105 gsm sheets with rectangular columns for writing rollnos printed in four columns suitable for ICR scanning to recognize absentee rollnos, Exam center code, papercode : No. of sheets estimated = 25000 sheets

Labels:Labels of Size 10x10 cm Barcoded (Centre Code+Paper Code) Different Colours: 15000 Nos for pasting on Answer book packets & OMR answer sheet packets

Thick Polythene/plastic Thick Bags for packing OMR : Plastic Bags with transparent front side, thick back polythene OMR answer books size suitable to pack 125 OMR answer sheets. The bag should be good quality to protect OMR sheets especially edges of OMR sheets so that no difficulties are faced while scanning. The envelope should be such that after inserting OMR sheets, it can be sealed. It should be custom made with a label to write the roll number ranges and college code on each bag. Number of envelopes required will be approximately 25000.

Above materials for each exam centre must be supplied in a plastic bag ready for dispatch to the examination centre.

II: POST EXAMINATION WORK

A: EXAM CENTRE PANEL : ONLINE FORMS FOR EXAMINATION CENTRES

Examination centre panel must be implemented on the university portal. The login and password of the panel for each centre must be created and sent by SMS to all examination centres. The examination centre should be able to download the following from their panel:

- (a) Examination Schedule
- (b) Attendance data (Rollno & Barcode number for each paper).
- (c) Absentee form (Form No. 2)
- (d) Challan for collection of answer books & OMR

B. ONLINE DATA ENTRY FORMS

The agency should receive answer book packets, award packets etc. at the university by establishing a counter. An operator should be deployed at the counter to receive and issue receipts for the materials after making online entries like date, packet number and quantity etc. The following packets are to be received by the agency and must be handover to the concerned sections after taking receipts.

- (i) Theory Answer books
- (ii) Theory OMR answer sheet detached from answer book
- (iii) Practical awards
- (iv) Practical answer books
- (v) Evaluated theory answer books
- (vi) Awards of theory answer books
- (vii) Attendance and absentee sheets

Above data should be available for monitoring and reports of status of collected and pending answer books /awards should be available from the panel. All data entry work must be carried out by the agency.

C. ANSWER BOOK PACKING & DESPATCH PANEL

A panel to prepare data of answer book packets for dispatch to examiners for evaluation should be made available with following facilities

Using the data of answer book packets collected from examination centres, random combination of packets to form packing of $300 \pm 10\%$ answer books of each paper should be available. The operator should be able to select a particular paper and generate a list of answer book packet numbers that can be combined for each examiner. A challan for each examiner/district should also to be generated which can be used for dispatch of answer book packets to a single/multiple examiners.

D.ANSWER BOOK PACKING FOR DESPATCH AND ARRAGING AFTER COLLECTION

The answer books received from examination centres are to be packed ready for despatch for evaluation to various examiners. Normally answer book packets received from examination centres must be first arranged in a hall centre-wise. The centre information on each packet must be masked so that this information on the bundle will remain hidden from evaluator. A computer application as mentioned under Para IIC will generate packet number of bundles to be packed again in a plastic bag with award list and envelopes for despatch to a particular examiner. A letter of appointment of examiner giving examiner number, class, paper code, subject, number of answer books in each packet, last date for returning the evaluated answer

books with awards along with detailed instructions must be printed and inserted in each bag. A security tape (green colour with MLSU emblem to be supplied by agency) must be used for packing the plastic bag containing answer book packets. A label having examiner number and its barcode must be pasted on the bag at two places and arranged district wise ready for despatch. A challan should also be printed district-wise for getting receipt of the answer books. The record of packets must be maintained. Human resources required for packing and loading to the vehicle must be provided by agency. All answer books received must be packed and be ready for despatch within seven days from collection.

The evaluated answer books received from examiners must be arranged in shelves after packing the plastic bag using a security tape (Light red colour with emblem printed). The plastic bags containing evaluated answer books must be arranged examiner number-wise in specified location. The arranging and stacking of evaluated answer books must be completed with 48 hours from receipt of packets. The awards from the bags/packets must be arranged separately and must be ready for data entry as per para IIB. After entry by operator as per para IIB, the packets must be handed over for data entry of awards.

The work must be done maintaining confidentiality. All human resources for complete work must be provided by the agency. Rate for this work must be quoted separately.

D: DATA ENTRY PANEL FOR ABSENTEES

Data entry panel for entry of absentee roll numbers should be implemented online. Exam centre wise entry of absentee data with appropriate validation should be possible through online. This panel should calculate centre-wise number of answer books for each paper using absentee and presentee data. The panel should be made online accessible for each examination centre.

DATA ENTRY WORK: Data entry of absentee roll numbers also should be made by the agency by deploying data entry operators or by scanning from absentee form no. 2. Comparison of number of presentee data calculated from absentee data should be made with number of answer books received from examination centres.

E: OMR SCANNING & RESULT PREPARATION

OMR answer sheets received from examination centres must be scanned using OMR scanner and result must be prepared for each paper. Roll number vs. marks should be made available online which can be downloaded from university panel in MS Excel format.

The agency should solve all exceptions in roll numbers, apply answer keys to responses from each OMR answer sheet and calculate total score of each candidate. Atleast four OMR sheets per paper must be manually evaluated to verify marks awarded in the result. The marks awarded in each paper must be checked with maximum marks printed on the question paper and appropriate scaling should be applied. Any grievance/bonus marks recommended by the grievance committee must be applied in the result.

F: IMAGE SCANNING of OMR ANSWER SHEETS

Each OMR must be image scanned and hosted on website along with score and answer keys which can be made visible to the candidate.

G: SCANNING OF AWARDS FROM EXAMINER

The OMR award sheets received from examiners must be scanned to read marks. After establishing relationship of barcode printed on award sheet with roll number written by candidate on OMR, marks must

be read from the award sheet. Barcode number, roll no and theory marks should be made available online for monitoring purposes.

The agency should deploy sufficient human resources to solve exceptions by taking out answer book and making manual data entry of marks and roll nos from answer book by opening part-I. A record of exceptions solved must be maintained.

Final award sheet roll no, barcode number, examiner number, **serial** no, marks in Part-A, marks in Part-B must be made available online for access to university for monitoring purpose. All marks posted manually or resolved manually must be marked using a flag.

H. MONITORING PANEL

Online panel to check status of following:

- (a) Progress of reading marks from OMR award sheets
- (b) Progress of OMR (PART-A) results
- (c) Collection of evaluated theory answer books from evaluators
- (d) Collection of unevaluated answer books and OMR answer sheets from exam centres
- (e) Practical awards submitted by colleges
- (f) Grievances received regarding question papers and its status
- (g) Locating answer book of any candidate

The panel should calculate percentage of awards received as well as required for result preparation along with expected date of declaration of results. By entering roll number of a candidate, the web application should give the examiner number, barcode number, serial number of answer book, image of OMR answer sheets, marks awarded by examiner, practical marks, internal marks etc.

I. RESULT PREPARATION

The agency should prepare computer program for preparation of results for each class using marks from practical, internals, OMR answer sheet, theory answer book and bonus marks recommended by the grievance committee. The program should take marks of each component from online and first check for exceptions. The exceptions must be solved from absentee data, barcode awards, carry forward marks from previous years etc. The program must be made available for online /off line execution. TR of the result in PDF format must be made available for downloading and printing.

J: ANALYSIS OF RESULTS AND RESULT DECLARATION PANEL

The result prepared should be analyzed by calculating the maximum marks, minimum marks and average marks awarded by each examiner, practical, internal and OMR part. College and university average also to be computed. Number of candidates passed/failed college-wise, examiner wise, paper-wise also to be displayed. Provision to add bonus marks in each paper and its effect in the result is also to be displayed. A report should be generated for each result.

After approval, a result sheet is to be printed out for declaration of result.

K. PRINTING OF TR AND MARKSHEETS

After approval, the TR should be downloaded and printed in three copies using Laser/Line printer. Facility for printing like line printer/laser printer and all consumables like pre-printed stationery and printer consumables must be provided by the agency. Marksheets on pre-printed secure marksheet stationery

(provided by the agency as per quality currently used by the University) must be printed and supplied collegewise with a copy of the TR.

L. RESULT ON WEBSITE

After declaration of results, internet marksheets must be made available on website within 3hrs of declaration of result. SMS should be sent to all candidates informing their result.

M. SINGLE WINDOW ASSISTANCE TO THE CANDIDATES

The agency should operate a single window assistance centre for students during 10.00AM to 5.00PM daily on all working days from where following facilities/assistance must be provided

(i) GREIVANCE REGISTRATION & REDRESSAL

The agency should deploy one computer operator and a peon to receive grievance applications from candidate in person, by telephone and through online grievance registration facility. All grievances received should be registered online using online grievance registration facility by the operator taking information from candidates on grievance registration form. The grievances should be resolved as per procedures given under online grievance registration.

(ii) Issue of Migration/Certificates etc.

Application from candidates for issue of migration/duplicate mark sheets should be received and processed for issue of certificates. A software for preparation of migration and duplicate marksheets must be prepared and provided .

(iii) Online Grievance Registration Facility:

Online facility for registration of grievances by the students should be provided. This facility must be provided along with the Online Registration form. Students should be able to register their grievances related to following category

- (a) Online examination form
- (b) Enrollment
- (c) Admit Card
- (d) Examination
- (e) Results
- (f) Marksheets
- (g) Re-evaluation
- (h) Supplementary Exam
- (i) Degree
- (j) Results Later cases

Candidates should be able to register their grievances online. On submission of grievances, a registration number should be sent by SMS to the mobile of the candidate with expected date of redressal of grievances.

Every day, the grievances submitted by the candidate will be opened at 11 AM and 3.00PM by the counselor. The grievance registration system will display a summary of grievances registered with date of starting of action and date of final disposal of the grievances. The operator should be able to

download the grievances. Grievances should be integrated with the following so that by entering roll number or candidate details, all information is available to the university

- (a) Registration data
- (b) Roll list
- (c) Previous year results
- (d) Barcode information
- (e) Absentee data
- (f) College and course information
- (g) Current year results

All grievances submitted by the candidates which requires only information from databases, solving Results Later cases, corrections etc will be solved by the agency on the same day. Grievances which requires previous year information/university staff assistance will be submitted to the concerned officer. However, monitoring of such grievances will be made by the agency. A report of the pending grievances with action taken on it and reason for delay must be submitted to the monitoring committee weekly

N. RE-EVALUATION AND SUPPLEMENTARY EXAMINATION WORK

- On the same day of publication of results, online registration form for re-evaluation and scrutiny of marks must be made available online. Candidate must be able to choose papers to be re-evaluated/marks to be re-checked.
- On the last day for submission of re-evaluation form, list of candidates applied for re-evaluation, examiner number & serial number of answer book of the candidate must be submitted to the concerned officer. The approved agency will deploy sufficient human resources to take out answer books to be re-evaluated and paste hollow craft stickers to hide marks awarded and handover the same to concerned officer with the list within 48 hours from last day of registration (upto1000 answer books thereafter per day output must be 500 answer books)
- Agency will prepare packets for despatch of answer books to examiners within four days from last day for submission of re-evaluation form. Marks received from examiners will be entered and result will be prepared within 15 days from last day for application of re-valuated form. In case of any delay at any stage, agency will submit report giving reason for delay to the COE and Vice-Chancellor.
- After preparation of re-evaluated result, three copies of TR and re-evaluated mark sheet will be printed out and same will be packed college-wise and submitted to concerned officer. Online marksheet will be published.
- Using re-evaluated result, the database of main examination will be corrected and this corrected database will be provided to the computer centre and will also be uploaded on university server.
- All grievances related to re-evaluation and issue of marksheets/certificated etc will be handled by the agency as given above.

O. SUPPLEMENTARY EXAMS

- Online registration, roll list preparation, issue of admit cards, all data entry and result preparation , printing and publishing work for supplementary examination will be carried by the approved agency as per direction of COE. (Scope of the work will be the same as that of main examination)

- Updating of result data after incorporating supplementary results will also be made.

P. SEMESTER EXAMINATIONS

- Online registration, roll list preparation, issue of admit cards, all data entry and result preparation, printing and publishing work for semester examination will be carried by the approved agency as per direction of COE. (Scope of the work will be the same as that of main examination)

Q. Minimum Skilled Human Resources deputed at university premises for providing Services

Project Manager: A well qualified and experienced Project Manager of the agency must be deputed for execution of the project at the University from time to time and will liason with the university officials and agency management for co-ordination, management and successful implementation of the project. The Project manager will visit site frequently and will participate in the monthly assessment and monitoring meeting.

Student counsellor cum Supervisor: A dynamic person, acceptable to the university, fluent in both Hindi and English, well acquainted with University examination work, having qualifications MBA/MCA and at least one year's experience in examination related work with good management skills must be stationed who will carry out following work daily:

- Ñ Supervise all staff of the agency and ensure all staff deputed for work **by the agency** at the University report timely and provide timely and efficient services.
- Ñ Liaison with COE ,Vice-Chancellor and Registrar of the University in all matters related to examination work
- Ñ Supervise online registration work including fee, dead line for filling of forms, hosting of notifications and advertisements online, students queries, operation of helpline, liaison with colleges, form collection of examination forms and enrolment forms
- Ñ Reporting daily status of online registration work, related problems, getting solutions from concerned sections/agencies
- Ñ Providing counselling to the candidates by giving correct information

(i) **Programmer Service :** Service of programmer having good programming skill, MCA/M.Sc (CS/IT) and capable of working late hours to meet the schedules of results, conversant with web technologies must be deputed from the day of start of project . The person should be available for carrying out the following work

- (a) Develop computer program for various examination work required to integrate existing system with online web applications described above.
- (b) Testing and making changes in the web application for proper functioning of the web applications
- (c) Making queries from database as per requirement
- (d) Managing and operating IT infrastructure.
- (e) Operating result preparation program developed by the agency and making alterations as per requirement
- (f) Operating result analysis and monitoring software

During the period March to July, the agency should depute additional programmer to prepare result of UG & PG examinations in parallel to meet result declaration schedule.

(iii) Services of Programming Assistants: Programming Assistants having qualification graduate with Diploma or Degree in Computer Software should be deputed during the contract period separately for UG and PG examination Cells. The programming assistant should be available for operating, monitoring, resolving exceptions related to examination work. The programming assistants are normally required to work as per instructions of the supervisor of the outsourcing agency. The programming assistants will be required to carry out urgent work related to examination assigned to them through the supervisor.

(iv) Computer Operator service : Computer operator service will be provided to operate the single window facility centre to register grievances from students, handle online grievance registration work etc., printing of migration/duplicate marksheets etc. The operator deputed by the agency must be a graduate with a diploma or degree in Computer Applications and must be polite to students and other stakeholders. The person should be smart and dynamic. Assistants to the operators also must be provided to carry documents from the office to various desks of Dealing assistance, clean the room etc.

(v) Telecaller cum dispatch service

Telecaller service using persons having good communication skill and qualification of higher secondary or above, having knowledge of MS office and capable of operating all collections/dispatch work mentioned in the work, receive all notifications, circulars issued by the examination section and publish on the web site, e-mailing them to colleges, making and receiving calls.

Auxiliary services: Sufficient human resources for Data entry, office assistance etc must be provided.

In addition to above, sufficient human resources of the Agency must be deputed to complete the work as per time schedule.

The agency shall be responsible for good conduct, integrity of their staff deputed in the University and must wear Identity Cards/Badges.

The agency shall pay minimum wages and other statutory liabilities for their employees and shall be responsible for their good behaviour, integrity. Agency shall be responsible for any liabilities, medical or any other claims of the staff/human resources deputed by them.

IMPLEMENTATION METHODOLOGY

- The selected firm will implement the project in planned manner as per schedule.
- The firm will be required to study the system and requirements, prior to the implementation of each phase and present the same to the monitoring committee and get their approval.
- Onsite deployment of technical manpower to develop the web application and designing of e Forms after consultation with the MLSU authorities. List of staff deployed with their personal and professional data must be provided to the University. The employees of the agency should wear identity card using neck lace.
- The firm will do the proper documentation (Project plan etc.) of the project
- The firm would be **required to deploy at least one Project Manager** for the successful execution of

the project, who should be involved right from the start of the project. The project manager will manage the complete work and will be available for meeting and discussion. The counsellor cum supervisor deputed at the university will be in direct contact with the project manager. The counsellor cum supervisor of the agency should be an experienced person who is dynamic and having management skills. The persons deputed at the MLSU should be experienced information technology professionals capable of solving day to day problems related to the data handling and correction notes etc. They shall remain at MLSU till the project completion as per University requirement. The agency should have a contract signed with their Project Manager, Programmer and Counsellor cum Supervisor initially for a period of one year to ensure that the person deployed will be available during the entire period of project.

- The space, basic furniture, electricity etc will be provided by MLSU. The firm has to maintain their Web server, application, back office processing activities at its own premises and keep the student records for 1 year time period or full examination cycle.
- All log of activities must be maintained by the agency for managing and security purpose.
- The firm shall be required to make own assessment about scope of work and facilities available at the site. No dispute in this matter will be entertained in this regard. Diesel Generator and UPS systems, computers, furniture etc made available as and where basis.

Roles

Role of Mohan Lal Sukhadia University

1. MLSU will deploy a nodal officer to supervise / compile the task as per terms and conditions of tender within stipulated time frame.
2. MLSU will constitute a monitoring committee. The project manager/supervisor stationed at MLSU will be required to present progress of work weekly to the monitoring committee. Difficulties/problems faced by the agency and progress and satisfactory completion of each phase of work will be assessed by the monitoring committee **which will then** recommend payments to be released at the end of each phase.
3. MLSU will provide the following infrastructure and equipment for the implementation of work described above
 - (a) Work place with table and computer for maximum 8 staff for the period of contract
 - (b) Workplace for data entry work with computers: Max. six computers.
 - (c) Four laser printers (desktop, low volume)
 - (d) Internet connectivity
 - (e) Electrical power
4. MLSU will provide following data
 - (a) Soft copy of Roll list and Result databases of all courses session 2012-13
 - (b) Softcopy of Result databases of all courses session 2011-12 (uncorrected)
 - (c) Scanned copy of TR of session 2011-12
 - (d) TRs for session 2010-11, 2011-12,12-13 (not allowed to take out of exam section)
 - (e) College and paper code databaseAll corrections must be made in the database by the agency.

Role of bidder:

- **The bidder will have a total solution based single point responsibility.**
- The bidder has to develop all web based applications as required in the work description and host them in the web server such that responses of the applications must be good with no delay or waiting times even at peak load
- The firm has to implement all the work from examination registration to issue of marksheets by arranging staff having required technical qualification to carry out the job.
- The bidder will be responsible for deploying sufficient number of staff required for timely completion of the work.
- The bidder will be responsible for payment of salary to their staff, their welfare and supervision. The staff should have proper identity card issued by the bidder.
- The bidder will be required to carry out the work for timely implementation and completion of project
- The bidder will be required to submit weekly status report to the monitoring committee
- The bidder will provide all web application with source code installed on the University intranet server along with all databases. The web applications must be developed using PHP/MYSQL for the final transfer to university intranet in the last year 2015-16

- The bidder will be responsible for correctness of work, completion of the project as well as security of data and timely declaration of the results. The result declared must be 100% correct.
- The bidder will provide backup of log of all activities from their web server and will be responsible for security of data.
- The bidder has to deliver the deliverables as specified in this document. No extra payment will be made for the procurement of media and material transportation.
- The bidder has to deploy sufficient resources to meet out the project requirements. The firm has to depute a project manager look after the entire operation with no other responsibility to him.
- The bidder has to bear all the cost related to the process as per the scope of the work. MLSU will not be responsible for additional cost regardless of the conduct or outcome during the execution of said work.
- The bidder will arrange to provide lodging/boarding to their staff, if needed.
- The bidder will be responsible for the damage/theft or any other mis-happening occurring to their equipment used to complete the said work.

Deliverables

The web application as per the scope of work be deployed and maintained as per the scope of work detail. The reports and data are to be submitted to MLSU for all activities given in the scope of work.

1. Reports:

S.No.	Reports in hardcopy required for Pre Exam. (Main/ Semester) Work on Pre-printed stationery (For approximately 1.5 Lacs students)	Type of Stationery /Part	Printing type
1.	Print of Web page of College list, Course list, paper code list	A4	Laser
2.	Examination wise /college wise list of account of forms collected (Exam, college, no. Of forms, amount of fee)	A4	Laser
3.	List of forms collected from colleges (Reports received from colleges while collecting exam forms, with approval tick marked using red pen)	A4	Laser
4.	Examination-wise, college-wise list of serial numbers, fee receipt number, name, father's name, category, subjects with a field mentioning eligibility verification (Software/Manual checking, University decision/verification required) along with application forms for university decision/verification as per Scope of work	15x12x1 (60 gsm)	Line Matrix
5	Roll list after generation of unique roll no and enrolment numbers as mentioned in section "scope of work" along with a separate account of list of forms rejected/transferred to higher/lower classes	15x12x1 (60 GSM)	Line Matrix
7.	Centre copy of admit card as per format and packed examination-wise/centre wise with copy of roll list along with challan	A4 cut sheet (80 GSM) Pre Printed	Laser
8.	Enrolment register separate for Regular/Ex. and Non Collegiate students with proper space between 2 candidates (as per sample)	15X12X1 (100 GSM) Pre printed	Line Matrix
9.	Print out of all web pages hosted Pre-Examination work	A4	Laser
10.	Question Paper (QP) Statement (2 copies) with paper code, nomenclature and No. of candidates appearing, No. of QP required (Both Centre wise & Summary)	A4	Laser
11.	Print out of status of practical examination award sheet submitted/not submitted by colleges (as per item of scope of work)	A4	Laser
12.	Weekly status and monitoring report of pre and post examination work	A4	laser
13.	Roll List of students having registration in practical subjects for secrecy section. (as per sample)	15x12x1 (60 GSM)	Line Matrix
14	List of candidates (examination-wise) whose carry forward	10x12x2	Line Matrix

	marks could not be confirmed from previous year results	arks(60 GSM)	
15	Exception list of candidates whose marks are not available from awards, marks posted from other sources	A4	Laser
16	TR of all examinations	15x12x 3 Pre-printed stationery (60GSM)	Line Matrix
17	Marksheet of all candidates who have appeared in the examination on pre-printed marksheet stationery with security features as per sample , checked, packed college-wise with challan and a copy of TR	As per sample	Line matrix/Laser
18	Supplementary exam roll list	15x12x3	Line matrix
19	Re-evaluation roll list Rollnos vs Papercodes	A4	Laser
20	Re-evaluation answer books (paper-wise) along with serial number of answer books with roll number.	List in A4	Laser
21	Centre copy of Admit cards of supplementary exam	A4	Laser
22	TR & marksheets of supplementary examination results	15x12X3, A4	Line Matrix/Laser
23	Weekly status and monitoring report of grievances solved, pending	A4	Laser
24	Biometric attendance report of staff deployed in the University	A4	Laser
25	Any other reports required time to time by the university as per scope of work	A4	Laser

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
- (c) Examination Schedule
- (d) Results
- (e) Grievances solved cases

3. DATABASES to be submitted in the University computer Centre and DOI number to be obtained

- (a) College Information: College code, college name, mobile number of principal, subjects, seats), exam centre
- (b) Paper wise Information: Name of exam, course, subject code, paper code, paper nomenclature, type of paper, category of students who can offer paper, max. marks, exam hrs, internal/external
- (c) Syllabus hosted on web portal
- (d) Web page of online exam registration form

- (e) Roll number-wise data of all candidates filled examination forms with photographs, signature jpg files, personal information, roll list information, mobile numbers
- (f) Barcode data of all examinations
- (g) Main exam result data of all examinations (UG, PG, semester, B.Ed., other exams)
- (h) Re-evaluation and supplementary exam results separately and posted in the main exam result data
- (i) Database of candidates eligible for award of degree
- (j) Examination schedule database
- (k) Result uploaded on website

(III) Web Applications

All web applications developed must be transferred to the university Intranet server with databases after completion of each phase of pre and post examination work. All web applications can be developed .NET platform during the initial period but the same must be developed under Open Source and suitable for hosting on Linux server of the University (PHP & MYSQL) during the last year 2015-16

(IV) Materials (approximate and indicative quantities)

- | | |
|--|------------------------------|
| 1. Answer books as mentioned in the scope of work: | 10 Lakhs |
| 2. Attendance sheets packed Centrewise | Quantity as per registration |
| 3. Form No.2 Absentee sheet | 25000 |
| 4. Labels | 15000 |
| 5. Plastic bags packing OMR sheets | 25000 |

Earnest Money Deposit

1. The bidder has to submit an earnest money deposit (EMD) of Rs. _____ (in figures) Rupees _____ only (in words) as part of the technical bid.
2. The EMD can be in the following form:
3. Cash or Demand Drafts/Bankers Cheque of the Bank drawn in favour of **Comptroller, Mohan Lal Sukhadia University, Udaipur (Rajasthan)** and payable at Udaipur. Such negotiable instrument should be valid for a period of three months from the date of deposition of EMD.
4. Earnest money of unsuccessful bidders will be returned within 60 days after the placement of work order in favour of successful bidder.
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 case tenders are re-invited.
6. Earnest money of the successful bidder will be released once the bidder signs the agreement and furnishes the performance guarantee/Security Deposit.
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 validity specified by them on the bid letter form.
 - b. Bidder does not respond to requests for clarification of their bid
 - c. 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.
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.

Disqualification

The 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:

- Submitted the tender after the scheduled date and time.
- Firms not meeting eligibility criteria mentioned in the section 'Eligibility criteria'.
- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- Found to have a record of poor performance such as abandoning work, not properly completing the contract, inordinately delaying completion, being involved in litigation or financial failures, etc.
- Submitted tender which is not accompanied by required Earnest Money Deposit (EMD).
- Failed to provide clarifications related thereto, when sought.
- 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' and will be considered as non-responsive and would be disqualified.

Bid Evaluation Process

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.
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.
3. **Evaluation of Technical Bids:** The tendering authority may take presentation in order to examine the technical competence of the bidder and site visit by a committee.
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 on 12% discounted NPV basis.

Performance Security & Liquidated Damages

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.
2. In the event of any deficiency in services, the selected firm shall promptly take necessary action to resolve it, at no additional cost to the tendering authority.
3. Successful bidder will have to **execute an agreement on a Non-Judicial Stamp of Rs. 1000/-Rs. One thousand only) value within a period of 7 days of receipt of work order/LOI** and deposit security as mentioned below prior to signing of agreement.
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 be less than the earnest money.
5. Successful bidder shall deposit the security/performance guarantee money of Rs 20.00 Lakhs **FIVE PERCENT (5%) of total order value.**

The form of security money shall be as **Bank Draft/Bank Gurantee by any Scheduled commercial bank in favour of Comptroller, Mohan Lal Sukhadia University Udaipur, Rajasthan.**

6. No interest will be paid by the purchaser on the EMD & performance security deposit.
7. 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.
- 8. 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 over and above forfeiture of Security deposit/performance guarantee

S.No	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 schedule.	10.0 %
c.	Delay exceeding half of the prescribed period / completion of work as per time schedule.	20.0 %

Note: The above will be applicable only for delays which shall not affect the conduct of examination/Results etc. In case of delay/mistakes from the part of the agency which affects the conduct or results etc., LD will be decided by a committee which will be final and binding on the bidder.

Risk in Cost: If the bidder fails to carry out the work as per schedule and error free, the university shall get the work done at bidders risk and cost from any firm/agency or university employees and the difference in cost will be recovered from the bidder.

9. 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 for consecutive two quarters of a year.
 - 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.

10. 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.

Terms of Payment

1. Payment shall be made by the Univeristy 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.
2. As per recommendation of the monitoring committee following payments will be made within 15 days from submission of the bills along with supporting documents/receipts

S.No.	Milestone	Amount Payable (in % of total cost of work order)
1	Completion of roll list and admit card work of UG and PG examination, odd semesters, enrollment	2 %
2	Monthly Payment	1%
3	Completion of supply of OMR based answer books and its verification	30%
4	On declaration of 80% result (main/semester) of the university and completion of online re-evaluation forms, and semester exam form (end of July 2014).	25%
4	After completion of remaining 20% of the results (UG/PG and B.Ed and semester)	10%
5	After successful completion of the project (completion of one year period)	Remaining amount payable

Note: No Advance Payment will be made.

General Terms and Conditions of Tender

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

TERMS AND CONDITIONS

1. The approved agency will be required to execute the project under build, operate and transfer mode
2. An agreement will be signed initially for a period of one year. If the project is executed successfully within the stipulated time period on the recommendation of the monitoring committee, it will be extended for another year. Maximum period for the project shall not exceed three years.
3. At the end of three years, the approved agency will transfer all computer applications developed and tested for error free operation of the project to the University Intranet server with all rights for the software including modification of its source codes and operation of it through a third part.
4. The agency will standardise the application and process involved in the examination during the three years.
5. The agency will be required to transfer applications developed with its databases after completion of each phase and operate the applications from university Intranet server.
6. The agency will be responsible for security of data and its confidentiality during the implementation phase.
7. All applications and operation should have log file generated to account and audit its usage for security purpose.
8. All the work specified under scope of work must be completed within the stipulated period of time.
9. The work specified under the scope of the work must be implemented in detail for successful completion of the work.
10. The agency should deploy sufficient human resources for successful and timely completion of the work. Minimum staff to be deployed is only given in the human resource requirement.
11. If a the agency makes use of any outsourcing agency for a part of work after taking prior approval of the university, all responsibility for timely completion, satisfactory work, payment and security /confidentiality etc will lies with the approved agency.ncy
12. The responsibility of the staff stationed at university for the work will be that of approved agency. Incase of any indicipline/lapses/ not satisfied with their work or behaviour from the deployed staff, they should be replaced by another staff.
13. The agency will be required to compensate for mistakes committed in the work, errors in the data entered /result processed etc. or any other errors due to lapses from the part of agency, delays etc

A committee appointed by the Vice-Chancellor/monitoring committee will examine the reason for mistake as well as fix responsibility.

14. The project will be terminated at any stage in case progress of the work is not satisfactorily or lapses from the part of the agency to implement the project as per the scope of work and within the stipulate time frame.
15. University will have the right to outsource any part of the work assigned to the agency if the agency is found incapable of completing the work within the time period or not able to provide the work satisfactorily and timely.
16. Five percent curity amount must be deposited by the agency on receipt of letter of indent/work order and sign an agreement with university agreeing to the terms and conditions.
17. 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.

18. Any Change in the constitution of the company, etc. shall be notified forth with by 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.
19. 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, Mohan Lal Sukhadia University, Udaipur whom decision shall be final.
20. Income Tax may be deducted at source as per rules.
21. All legal proceedings, if necessary arises to institute may by any of the parties (MLSU or Contractor) shall have to be lodged in courts situated in Udaiur and not elsewhere.
22. **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.
23. **Change orders:** The Tendering Authority may at any time, by a written order given to the bidder, make changes within the general scope of the Contract. If any such change causes an increase or decrease in the cost of, or the time required for, the bidder's performance of any part of the work under the contract, whether changed or not changed by the order, and equitable adjustment shall be made in the performance security, Contract Price or delivery schedule, or both, and the contract shall accordingly be amended. Any claims by the bidder for adjustment under this clause must be asserted within thirty (30) days from the date of the bidder's receipt of the purchaser's changed order.
24. **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.
25. **Tendering Authority Right to Accept any bid and to reject any or all bids:** The Tendering Authority reserves the right to accept any bid, and to annul the tender process 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.
26. **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 formation of contract. Upon the successful bidder's furnishing of performance security, the Tendering Authority will notify each unsuccessful bidder and will discharge its EMD.
27. **Force Majeure:**
 - a. Notwithstanding 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.

28. 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.
29. Termination for Convenience: The Tendering Authority, may, by written notice sent to the bidder, terminate the contract, in whole or in part at 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.
30. The bidder shall not assign or sub-let his contract or any substantial part(Except Human Resources to be deployed at the university and Helpline facilities) thereof to any other agency.
31. The bidder shall pay the expenses of stamp duty for execution of agreement.
32. 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.
33. 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 Authority's prior written consent, 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.
34. Rejection:
 - a. Various reports mention in the section 'Deliverables' should be stipulated format and consistent with data.
 - b. Final data submitted in corrupt or unrecognisable 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 MLSU.
35. The bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by rail and road or air and delivery of the student data (CD/DVD/HDD) in the 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.
36. The Contract for the supply can be repudiated at any time by the Purchase Officer, 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.
37. Delivery:
 - a. The bidder whose tender is accepted shall arrange to supply the ordered data/reports in which errors detected as per specifications mentioned in this document and within time period.

- b. **Warranty/Guarantee Clause: Bidder will have to resubmit the report/data to MLSU 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.
38. **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.
39. 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 services within the specified period.
40. **Recoveries:** Recoveries of liquidated damages, short supply, breakage, rejected data shall ordinarily be made from bills. Amount may also be withheld 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 Rajasthan PDR Act or any other law in force.
41. 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 "Sole proprietor" of the firm or constituted attorney of such sole proprietor.
 - A partner of the Bidder, if it be partnership, in which case he must have authority to refer to arbitration disputes concerning the business partnership either by virtue of the partnership agreement or a power of attorney.
 - Constituted attorney of the Bidder, if it is a company.
42. **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 safeguard the Purchasers legitimate interests in any dealings with the third party.
43. 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.
44. **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.
45. **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. '
46. **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 :
- 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.
47. **"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.
48. **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.
49. **Other Conditions:** The MLSU 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.
50. **Acceptance:** If the data submitted to MLSU does not match with the verified data form, MLSU shall reject the data and firm will be responsible for rectifying the error to extent as required by MLSU.
51. **Blacklisting:** The Tendering Authority would forfeit all the performance securities deposits against the supply orders placed on to it, if selected firm is blacklisted.



MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

No. MLSU/EXAMOUTSOURCE/2013/

Date: 3 September 2013

TECHNICAL BID FORM

(To be filled by the Bidder)

1	Requirements	Response of the Bidder	Name of the document in PDF format uploaded
1	Whether bidder satisfies basic requirement of Legal entity given under Eligibility criterion	Yes/No Year of Registration:...	
2	Annual Turn over from examination related work during financial year 2010-11	Rs.....	
3	Annual Turn over from examination related work during financial year 2011-12	Rs.....	
4	Annual Turn over from examination related work during financial year 2012-13	Rs.....	
5	Financial networth of the firm as on 31 st March 2013	Rs.....	
6	The bidder should be established, reputed and reliable firm in the field of processing Pre-Examination and Post Examination work of university examinations processing using Information Technologies.	YES/NO Number of universities for which work carried out:..... Technologies used:.....	
7	Name of universities for whom the Bidder have successfully completed online Pre –Examination work and post examination work of Result preparation of UG and PG examinations in Arts,Science and commerce along with number of candidates and number of years	Attach Document Giving Name and Address of Three Universities, No. of Candidates, No. of years of work carried out (Letters from Clients giving above details)	
8	Experience of result processing from barcode based answer books/OMR Sheets	Name and Address of Three Universities, No. of Candidates, No. of years of work carried out	

		(Letters from Clients giving above details)	
9	Infrastructure available with the bidder	Provide list	
10	Specification of the Web server with number of concurrent users can access web	Type of Server: (Shared/Stand Alone/Cloud) Service provider: Processor: Memory No. of concurrent users supported: Percentage of uptime guaranteed: Web Technology: Security:	
	OMR Scanner Available with the Bidder	Brand: Scanning Speed: No. of Scanner: Per day capacity:	
	Technical human Resources	Programmers: Managers Data Entry operators Skilled workers :	
	Tax Registration	Registration No. with Date:	

	Income Tax Registration	Pan Number	
	References	Reference-1 Name: Designation: Name of University: Address: E-mail Address: Mobile No.	
		Reference-2 Name: Designation: Name of University: Address: E-mail Address: Mobile No.	
		Reference-3 Name: Designation: Name of University:	

		Address: E-mail Address: Mobile No.	
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Name and Address of bidder

Signature