
Tender Documents

For

**E- TENDER DOCUMENT FOR SCANNING / TEARING OF FIRST PAGE
(TWO PARTS) OF ANSWER BOOKS AND OMR AND ICR DATA
CAPTURING FOR THE RESULT PROCESSING DURING PRE AND POST
EVALUATION PHASES OF THE UNIVERSITY EXAMINATION FOR THREE
(03) YEARS (WINTER EXAMINATIONS 2023 TO SUMMER
EXAMINATIONS 2026).**

FOR

THREE (03) YEARS

FOR

**PARIKSHA BHAVAN,
SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY,
MUMBAI**

Ref No: Exam/E-Tender/Scanning and Tearing of Answer Book/2023-24/179

Date of Issue: 11/10/2023

Last date of Submission: 25/10/2023

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Contact Details:

Tender Authority : **SNDT Women's University, Mumbai**
Contact No : **022-26615159, 022-26615138, 022-26608374**

1. Invitation of Tender

E-Tender Notice No.: Exam/E-Tender/ Scanning and Tearing of Answer Book/2023-24/179
dated 11.10.2023.

SNDT Women's University, Mumbai invites Online request for Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University Examinations for Three (03) Years (Winter Examinations 2023 to Summer Examinations 2026) at Pariksha Bhavan on or before, 25th October, 2023 till 06:00 p.m.

1. BIDDERS having experience of successfully execution similar projects are invited.
2. The detailed TENDER document is available at UNIVERSITY website sndt.ac.in. The TENDER shall be submitted along with the necessary supporting documents and Tender Document fee of Rs.10,000/- (Non-refundable) with EMD fee of Rs.1,00,000/- only (Refundable for unsuccessful bidder) as per the date and time mentioned in the document.
3. Security Deposit @2% cost of the agreement. Total @100% Security Deposit will be refunded after the completion of the total work.
4. This TENDER document contains the scope of work, qualifying requirements, terms and conditions, forms and procedure for submission of proposal for interested Organizations.
5. The Bidder submits a detailed technical and financial proposal (Two BID System) for the objectives set forth in this TENDER document.
6. UNIVERSITY reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.
7. Please visit Government website at <https://mahatenders.gov.in> contact the undersigned for more technical details.
8. If the 3 (minimum) bidders not upload their documents in the <https://mahatenders.gov.in> during the stipulated time given for opening of Tender, the extension of tender process will be done immediately as per the condition lead down in Procurement by Government of Maharashtra Act 2016.

Note: In the event of any dispute or differences in connection with the tender the same will be subject to an arbitration of Vice-Chancellor, **SNDT Women's University, Mumbai** and the same will be governed by the provision of Arbitration Act 1940 in Mumbai.



Registrar

SNDT Women's University, Mumbai

2. Tender Schedule

“Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University Examination for three (03) years (Winter Examinations 2023 to Summer Examinations 2026) at Pariksha Bhavan”.

With reference to above, the SNDT Women’s University has decided to invite online tenders for “Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University Examination for three (03) years (Winter Examinations 2023 to Summer Examinations 2026) at Pariksha Bhavan”.

The Tender document and its supporting are available on www.mahatenders.gov.in between 11.00 am to 6.00 pm from 13.10.2023 to 25.10.2023.

Tender Reference No	Exam/E-Tender/ Scanning and Tearing of Answer Book/2023-24/179
Form Fees Rs.	Rs. 10,000/- through online mode (Non Refund)
Earnest Money Deposit (EMD)	Rs. 1,00,000/- through online mode
Security Deposit	@2% cost of the agreement
Refund of Security Deposit	Total @100% Security Deposit will be refunded after the completion of the total work.
Tender Uploaded on	Date : 12.10.2023 at 05.00 pm
Tender available period	From : 13.10.2023 from 11.00 am To : 25.10.2023 till 6.00 pm
Contact Officer	The Director (Addl. Chg.), S.N.D.T. Women’s University, Juhu Campus, Santacruz, Mumbai – 400049.
Period for submission of Tender, Tender application Payment Receipt, EMD payment Receipt with tender related document	Tender available from 13.10.2023 to 25.10.2023 up to 6.00 pm
Last date for submission of tender	25.10.2023 till 6.00 pm
Tender opening date	27.10.2023 at 11.00 am
Tender pre-bid Meeting	----
Tender validity period	120 Days
Tender opening place	The office of the Registrar, S.N.D.T. Women’s University, 1, N.T. Road, New Marine line, Churchgate, Mumbai -20

General instructions:

1. **SNDT Women's University, Mumbai** INVITES ONLINE TENDERS for "Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University Examination for three (03) years (Winter Examinations 2023 to Summer Examinations 2026) at Pariksha Bhavan".
2. **SNDT Women's University, Mumbai** reserves the **option of taking over the implemented & developed technology and shall be entirely at the discretion of the UNIVESITY** though vendors need to mention the charges in the financial bid.
3. Interested Tenders may download further information and inspect the Tender Documents from <https://mahatenders.gov.in> If any contractor have any query regarding e-Tender, they may contact Call On **022-26615159, 022-26615138, 022-26608374**
4. All Tenders must be accompanied by an **Earnest Money Deposit (EMD) for an amount of Rs.1,00,000/-** should be paid online only by using Debit Card/Credit Card/Net Banking/RTGS/NEFT. In case of any exemption, Exemption Certificate should be uploaded online in the Technical Envelope-I. Tender accompanied by Cheques/Cash/DD/Pay Order or without EMD will not be considered and will be rejected out rightly.
5. **SNDT Women's University, Mumbai**, will not be responsible for any costs or expenses incurred by Tenders in connection with the preparation for delivery of Tenders, including costs and expenses related to visits to the site of **SNDT Women's University, Mumbai**.
6. The tender will be in two Envelope, Envelope – I will contain technical bid, Envelope-II will contain price bid.
7. Last date for submission of Technical & Price Bid is 25.10.2023 at 18.00 hrs.
8. Bid of Technical Envelope – I will open on 27.10.2023 at 11.00 a.m.

3. Tender Submission Procedure

- 3.1. All eligible / interested Bidders are required to be enrolled on portal <https://mahatenders.gov.in> before downloading tender documents and participate in e-tendering. Bidders are requested to contact on following telephone numbers for doubts/information/ difficulty regarding online enrolment if any.

Contact Nos: **022-26615159, 022-26615138, 022-26608374**

- 3.2. Bidders should submit the document related to tender by online mode. The bidders who wish to submit the payment of EMD by way of RTGS/NEFT should pay the same in two working days in advance before the last day of bid preparation. Cost of tender form of Rs.10,000/- (all taxes inclusive) should be credited in to UNIVERSITY account by online payment gateway, before opening of the Technical Bid otherwise Bidders cannot participate in e-tendering.
- 3.3. Other instructions can be seen in the tender form. All or any one of the tender(s) may be rejected by competent authority without giving any reason whatsoever.
- 3.4. Earnest Money Deposit: Rs. 1,00,000/- (Rupees One Lac Only) through Online Payment via net banking mode by Electronic tendering system of Government Maharashtra which is available on the Portal <https://mahatenders.gov.in>

However, these are only broad level details and bidders are advised to refer <https://mahatenders.gov.in> for further details about the e-Tendering process. For queries related to e-Tendering Portal, <https://mahatenders.gov.in> , kindly contact on 022-26615159, 022-26615138, 022-26608374

3.5. Blank Tender Forms

Tender Forms can be purchased from the e-Tendering Portal of Government of Maharashtra i.e. <https://mahatenders.gov.in> after paying Tender Fees by Online Gateway as per the Tender Schedule.

3.6. Guidelines to Bidders:

To operate on the Electronic Tendering System of Government of Maharashtra, the computer System of the Contractors is required be set up. The Contractors are required to install Utilities available under the section Mandatory Installation Components on the Home page of the System.

The Utilities are available for download freely from the above mentioned section. The Contractors are requested to refer to the E-Tendering Toolkit for Bidders available online on the Home page to understand the process of setting up the System, or alternatively, contact the Helpdesk Support Team on information / guidance on the process of setting up the System.

4. Instructions to Vendors

- 4.1. Bidder/ Agencies are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
- 4.2. The complete bidding document has been published on <https://mahatenders.gov.in> for the purpose of downloading. The downloaded bidding document shall be considered valid for participation in the electronic bidding process (e-Tendering) subject to the submission of required tender / bidding document fee and EMD.
- 4.3. Bidders who wish to participate in this bidding process must register on <https://mahatenders.gov.in>

5. Pre-Qualification Criteria (Eligibility)

UNIVERSITY invites Tender from experienced Services Provider Organizations (henceforth, will be referred to as Vendor/Bidder) in core business for ANY three years (due to pandemic period of 2 years) of last 5 years in Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University Examination in atleast two Central/State Universities/ Any Education Board Exams and bidder who have work for continuous existing with the following Terms of Reference (TOR).

Following are the general Criteria for the vendors to assess and fancy their chances of getting eligible for the next stage. **Section 9 Evaluation of Tender** shall decide the final eligibility and marks scored by the bidder.

- 5.1 The Bidder shall be a single entity, registered as a Company, under The Companies Act 2013 /Partnership firm/ Sole Traders in India and should have prominent presence in existence in Maharashtra.
- 5.2 The Bidder preferably should have executed atleast two assignments of Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University Examination for Government, Semi Government, Government established Universities / Institutions.
- 5.3 The Bidder should have the presence in Indian IT Market preferably from the last 10 years with registered Office and logistics facility for easy access and availability of upgrades in India to ensure the proper Web-end/Back-end support for smooth Implementation/Execution along with post- Implementation/Execution Operational Support.
- 5.4 The Bidder preferably should have expertise of working / providing services related work of Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University

Examination in atleast two Central/State Universities/ Any Education Board Exams within State of Maharashtra/India.

5.5 The Bidder should be capable of delivering all the required modules of the system. No Subcontracting will be allowed.

5.6 The proposed software should be preferably Govt. of India compliant CERT – IN certified for IT security or a valid CMMi level Certificate or ISO 27001 Certificate from bidder.

5.7 Following certificates/ documents are required:

- (i) Scanned and certified copy of Company / Sole Trader Profile of Bidder:
Covering letter with details of bidders, address, name of proprietor, telephone number, mobile number, email-ID, name, signature and seal. In case of partnership firm-name and address of the partners and copy of Partnership Deed.
- (ii) Scanned and Certified GST Certificate and Latest Return. If GST is not applicable then declaration of the same.
- (iii) Scanned and Certified PAN Copy.
- (iv) Scanned and Certified copy of Registration / Shop and Establish License / Certified of Dealership / Certificate of incorporation whichever is applicable.
- (v) Scanned and Certified copy of the work experience certificated from bidder for continuously existing in core business for ANY three years (due to pandemic period of 2 years) of last 5 years (One certificate per year; **No work order please**).
- (vi) Scanned copy of list of clients for last three years (due to pandemic period of 2 years) of last 5 years.
- (vii) Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.
- (viii) The proposed software should be preferably Govt. of India compliant CERT – IN certified for IT security or a valid CMMi level Certificate or ISO 27001 Certificate from bidder.
- (ix) Include all other certificates /documents mentioned in the Technical bid preparation document, Commercial bid document, Evaluation table.
- (x) Solvency certificate from Bank (which should not be older than 3 months) must be required by the vender who are technically qualified in the E-Tender, equal to the amount of estimated cost of the work.
- (xi) Technical bid table in the given format.
- (xii) All other necessary documents and certificate which support to the work assignment, if any.
- (xiii) Notarized affidavit on Rs.100 stamp paper (self-attested) for not being black listed or debarred by..... (refer affidavit format on page no. 32)
- (xiv) Declaration by the contractor proforma (page no. 33)
- (xv) Tender letter proforma (page no. 34)
- (xvi) Form B (page no. 35)
- (xvii) Form C (page no. 36)

- 5.8 The Desirable Turnover of the Bidder should be more than Rs.1 Crore for any of three out of six financial years (FY 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23) which should be authorized by CA. The certificate indicating it should be attached
- 5.9 The Agency should neither be blacklisted by any Government, Semi Government, Government established Universities / Institutions nor debarred from bidding. Notarized affidavit is to be submitted on Rs.100 stamp paper (self-attested).
- 5.10 All the above claims by the Bidder should be supported by authentic documents and Verifiable Certificates.

Bidder May need to:

- Demonstrate in detail the Similar System Implemented/used at other State Owned Universities preferably in the state of Maharashtra.
- Give the detailed presentation indicating the flow of work / methodology of execution / implementation, duration of completion of the work etc.
- Provide Any other details as required by the University

Table 1. : Technical Bid Preparations Documents

<i>Sr. No</i>	<i>Point No.</i>	<i>Particulars</i>	<i>Criteria</i>	<i>Documents to be submitted with technical bid</i>	<i>Page No. From ...To ...</i>	<i>Remarks</i>
1		Bidder/Registration	Scanned and certified copy of Company / Sole Traders Profile of bidder: Covering letter with details of bidders, address, name of proprietor, telephone number, mobile number, email-ID, name, signature and seal. In case of partnership firm-name and address of the partners and copy of Partnership Deed	<ul style="list-style-type: none"> • Certificate of Incorporation • Proprietorship Certificate • Partnership Deed • Any other document to justify 		
2		Prior similar experience	Scanned and Certified copy of the work experience certificated from bidder for continuations existing in core business for ANY three years (due to pandemic period of 2 years) of last 5 years. (One certificate per year. No purchase order please) and Experience certificate of Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University Examination	Experience certificate from the authorized signatories		
3		Blacklisting for fraudulent practices	The organization should not have been blacklisted for fraudulent practices by any of its clients, central / state/ UT / Government /University	Affidavit On Rs. 100 Stamp Paper as per given format stating that the organization has not been blacklisted by Central / State / UT Government/ University has not been charged for any Fraudulent activity.		
4		Organization Credentials including financial credentials, Turn Over & Work Order etc	Organization Credentials	Organization should be in the business for at least 5 years. The Bidder should have valid GST, Income tax certificates. ITRs, CA Certificates, Work Orders etc.		

5		Experience	Professionally Qualified, Experienced project managers, technical managers Available with the organization	Details of team members having more than 5 years work experience in the technology and preferably In the academic industry. Details should be genuine		
6		Declaration of contractor	Declaration of contractor	Declaration of contractor on letter head as per given format in the tender document		
7		Tender Fee of Rs.10,000/- (Rupees Ten Thousand Only)	Online through E-transfer Available on tendering portal.			
8		EMD of Rs.1,00,000/- (Rupees One Lac Only)	Online through E-transfer Available on tendering portal.			
9		Affidavit	As per Tender Document			
10		Form A	As per Tender Document			
11		Form B	As per Tender Document			
12		Form C	As per Tender Document			
13		Proforma – I	As per Tender Document			
14		Proforma – II	As per Tender Document			
15		Appendix A	Commercial Format			

6. General Conditions

- 6.1 This Invitation for Bids is open to all bidders. Attempts are made to accommodate the genuine software solutions & services provider agencies based on Quality and Cost considerations. Accordingly weighting to the marks are defined in the selection criteria.
- 6.2 Selection of Bidder will be made purely on merit, past experience and reputation as per Quality-cum-Cost-Based Evaluation Method. As the work to be entrusted is of very sensitive and important nature, merely quoting lower rates will not make the Bidder eligible for selection.
- 6.3. There should be no overwriting in the bidder's offer. If required, striking out entries and writing afresh the bidder can make corrections. The initials of the bidder's authorized person and the seal of the bidder's company must verify each correction. All rates given in this tender must be expressed as Unit Price as stated in Appendix. After award of the contract, if the bidder does not perform the work satisfactorily or delays the execution of the contract, UNIVERSITY reserves the rights to cancel contract and get the balance contract executed by another party of its choice. In such case, no payment shall be remitted to the bidder and his EMD shall be forfeited.
- 6.4 Cost of Bidding**
The Bidder shall bear all costs associated with the preparation and submission of its bid and the University will in no case be responsible or liable for these costs.
- 6.5 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.
- 6.6 Period of Validity of Bids**
Bids shall remain valid for 120 days after the date of bid opening prescribed by the University. A bid valid for a shorter period shall be rejected by the University as non-responsive.
- 6.7 Contacting the Purchaser**
No Bidder shall contact the University on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 6.8 University's Right to Accept Any Bid and to Reject Any or All Bids**
The University reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

6.9 Authorized Signatory:

The 'Applicant' mentioned in the TENDER document shall mean the one who has signed the TENDER document form. The applicant should be the duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. All the sheets and the forms submitted by the vendor shall be signed by the person/persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp.

6.10 Signing of Contract

At the same time as the University notifies the successful bidder that its bid has been accepted, the University will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 15 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to the University. If bidder fails to do the same, his EMD will be forfeited and next bidder will be called for agreement.

6.11 Delays in the Supplier's Performance

Delivery of the system shall be made by the Supplier in accordance with the time schedule specified by the University. If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely delivery of the system components. The Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the University shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

7. Timeline, Tentative Schedule and Payment Schedule

The bidder will be responsible to timeline as per the schedule of the work order and the bidder should complete the task (Scanning / Tearing / Transfer of Accurate and Complete Data to Computer center) within 10 to 15 days from the last date of examination, as per the following work flow :-

- The bidder should collect all the answerbooks as per programme-semester-subject wise.
- The bidder should print and keep ready all the unique key stickers of all the answerbooks as per programme-semester-subject in case of pasting the unique key stickers.
- The bidder should print/paste the unique key, scan the paper and tear the first part of the answerbook and deliver all the answerbooks to the respective concerned exam unit within two days.
- The bidder should collect the answerbooks after the evaluation and scan the same and delivered of Accurate and Complete Data to Computer center.

(a) Approximate 2,10,000 Answerbooks in Winter Exams 2023

- (b) Approximate 2,10,000 Answerbooks in Summer Exams 2024
- (c) Approximate 2,10,000 Answerbooks in Winter Exams 2024
- (d) Approximate 2,10,000 Answerbooks in Summer Exams 2025
- (e) Approximate 2,10,000 Answerbooks in Winter Exams 2025
- (f) Approximate 2,10,000 Answerbooks in Summer Exams 2026

Tentative Schedule:

- The dates for the activities given below would be mutually discussed and arrived at before every event for the tasks like printing/pasting unique key on answerbooks, scanning, tearing.
- Project Start Date:
- Training Start Date:
- Scanning Start Date before the Evaluation:
- Scanning Start Date after the Evaluation:
- Date of Data Transfer to Computer Center:
- Handover of Hard Disk with PDF copies Date:
- Scanning and Evaluation centre identification and readiness activities precede the scanning activity depending on the exam dates.
- The number of Evaluation Centres will be increased during the Evaluation stage, if needed.
- The pre-evaluation tasks should begin from the 4th working day after receiving of the first lot of the answerbooks to CAP centre.
- The scanning process may overlap the Evaluation process; however, scanning process leads Evaluation process by at least 3 to 5 days to ensure sufficient Answerbooks for Evaluation.
- The overall timeline from the start date (i.e. receipt of Answerbooks for scanning) to the final readiness for Evaluation of script would be around 5 to 10 days with 5 days grace time.

Payment: Payment shall be made by the University only after the report of transfer of error free Programme-Semester-Subject wise data of the said examination to the computer section of the University, within the prescribed time limit.

No advance will be paid. TDS will be deducted as per rules.

7.1 Invoicing & Payment Terms

7.1.1 Payments

- a) University shall not pay separately any advance.
- b) University shall pay only the charges as per the details mentioned here under and more specifically mentioned in the financial bid.

7.1.2 University shall pay/release the bills/invoices within 3 week of receipt of Invoices from Bidder after the satisfactory report.

7.1.3 Deductions: Any payment that may be made to the bidder in respect of the supply of the material/services in terms of the tender will be subject to the deduction of taxes applicable at source at the rate in force from time to time. **Any other deductions as University deems so (as per the agreed deductions clauses in Contract / Tender Document) shall be**

deducted/adjusted in the current yet-to-pay pending invoices with University and the blanket permission from the bidder is assumed.

8. Prices and Taxes:

8.1 Prices quoted by the Bidder should remain same during the contract period.

8.2 Prices quoted by the Bidder should be inclusive of all types of taxes, Octroi, GST etc., **excluding GST or any such equivalent Tax as may be implemented by Government in future** with the delivery at UNIVERSITY. The rates should be quoted inclusive of supply, installation, commissioning, acceptance and delivery as per schedule.

8.3 There shall not be any revision or escalation in the mutually agreed price during the period of contract.

Submission of Tender:

For the purpose of selection of the bidder, a two-stage bidding process will be followed. The response to the tender should be submitted in two parts viz. Technical Bid and Commercial Bid, which must be submitted in separate sealed envelopes.

Technical bid should contain documents as per Table 1. : Technical Bid Preparations Documents. Commercial part will be opened provided technical bid is found satisfactory.

Commercial bid should contain price as per format **Commercial format (Appendix A)** mentioned in the Tender form, duly filled and signed by the authorized person. The bidder is advised to fill-up all the columns in the commercial bid and not keep any column unquoted.

9. Evaluation of Tender

Sr. No.	Criteria / sub Criteria (A)	Basis of Valuation (B)	Maximum Marks	Bidders response W.r.t column(C)	University Revaluation	Supporting Documents (E)
1	The Desirable Turnover of the Bidder should be more than Rs. 1 Crore for any of three out of five financial years (FY 2017-18, 2018-19, 2019-20, 2020-21, 2021-2022, 2022-2023) which should be	≤ 1 cr = 1 Mark >1 cr but ≤ 3 cr = 3 Marks > 3 cr = 5 Marks	5			1.1 Audited financial statement OR Certificate authorized by CA certificate indicating it
2	Years of existence of the bidder in Indian IT market for Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University Examination.	i. For Bidder: 1 to 5 years = 2 marks > 6 and < 10 yrs = 3 marks > 10 years = 5 marks	5			2.1 Copy of Certificate of Incorporation signed by Authorized Signatory of the Bidder/ Lead Bidder.
3	Net Worth/ Liquidity of Organization / Directors/ Partners/ Proprietors/ Owner sets	< 50 lac = 01 mark ≥ 50 lac < 2 cr = 03 marks ≥ 2 cr = 05 marks	5			3.1 Certificate of Chartered Account necessary

4	Experience of working with number of Govt, Semi govt Universities in resolution & services related to Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University Examination	1 to 2 nos = 1 mark 3 to 4 nos = 3 marks ≥5 nos = 5 marks	5			4.1 Work Order and Experience Letter/ Work Completion Certificate from the concerned institutions/ organisations
5	Number of Employees on the payroll of Bidder as on 31 st December 2022	≥5 and < 15 = 1 mark ≥15 and < 25 = 3 marks ≥25 = 5 marks	5			5.1 Self- attested letter on Bidder's letter head with seal and signature of authorized signatory
6	Experience in terms of years working with Govt, Semi Government Universities / Education Institutes /Board of Examinations (SSC /HSC, etc.)	1 to 2 years = 1 mark 2 to 4 years = 3 marks ≥5 years = 5 marks	5			6.1 Experience Certificate from the concerned institutions/ organisations
7	Number of Govt, Semi Government Universities / Education Institutes /Board of Examinations (SSC /HSC, etc.) in Maharashtra where similar work are provided	Only 1 University = 5 marks 2 Universities = 10 marks 3 or More than 3 = 15 marks	15			7.1 Client experience certificate and work order of services related to the Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University Examination
8.	Number of	Minimum 4 cycles =	15			8.1 Client experience

	Academic Cycles for which similar work are provided to Govt, Semi Government Universities / Education Institutes /Board of Examinations (SSC /HSC, etc.)	15 marks Minimum 3 cycles = 10 marks Minimum 2 cycles = 5 marks				certificate of the Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University Examination
9.	Experience in terms of years working with Govt, Semi Government Universities / Education Institutes /Board of Examinations (SSC /HSC, etc.)	(a) CMMi level Certificate = 2 marks (b) CERT – IN certificate for IT security = 1.5 marks (c) ISO 27001 Certificate = 1.5 marks	5			9.1 Copy of Certificates (Preferably)
10	Working Office	(a) Mumbai Office = 5 marks (b) Maharashtra Office = 3 marks (c) Out of Maharashtra Office = 2 marks	5			10.1 Authorised Proof of Office Address
	Grand Total		70			

10. Other Terms

1. Cancellation of Contract:

In case of any breach of any terms and conditions by the successful bidder / contractor, UNIVERSITY reserves the right to cancel the agreement by giving 7 days notice to the Bidder.

2. Liquidated Damages

If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the University shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% per week of the value of undelivered price of the Goods or unperformed Services limited to 05% of value of services requisitioned. Once the maximum is reached, the University may consider termination of the Contract.

3. Termination for Default

The University may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part at risk & cost of defaulting Supplier:

- a. If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the University, or
- b. If the Supplier fails to perform any other obligation(s) under the Contract, or
- c. If the Supplier, in the judgment of the University has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d. The Data created / generated in the systems is sole property of the university. If the bidder misused the data, the bidder will be liable for additional 10% penalty.

For the purpose of this Clause:

"Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

4. **Maintenance:** The supplier will accomplish preventive and breakdown maintenance activities to ensure that all Software/hardware/Unit execute without defect or interruption. If any critical component of the entire configuration is out of service for more than three days, the Supplier shall either immediately replace the defective unit or replace it at its own cost. The Supplier will respond and commence support within 48 hours of being notified of equipment malfunction.
5. Tenders received late, incomplete tenders and tenders not in conformity with our prescribed specifications, terms and conditions will be rejected. UNIVERSITY will not be responsible for postal delay, non-receipt / non-delivery of tender documents or loss of documents in transit.
6. Notwithstanding anything contained in the memorandum and/or articles of association of the party the Court situated at Mumbai will have the jurisdiction to deal and decide any matter arising out of the order.

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.

11. Selection Method

- 11.1 UNIVERSITY shall publish tender through an e-tendering site
- 11.2 The interested vendors may carry out the study of the requirements at their own cost, based on the Terms of Reference (TOR) of UNIVERSITY.
- 11.3 The interested vendor shall submit a detailed Technical and Financial Proposal as per the tender document.
- 11.4 The technical proposals submitted by the vendor shall be evaluated by a Technical Evaluation Committee.
- 11.5 The short listed vendors will be required to provide detailed demonstration of similar types of works undertaken by them earlier, on specified date as will be decided by the University.
- 11.6 The financial proposal of the short-listed vendors will be evaluated by the Evaluation Committee formed by the authority of the UNIVERSITY.
- 11.7 In the event of any dispute or differences in connection with the tender the same will be subject to an arbitration of Vice-Chancellor of University and the same will be Governed by the provision of Arbitration act 1940 in Mumbai.

Introduction:

SNDT Women's University, Mumbai is having its territorial limits covering Entire India with Approximately 300 Affiliated Colleges /Conducted Colleges / Autonomous College/ Departments / Institutes/ Centres/ Schools/ Centre for Distance Education.

The University has contributed in many ways for economic, social and cultural uplifting of the society and tribal section in particular by offering quality education and administering academic activities.

The Registrar, **SNDT Women's University, Mumbai** invites Request For Proposal (RFP) by virtue of e-tendering process at <https://mahatenders.gov.in> from reputed Companies providing Solutions and Services with proven experience in Scanning / Tearing of First page (Two parts) of Answer books and OMR / ICR Data Capturing for the result processing of the University Examination as mentioned here under and more specifically in financial bid.

12. Brief Introduction and Scope of Work

The proposal should cater the following activities and should cover all the necessary process automation methods as mentioned below:

Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University Examination for three (03) years (Winter Examinations 2023 to Summer Examinations 2026) at Pariksha Bhavan.

The bidder will be responsible to timeline as per the schedule of the work order and the bidder should complete the task of (Unique key to be printing/pasting on the answerbooks, Scanning, Tearing and Transfer of Accurate and Complete Data to Computer center) within 10 to 15 days from the last date of examination, as per the following work flow:-

1. The University will provide Programme-subject wise count, Programme-subject wise seat numbers (student master) and Programme-subject wise absent seat numbers for preparation and verification.
2. The first section contains student's personal details like Seat number, Subject code, Medium etc. Next 3 sections are used by examiners / moderators / re-evaluators for entering marks obtained for each questions and total marks obtained by the students.
3. Pre-Evaluation tasks
 - i. Unique key for each paper has to be printed or pasted (OMR / ICR / Barcode) on four parts of the first page of the answerbook.
 - ii. The data of Seat Numbers, Subject code, Medium, Mode of Learning along with unique key should be captured from the answerbooks.
 - iii. Printing of unique key, scanning and image capturing in a single pass process will be preferred.
 - iv. The seat number should be verified and corrected.
 - v. Tearing of first part of the answerbook should be done to make papers ready for evaluation.
 - vi. The bidder should handover all the answerbooks for evaluation after the scanning and tearing the first part of the answerbooks.
4. Post-Evaluation tasks
 - i. The bidder has to capture the total marks as ICR / OMR from the image captured during the post – evaluation.

- ii. The Bidder should validate student details and marks data preferably by capturing the marks obtained by the students in each question individually as well as total marks and by verifying the totalling marks.
 - iii. The bidder should provide the final error – free programme wise data containing programme details, paper details, seat number, Unique key, answerbook number, Marks Obtained along with Image Paths of (a) top portion, (b) bottom portion, for easy and error – free result processing and for easy retrieval and verification of the data.
 - iv. In case of answerbooks bearing same seat number and subject code, validation should also be done for duplicate records.
 - v. Number of answerbooks with unique key and total number of answerbooks scanned would be tallied by the bidder and also by the University.
 - vi. A separate report be prepared by the bidder in relation to the students who were not absent and answerbook is not scanned for the each programme.
 - vii. Software should be provided for easy retrieval of answerbooks on the basis of programme, subject code, seat number, unique key and answerbook number.
5. The Bidder must maintain the confidentiality and should not involve the SNDT University staff in any of the process of scanning and tearing of upper or lower portion of answerbooks.
 6. The transportation cost of any instruments/machinery/scanner, etc. shall be borne by the bidder.
 7. The University will make necessary arrangements for the space, electricity and connectivity for the execution of the work at CAP Centres.
 8. The bidder should provide sufficient number of scanning instruments at various CAP Centres to complete the task within a stipulated time period as per the Maharashtra Public Universities Act, 2016.
 9. The bidder should appoint sufficient staff to complete the task within a stipulated time period as per the Maharashtra Public Universities Act, 2016.
 10. The bidder should appoint the staff for scanning of answerbooks, tearing the first page of the answerbooks, sticking the unique key stickers on the answerbooks to complete the work in the stipulated time limit.
 11. No accommodation will be provided by the University to the staff who have been engaged by the bidder for carrying out the work.
 12. The payment will be made only after completion of entire work.
 13. The rates quoted by the bidder shall be final and no escalation whatsoever shall be admissible, under any circumstances.

14. The bidder shall provide the service at the Centralised Assessment Programme venues located in Churchgate campus, Juhu campus, Mumbai or as specified by University on working days between 10.00 am to 5.30 pm.
15. The Bidder shall submit an undertaking on a non-judicial stamp paper worth Rs.100/- thereby agreeing to abide by the security, confidentiality, adherence to time schedule and acceptance of terms and conditions mentioned in the work order.
16. The bidder shall not sub-contract with any other party / parties. The bidder shall have to enter into an agreement with the University, at own costs and shall bear the necessary stamp duty, as applicable.
17. The University shall have right to schedule the visits of its officials to the site where the assigned work is carried out by the bidder.
18. The University shall have the right of termination/cessation of the contract, at any stage on violation of any of the terms and conditions of the Contract by the bidder.
19. The agreement for the contract shall be governed by and interpreted in accordance with the laws in existence and subject to jurisdiction of the Courts of Law, in Mumbai.
20. Payment shall be made by the University only after the report of transfer of error free data Programme-Subject wise of the said examination to the computer section of the University, within the prescribed time limit.
21. The rates quoted by the bidder are inclusive of all local taxes such as GST, VAT, Duties, Levies, transportation costs, octroi and insurance cost, if any, and will not be altered under any circumstances.
22. The bidder has to follow the instructions and the schedule by the Director (Addl Charge), Board of Examinations and Evaluation to complete the task of tearing, pre-scanning, the post-scanning and data transfer to Computer Centre after evaluation within total 15 days from the last date of the examinations failing to that as per the penalty clause shall be levied upon the bidder for the delay in submission of data or deficiency in the service, as per the provision of the Maharashtra Public Universities Act, 2016 and the Maharashtra Universities Accounts code, 2012. As per the Maharashtra Public Universities Act, 2016 the result has to be declared within 30 days.

Other Conditions –

- (A) Letter of acceptance of terms and conditions of the work to be given by Bidder to the undersigned.
- (B) **Penalty Clause :-**
 - (i) The Scanning / Tearing / Transfer of Accurate and Complete Data to Computer center should be completed within the schedule (Within Ten (10) days from the last date of examinations).

In case of any delay, only due to the reasons of the service provider, the penalty beyond the grace period are as follows:

- Penalty of 0.5% of the value estimated for the given cycle up to 1 week delay
- Penalty of 2 % of the value estimated for the given cycle for delay of >7 days up to 14 days
- Penalty of 5 % of the value estimated for the given cycle for delay of >14 days up to 21 days
- Penalty of 10 % of the value estimated for the given cycle for delay of >21 days up to 30 days
- Beyond 30 days, the Client has the right to terminate the contract for non-performance

OR has the powers and rights to provide additional time as per its own judgment base on the status of the project.

(ii) No payment would be made for scripts that are:

- Without annotations
- Having totalling error
- Not having score card attached to the PDF file of the script.

(C) Security Deposit - Separate Bid Security Declaration Form duly signed by the authorized signatory of the bidder has to be submitted along with the Technical Bid and successful bidder has to deposit **@2% cost of the agreement at the time of receiving the work order.**

(D) Taxes - The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.

(E) Validity: The rate validity will be upto 120 days from the date of submission deadline.

(F) Fraud And Corrupt Practices:

“Fraudulent practice” means misrepresentation of facts in order to influence a procurement process or execution of a contract, to the detriment of the purchaser and includes collusive practices among tenderers designed to establish tender prices at artificial non-competitive levels to deprive the purchaser of the benefits of free and open competition

- The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Authority may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.
- Without prejudice to the rights of the Authority under relevant Clause hereinabove, if an Applicant is found by the Authority to have directly or indirectly or through an agent, engaged

or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender or RFQ issued by the Authority during a period of 2 (two) years from the date such Applicant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

- For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:
 - ❖ “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the Concession Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process);
or
save and except as permitted under the relevant sub clause, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Concession Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Concession Agreement, who at any time has been or is a legal, financial or technical adviser of the Authority in relation to any matter concerning the Project;
 - ❖ “fraudulent practice” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
 - ❖ “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any persons participation or action in the Bidding Process;
 - ❖ “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any

manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and

- ❖ “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.
- ❖ If the Employer/Financier determines that the Vendor has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Employer may, after giving 14 days“ notice to the Vendor, terminate the Vendor's employment under the Contract and expel him from the Site, and the provisions of relevant Clause shall apply as if such expulsion had been made.
- ❖ Should any employee of the Vendor be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Works, then that employee shall be removed in accordance with relevant Clause. For the purposes of this Sub-Clause:
- ❖ “corrupt practice” is the offering, giving, receiving to soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- ❖ “another party” refers to a public official acting in relation to the procurement process or contract execution. In this context, “public official” includes Financier staff and employees of other organizations taking or reviewing procurement decisions
- ❖ “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- ❖ “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- ❖ “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- ❖ “obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede the Financier investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from

disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

- ❖ acts intended to materially impede the exercise of the Financer's inspection and audit rights provided.
- ❖ "party" refers to a public official; the terms "benefit" and "obligation" relate to the procurement process or contract execution; and the "act or omission" is intended to influence the procurement process or contract execution.
- ❖ "parties" refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non-competitive levels.
- ❖ a "party" refers to a participant in the procurement process or contract execution.

(G) Repeat Order: Repeat orders may be placed against a previous order recently placed, but in any case not later than six months after the initial order was placed provided

- a) Repeat order can be given only once and with a value and quantity not more than 50 percent of initial order; or Rs. Ten Crore or whichever is less can be purchased
- b) Repeat order should not be placed if the original order was placed to cover an urgent demand;
- c) Repeat order can only be placed after the delivery of the subject matter of procurement from the original order has been completed;
- d) Repeat order may be placed in year of procurement of subject matter or in the subsequent financial year. However, the repeat order should be given within six months of the original purchase order.
- e) The quality of the material to be procure through repeat order should not be inferior than the original order quantity;
- f) The officers concerned are satisfied that there has been no downward trend in the prices or that the rates are either steady or are standardized. Such a certification along with the necessary documents needs to submitted to the tender /purchase committee;
- g) Proposal for repeat order in case of deviations from the guiding principles given above should be submitted to the respective purchase committee for final decision, with special justification for resorting to such purchase. The unit value used for the repeat order is not be more than the original unit value.
- h) All repeat order proposals needs to be approved by tender / purchase committee.
- i) The original tender should have a clause about repeat order specifying the possible quantities in percentage that could be ordered by the department; and
- j) In case procurement department is aware of the procurement of the subject matter of same specification made by the other department then the procuring department may procure

from the same supplier, provided the procurement is of a quantity less than that of the other department and procuring department orders would be placed within six months after the initial order was placed. It is also necessary that such a purchase is brought to the notice of the other department.

- (H) **Visit at various CAP Centre to check that all the work of Scanning /Tearing and Data Transferring of pre and post evaluation work, Scanning Machine and any other related Equipments** will be checked any time during the contract period.
- (I) **The bidder should take care that during the contract period, the scanning machine, tonner, papers, manpower and any other material should be sufficiently in stock.**
- (J) **If there is any changes in the Taxation Policy from the Government then the cost of the tender has to be reduced after the contract has been allotted.**
- (K) **The services may be discontinued by this office immediately by notice if the bidder not fulfilled the conditions in the work order and other part, if the bidder wants to leave in between contract period, the 6 months notice period has to be given before the next even starts.**

13. Period of Contract with Renew Option:

- The period of contract shall be for 3 years from the date of signing contract with renew option thereafter with mutually agreed Terms and Conditions. The Extension for the second year will be given only after the performance is found satisfactory and the report of same and in the same way the extension for the third year will be given.
- No request for the increase in the rates will be entertained.
- No change in the constitution of the contract shall be made during the contract period without prior permission of SNTD Women's University. In such changes are made without prior permission of SNTD Women's University than the contract placed with the bidder shall be cancelled and the security deposit will be forfeited.

14. Right to Termination& Exit

Either parties may exit the Contract by serving the other party a notice of not less than six months without giving any reason whatsoever.

The Contract can be terminated by either party giving the other party, a prior written notice of not less than six months of its intention to do so but without dishonouring any commitment entered into prior to the date of termination notice and no party shall leave its commitment unfinished which may result in tangible losses to the other party.

The Contract may also stand terminated for any reasons such as legal processes between UNIVERSITY & Successful Agency, acts of the State or similar such exigencies beyond the normal control of the party concerned and which disable any of the parties hereto from functioning further.

The Contract may be terminated by both parties by mutual consent.

Both the parties shall honour commitments made prior to the date of notice, complete the ongoing work to avoid major inconveniences or serious dislocations of the work of either party and shall settle any outstanding dues without recourse to compelling action, upon such termination.

Despite termination, the parties shall abide by the usual professional ethics and normal code of conduct to maintain the confidentiality of the information and intellectual property rights.

15. Intellectual Property Rights

The bidder shall explicitly and exclusively develop / customize / amend the software and/or its versions required for rendering the said software solution & services with and shall be transferring the technology by hosting on Web server. During the phase of Build and operations as such, the software code, whether compiled or un-compiled, in printed or electronic format, with software design logic including Database & Schema Design, graphical user interfaces (GUI) and their design, look and feel, are explicitly Intellectual Property of the Agency including the ownership at any given stage of Development / Customization/Implementation before the stage transfer of technology is achieved.

Once the stage of optional Takeover/Handover/Transfer of Developed Technology including Source Code / Web platform / framework / databases is achieved and all the invoices are received by the Agency the ownership shall be exclusively with University and it shall be treated as the property of the University.

Each party hereby undertakes to inform the other party of any violation of Intellectual Property Rights and General Rights or its unlawful use, under prevalent laws of the land.

The data as received and generated in the Developed /Customized Applications and the content in any form shall be the property of the University and the bidder shall have right of access thereto only to the extent of and for performing its responsibilities. If any application/s for information is received by the Agency under The Right To Information Act regarding any of the said matters then, only University shall be responsible for replying since the property rights of the data and information are held by the University.

Further, each of the party herein, agrees to co-operate with the other to the extent possible in the process of investigating such cases of any violation of Intellectual Property Rights and General Rights or its unlawful use and taking legal action against the said infringement.

16. Confidentiality of Data

The Data generated through the process of implementation / usage will strictly be kept confidential and will not be shared within and any outside agency.

17. Technical & Security Audit Issues

Technical Requirements:

The successful bidder shall be responsible to adhere to all the technical requirements as mentioned in this section below.

- a. The Solution should be web-based application having centralized database and application server.

- b. The Solution should be compatible and be able to be integrated with various Open Source Standards and Technologies.
- c. The system's development environment and databases should not restrict University Teaching faculty and Pariksha Bhavan confidential examination unit staff from using the application or data in any future applications.
- d. The solution should support bilingual (English and Marathi) and should be UNICODE compliant supporting Screens, data entry, search facilities, reports etc.
- e. Should support interoperable, portable, and scalable applications, services, interfaces, data formats and protocols.
- f. The solution should be browser, platform independent.
- g. The portal shall be accessible through mobile and other handheld devices like iPad; tablets etc. and the pages shall adjust suitably as per the device.

18. Affidavit

(Executive Magistrate/Notary Public.)

Affidavit

I, _____ (Name of Contractor/
Authorized person), Aged about _____ years, residing at _____
_____ (Postal Address) do hereby swear this affidavit that, I am the
proprietor/Partner of _____ (Name of company/firm) Registered at
_____.

I do hereby swear that, the documents submitted in envelope No. 1 of the tender document
for the work of _____ are true, correct and complete. I am not
blacklisted in any organization. In case the contents of envelope No.1 and other document pertaining
to the tender submitted by me are found to be incorrect or false, I shall be liable for action under the
relevant provision of Indian Penal Code and other relevant laws.

Signature of Authorised person

Applicant/Contractor

Name _____

Address _____

Place :- _____

Date :- _____

E-mail ID _____

Mobile No. _____

19. DECLARATION OF THE BIDDER

I/We hereby declare that I/we have made myself/ ourselves thoroughly conversant with the local conditions regarding all materials and labour on which I/we have based my/our rates for this tender. The specifications and lead of materials on this work have been carefully studied and understood by me/us before submitting this tender. I/we undertake to use only the best materials approved by the **Name of University** or his duly authorized representative before starting the work and to abide by his decision.

I/We hereby undertake to pay the labourers engaged on the work as per minimum wages Act 1948 applicable to the Zone concerned.

Signature of Bidder

20. FORM-A

TENDER Letter Performa

To,
The Registrar,
Name of University

Sub: Tender for selection of Agency for “Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University Examination for three (03) years (Winter Examinations 2023 to Summer Examinations 2026) at Pariksha Bhavan.”

The undersigned having read and examined in detail all the TENDER documents pertaining to your assignment-do hereby expresses the interest to do the work as specified in the scope of work in tender document and agreed to all terms and conditions as specified in the scope of work in tender document.

Sr. No.	Description	Response
1.	Name of the Vendor	
2.	Address	
3.	Name, designation of the person to whom all references shall be made.	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

I/We hereby declare that my/our TENDER is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking You,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Date:

Witness by – Signature:

Name:

Address

Date:

Place

21. FORM-B

To,
The Registrar,
Name of University

Sub: Tender for selection of Agency for “Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University Examination for three (03) years (Winter Examinations 2023 to Summer Examinations 2026) at Pariksha Bhavan.”

Sr. No.	Name and Address of University	Name and Contact No of Concerned Authority	Start Date of Assignment	End Date of Assignment	No of Academic Cycles Completed	Work Order / Certificate Attached [Y/N]
1.						
2.						
3.						

Note: Please also note that copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above. If required, you may to attach extra sheets.

22. FORM-C

DECLARATION BY VENDOR TO BE SUBMITTED ON NON- JUDICIAL STAMP PAPER Rs.100.00/-

I/WE,.....owner of
..... representing
.....,

Hereby solemnly declare & confirm that:

- (1) No employee or direct relation of any employee of UNIVERSITY, is anyway Connected as Partner/Share holder/ Director/ Advisor /Consultant/Employee etc. with the firm.
- (2) The information furnished is correct to the best of my knowledge and belief. If any information furnished by me is found to be false/ misleading, at any stage, my application/registration shall be liable for cancellation and forfeiture of EMD/Performance Guarantee/Security Deposit.
- (3) My/our firm has not been black listed by any institution of the Central/ State Government/any PSU/other institute etc. in the past.
- (4) I/We understand and authorize the UNIVERSITY to reserve the right to add/delete/alter any of the items to amend/add or any of the terms and conditions without assigning any reason (s) for the same.
- (5) The decision of the University shall be acceptable & binding upon me/us.

.....

(Signature of Proprietor/Partner
/Chief Executive)

Name:

Date:

Place:

23. Proforma – I

DECLARATION regarding NON - Blacklisting

Date:

To,
The Registrar,
Name of University

Sub: Tender for selection of Agency for “Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University Examination for three (03) years (Winter Examinations 2023 to Summer Examinations 2026) at Pariksha Bhavan”

Dear Sir,

In response to your Tender ref No. _____, as a Proprietor/Director/Owner of M/S _____ I/We hereby declare that our Company is not blacklisted by Government of India/Government of Maharashtra or any other state government/union territory as well as there are no criminal cases against company and any of the board members.

Also our Company is having clean legal records. Also there are no open legal cases / petitions in any of the courts / high courts related to our service.

Thanking you;

Signature of Authorised Signatory with Name, Designation & Seal

24. Proforma – II

BIDDER'S AUTHORISATION CERTIFICATE

To,
The Registrar,
Name of University

Sub: Tender for selection of Agency for "Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University Examination for three (03) years (Winter Examinations 2023 to Summer Examinations 2026) at Pariksha Bhavan"

Dear Sir,

_____ is hereby authorized to sign relevant tender documents on behalf of the Company in dealing with Tender of reference

_____ dated _____. He is also authorized to attend meetings and submit Technical and commercial information as may be required by you in the course of processing above said tender.

Thanking you,

The Specimen signature of the authorized person is as:-

AUTHORIZED SIGNATORY

Name :

Seal:

25. Commercial Bid format (Appendix A)

Name of University

Tender for selection of Agency for “Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University Examination for three (03) years (Winter Examinations 2023 to Summer Examinations 2026) at Pariksha Bhavan”

Name of Agency:

Sr. No.	Details of Store Material (Without Make) & Details of Required Technical Specification	Qty.	Total Cost + GST = Total Amount (in INR)
1.	Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases of the University Examination for three (03) years (Winter Examinations 2023 to Summer Examinations 2026) at Pariksha Bhavan ❖ Important Note :- Please read all the instructions carefully in Sr. no. 12 - Brief Introduction and Scope of Work from page no. 21 to 28.	2,10,000 Approx. Answerbooks (Summer Exam) 2,10,000 Approx. Answerbooks (Winter Exam) (For Three Years Period) (A) 2,10,000 Approx. Answerbooks X 3 years (Summer Exam) = 6,30,000 Approx. Answerbooks (B) 2,10,000 Approx. Answerbooks X 3 years (Winter Exam) = 6,30,000 Approx. Answerbooks Total Answerbooks (A)+(B) = 12,60,000 Approx. Answerbooks	
*Total of (Inclusive of Taxes) =			

1. Above Charges should be inclusive of all taxes and excluding taxes. (GST Charges at actual)
2. The Bidder must quote all the columns mentioned above. Charges must be quoted/mentioned in Amount i.e. Indian Rupees (INR) that too in number & words both.
3. The Data created / generated in the systems is sole property of the university. If the bidder misused the data, the bidder will be liable for additional 10% penalty.
4. Amount mentioned in Words shall be considered if amounts mentioned in Number and Words differ.
5. It is assumed that the bidder has understood the above method of indicating and mentioning the charges.
6. No overwriting is allowed in the financial bid.
7. No condition of minimum colleges/ transactions shall be entertained.

Signature and Seal of the Bidder

***End to End ***