



## **E- TENDER DOCUMENT-4/2019-20**

**FOR**

### **OUTSOURCING COMPUTER WORK OF UNIVERSITY EXAMINATION**

Mode of Bid Submission	: On line ( E-Tender)
Procuring Entity	: Pandit Deendayal Upadhyaya Shekhawati University, Sikar 332001
Last date & time of On-line submission of Technical Bid	22.07.2019 upto 05.00 PM
Date & Time of opening of On-Line Technical. Bid	24.07.2019 After 03:00 PM

-Cost of E-Tender Document and fee in favour of Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar Rs. 1000/-

-E-Tender Processing Fee in favour of MD, RISL, Jaipur Rs. 1000/-

**Name & Signature of Bidder with Seal**



## Tender Document Fee Detail

Bidder's Name : \_\_\_\_\_

Address : \_\_\_\_\_

Phone : \_\_\_\_\_ Fax : \_\_\_\_\_

Email : \_\_\_\_\_

Bank Draft Detail:

Number : \_\_\_\_\_ Dated \_\_\_\_\_ : \_\_\_\_\_ Bank Name : \_\_\_\_\_

for Rs. 1000/- only (Rs One Thousand Only).

Bid Documents submitted on \_\_\_\_\_

Name & Singnature of Bidder with Seal



## Chapter-1

### **NOTICE INVITING e-TENDER**

**Name of work :- Outsourcing computer work of university examination**

<b>Nature of project</b>	
Cost of the Bid Document ( non-refundable)	Rs. 1000/-
Estimated cost of work/supply/service	Rs. 48.00 Lac
Publishing Date & Time	20.06.2019
Document download Start Date & Time	20.06.2019 05.00 PM
Document download End Date & Time	22.07.2019 upto 05.00 PM
Place of Information about the work and Bid documents	Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar.
Processing Fees	Demand Draft/Bankers Cheque in favour of MD, RISL Jaipur Rs. 1000/-
Date & time for submission of Tender Fees, Earnest money, Processing Fees etc.	22.07.2019 upto 05.00 PM
Date & time for On-Line submission of Bids (Technical and Financial Bids)	20.06.2019 to 21.07.2019 till 05.00PM
Technical Bid Opening of Date, Time & Venue	24.07.2019 upto 03.00 PM PDUSU, SIKAR
Date & Time of opening of Financial Bids	Pandit Deendayal Upadhyaya Shekhawati University, Sikar Date will be intimated later to all technically prequalified Bidders
Websites of downloading Tender Document, Corrigendum's, Addendums etc.	<a href="http://sppp.raj.nic.in">http://sppp.raj.nic.in</a> or <a href="http://www.dipronline.org">www.dipronline.org</a> or <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>
Bid Validity	90 days
Earnest Money	2% of estimated cost (Rs. 96,000/-)

**Note :-**

(1) The procuring entity reserves the right to accept or reject any bid and to cancel the bidding Process and reject all bids without assigning any reason at any time prior to contract award without thereby incurring any liability to the bidders.

Registrar



**Notice Inviting Bids**  
**(Format of NIB for Publication on State Public Procurement Portal)**

OFFICE OF THE Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar  
[Enter Complete Address of Office of the Procuring Entity with Tel. Nos., Fax and E-mail Address]

**NOTICE INVITING BIDS**

NIB No: Exam./04/2019-20

Date: 20-06-2019

1. On line E-Tendering unconditional sealed bids are invited on behalf of the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar for the procurement of Works as listed below, from enlisted bidders of appropriate class of the department/organisation upto 05.00 PM of 22.07.2019.

S. No	Name of Work	Estimated Cost of Work	Site of Work	Cost of Bidding Document	Amount of Bid Security (Rupees)	Validity period of Bids	Completion Period
1	Outsourcing computer work of university examination	48.00 lacs	On line For University Examination	1,000/-	2%	90 days	3 months

2. Bidding Document containing Instructions to Bidders, Bid Data Sheet, Evaluation and Qualification Criteria, Bidding forms, Procuring Entity's Requirements, General Conditions of Contract, Contract Data/ Special Conditions of Contract, Contract Forms, etc. can be seen at or obtained from the office of the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar during office hours on working days up to one day before the date of opening of Bids, by paying a non-refundable price of Rs. 1,000/- in the form of banker's cheque or Demand Draft of a Scheduled Bank in India. Alternatively, these may be seen and downloaded from the website of State Public Procurement Portal <http://sppp.raj.nic.in> or website of RISL [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) and the price of Bidding Document may be paid along with user charges/ processing fee, if any, at the time of submission of the Bid.
3. Technical and Financial Bids, duly signed on all pages and serially numbered, properly bound, Technical Bid accompanied with the Bid Security, (or Bid Securing Declaration where applicable) in the form of deposit through Demand Draft/ Banker's cheque in the specified format, from a Scheduled Bank in India, submitted personally upto 5.00PM 22.7.2019 to Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar, all the envelopes bearing the reference to NIB and warning as:

Name & Signature of Bidder with Seal



"TECHNICAL/ FINANCIAL BID FOR NIB No. Exam. 04/2019-20 for outsourcing computer work of university examination, NOT TO BE OPENED BEFORE 24.07.2019 at 03.00 PM", at the office of the Procuring Entity.

4. In case Bids have been invited electronically, the procedure for submission of Bids including payment of price of Bidding documents, user charges/ processing fee, Bid Security, etc. shall be as provided on the State Public Procurement Portal.
5. Bids received after the specified time and date shall not be accepted and returned unopened.
6. The Technical Bids shall be opened after 03.00 PM on dated 24.07.2019 in the office of the Procuring Entity (Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar) or an officer authorised by him in the presence of the Bidders or their representatives who wish to be present.
7. The procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.
8. The Bidders shall have to submit a valid GST/ 'VAT' clearance certificate from the concerned Commercial Taxes Officer and the 'PAN' issued by Income Tax Department.

**Registrar,  
Pandit Deendayal  
Upadhyaya Shekhawati  
University, Sikar**

**Name & Signature of Bidder with Seal**



PANDIT DEENDAYAL UPADHYAYA SHEKHAWATI UNIVERSITY, SIKAR  
(RAJ)

TENDER NOTICE- 04 / 2019-20

Tender Number/Exam/04/2019-20

Sealed Bids are invited for outsourcing of University Examination (U.G., P.G., Professional courses, etc.) activities including Online Work, Pre Examination Work, Coding Work, Post Examination Work, Work of Supplementary/Back Examination, Revaluation Work, Preparation of Final Database, and bilingual database of passed out Students, Declaration of result, Supply of TR's, Mark-sheet and Provisional Certificate, Degree etc.

1. Tender will not be considered without earnest money.
  - (I) Earnest Money Rs 96000(Ninety Six Thousand) only must be deposited in the Form of DD/Bankers Cheque in favour of the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar payable at Sikar. The Bids must remain valid for 01 (one) Year from the **Date of Submission**, to be extendable for one more year on the basis of performance shown and with mutual consent.
  - (II) Tender are to be submitted on prescribed tender form only which can be downloaded from <http://sppp.raj.nic.in> / [www.eproc.rajasthan.gov.in/](http://www.eproc.rajasthan.gov.in/) [www.shekhauni.ac.in](http://www.shekhauni.ac.in) Cost of tender form Rs. 1000/- in the form of D.D. in the name of the **Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar** payable at **Sikar** (non refundable) and processing charges be deposited by bidder in the form as DD in favour of **Managing Director RISL payable at Jaipur for Rs 1000/- (one thousand only)** in addition to Tender fee will have to be deposited while submitting the tender by the bidder. Tender not submitted on prescribed form or received without D.D. of Rs 1000/- as Tender Fee, Processing Fee and EMD will be **rejected**.
  - (III) All documents will be downloaded on Portal and hard copy will not be accepted. Payment will be made through DD only and handed over personally at the above office and a receipt obtained or be sent through Registered/ speed post.
  - (IV) University is not bound to accept the lowest tender and may reject any tender or any part thereof, without assigning any reason.
  - (V) Tender received after the prescribed time and date shall stand rejected.
  - (VI) The bidder will have to submit invariably a "VAT/Sales Tax registration no. and Sales Tax Clearance Certificate", from the Commercial Taxes Office concerned without which the tender will not be considered.
  - (VII) SSI Units are partially exempted from the payment of earnest money on the basis of registration and undertaking on Stamp Paper as per the rules of the Department of Industries and shall pay earnest money @ 2% of the estimated value of the tender.



**TENDER FORM**

- I. Tender for Pandit Deendayal Upadhyaya Shekhawati University, Sikar exam related UG- I<sup>st</sup>, II<sup>nd</sup>, III<sup>rd</sup> Year, PG-Previous, Final and Other examinations.  
(Name of the articles for which the tender is submitted)
  
- II. Name and postal address of the firm submitting the tender :-  
  
\_\_\_\_\_
  
- III. Addressed to : The Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar (Rajasthan).
  
- IV. Reference : Tender No .....
  
- V. The tender fee amounting to Rs.1000/- (One thousand only) has been deposited/ enclosed in the form of DD No .....  
  
(Name of Bank)..... dated..... in favour of Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar.
  
- VI. The processing charges be deposited by bidder in the form as DD in favour of Managing Director, RISL payable at Jaipur for Rs 1,000/- One Thousand only in addition to Tender Fee.
  
- VII. We agree to abide by all the terms & conditions mentioned in Tender Notice Number ..... dated ..... issued by the Pandit Deendayal Upadhyaya Shekhawati University, Sikar and also the further conditions of the said Tender Notice given in the attached sheets (All the pages of which have been signed by us in token of our acceptance of the terms & conditions mentioned therein.
  
- VIII. The rates for the supply of items/providing Services are mentioned in the Financial Bids submitted in the prescribed Format in a Separate Envelope marked "Financial Bids".
  
- IX. Bank Draft/Bankers Cheque No ..... Drawn on (name of the Bank) ..... Date..... for Rs 96000(Ninety Six Thousand) only as earnest money is enclosed.
  
- X. The Sales Tax Registration Number and Sales Tax Clearance Certificate are being submitted herewith.
  
- XI. Declaration of manufacturer / Dealer etc. is also enclosed.

Signature of Bidders



**GENERAL CONDITIONS OF TENDER**

Note : Bidders should read these conditions carefully and comply strictly while submitting their tender.

1. Bidders must submit 2 properly sealed envelopes (one for technical bid and other for financial bid) according to the directions given in the special conditions of the tender.
2. Tender by bona-fide dealers :- Tenders shall be given only by bona-fide dealers in the goods/services. They shall, therefore, furnish a declaration in the SR FORMS 11.
3. (i) Any change in the constitution of the firm, etc., shall be notified forthwith by the contractor in writing to the purchases officer and such change shall not relive any former members of the firm, etc., from any liability under the contract.  
  
(ii) No new partner/partners shall be accepted in the firm by the contractor in respect of the contract unless he/they agree to abide by all its terms, conditions and deposit with the purchases officer a written agreement to the effect. The contractors receipt of acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
4. VAT /Sale Tax Registration and Clearance Certificate: No dealer who is not registered under the VAT/ Sale Tax Act prevalent in the State where his business is located shall submit tender. The Sale Tax Registration No ( TIN No.) Should be quoted and a Sales Tax clearance Certificate from the commercial taxes officer of the Circle concerned shall be submitted without which the tender is liable to rejected.
5. Tender form shall be filled in ink or be typewritten. No tender filled in pencil shall be considered. The bidder shall sign the tender form at each page and at the end of token of acceptance of all the terms and conditions of the tender.
6. Rates shall be written both in words and figures. There should not be errors and/or over writings. Corrections if any, should be made clearly and initiated with dates. The rates quoted must be inclusive of all taxes viz. VAT, Service Tax, CST etc. The firm will have to bear all types of taxes.
7. All rates quoted must be FOR destination and should include all incidental charges. Central / Rajasthan Sales Tax, Service Tax should be shown separately. In case of local supplies, the rates should include all taxes, etc., and no cartage or transportation charges will be paid by the University and the delivery of the goods/services shall be given at the premises of Purchase Officer.
8. (i) **Comparison of Rates** : In comparing the rates tendered by firms outside Rajasthan and those in Rajasthan but not entitled to Price Preference under the Rules, the element of Rajasthan VAT/Sales Tax shall be excluded whereas that of Central Sales Tax shall be included.





- (ii) While comparing the rates in respect of firm within Rajasthan the element of Rajasthan VAT/Sales Tax shall be included.
9. **Validity** : Tenders shall be valid for a period of one exam session 2019-20, to be extendable for one more session 2020-21.
10. The approved supplies shall be deemed to have carefully examined the Scope of work, conditions, specifications, size, make and drawings etc, of the goods to be supplied. If he has any doubts as to the meanings of any portion of these conditions of the specification, drawing etc, he shall, before signing the contract, refer the same to the Purchase Officer and get clarifications.
11. The bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency.
12. **Warranty / Guarantee clause:** The bidder would give guarantee that the goods/stores/articles/services would continue to conform to the description and quality as specified and that notwithstanding the fact that the purchaser may have inspected and /or approved the said goods/stores/articles/services. If the said goods/stores/articles/services be discovered not to conform to the description and quality, the purchaser will be entitled to reject the said goods stores/articles/services or such portion thereof as may be discovered not to conform to the said description and quality. On such rejection the goods/articles/stores/services will be at the sellers risk and all the provisions relating to rejection of goods, etc, shall apply. The bidder shall, if so called upon to do, replace the goods, etc. or such portion thereof as is rejected by the Purchase Officer, otherwise the bidder shall pay such damage as may arise by reason of the breach of the condition therein contained. Nothing therein contained shall prejudice any other right of the Purchaser in that behalf under this contract or otherwise. **Accuracy and confidentiality are required to be ensured by the firm. Any leakage or inaccuracy shall invite heavy penalty (double the amount of the work order) and the firm will have to accept the penalty imposed by the Purchase Officer in such matters.**
13. **Inspections :**
- (a) The Purchase Officer or his duly authorized representative shall at all reasonable time have access to the suppliers premises and shall have the power at all reasonable to inspect and examine the materials and workmanship of the goods/equipment/machineries during manufacturing process or afterwards as may be decided.
- (b) The bidder shall furnish complete address of the premises of his office, Godown and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose.



14. **Samples:** Tenders for articles marked with the schedule shall be accompanied by two set of samples of the articles tendered properly packed. Such samples if submitted personally will be received in the office. A receipt will be given for each sample by the officer receiving the sample.
  
15. Each sample shall be marked suitably either by written on the sample or on a slip or durable paper securely fastened to the sample, the name of the bidder and serial number of the item, of which it is sample in the schedule.

*[Handwritten signature]*



16. Approved samples would be retained free of cost upto the period of six months after the expiry of the contract. The University shall not be responsible for any damage, wear and tear or loss during testing, examination, etc. during the period these samples are retained. The sample shall be collected by the bidder on the expiry of stipulated period. The University shall in no way make arrangements to return the samples. The samples uncollected within 9 months after expiry of contract shall be forfeited and no claim for their cost, etc., shall be entertained.
17. Samples not approved shall be collected by the unsuccessful bidder. The University will not be responsible for any damage, wear and tear, or loss during testing, examination etc., during the period these samples are retained. The uncollected samples shall be forfeited and no claim for their cost, etc., shall be entertained.
18. Supplies when received shall be subject to inspection to ensure whether they conform to the specifications or with the approved samples. Whenever necessary or prescribed or practical, tests shall be carried out in Government laboratories.
19. **Drawl of Samples:** In case of tests, samples shall be drawn in four sets in the presence of bidder or his authorized representative and properly sealed in their presence. Once such set shall be given to them, one or two will be sent to the laboratories and/or testing house and the third or fourth will be retained in the office for reference and record.
20. **Testing Charges:** Testing charges shall be borne by the University. In case urgent testing is desired to be arranged by the bidder or in case of test results showing that supplies are not upto the prescribed standards or specifications, the testing charges shall be payable by the bidder.
21. **Rejection :**
  - (i) Articles/Services not approved during inspection or testing shall be rejected and will have to be replaced by the bidder at his own cost within the time fixed by the Purchase Officer.
  - (ii) If, however, due to exigencies of work, such replacement either in whole or in part, is not considered feasible, the Purchase Officer after giving an opportunity to the bidder of being heard, shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.
22. The rejected articles shall be removed by the bidder within 15 days of intimation of rejection, after which Purchase Officer shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the bidder's risk and on his account.
23. The bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport and delivery of the material by the consignee, No extra cost on such account shall be admissible.



24. 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 of the reasons for repudiation.
25. Direct or indirect canvassing on the part of the bidder or his representative will be a disqualification .
26. (i) **Delivery Period** : The bidder whose tender is accepted shall arrange supplies or services as stipulated from time to time, as directed by competent authorities of the University.
- (ii) If the Purchase Officer does not purchase any of the tendered articles/services or purchases less than the quantity indicated in the tender form, the bidder shall not be entitled to claim any compensation.
27. **Earnest Money :-**
- (a) Technical Tender shall be accompanied by an earnest money of Rs 96000 (Ninety Six Thousand) only without which financial tenders will not be opened. The amount should be deposited through Bank Draft/Bankers Cheque of the scheduled Bank in favour of The Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar payable at Sikar.
- (b) **Refund of earnest money** : The earnest money of unsuccessful bidder shall be refunded soon after final acceptance of tender.
- (c) **Partial exemption from earnest money** : Firms which are registered with Director of Industries Rajasthan as SSI, shall furnish the amount of earnest money in respect of items for which they are registered as such subject to their furnishing registration certificate in original or Photo copy or a copy thereof duly attested by any Gazetted Officer from the Director of Industries Rajasthan, at the rate of 1% of the estimated value of the tender shown in NIT.
- (d) The Central Government and Government of Rajasthan Undertakings need not furnish any amount of earnest money.
- (e) The earnest money/security deposit lying with the department /office in respect of other tenders 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.
28. **Forfeiture of earnest money:** The earnest money will be forfeited in the following cases:-



- (i) When bidder withdraws or modifies the offer after opening of tender but before acceptance of tender.
- (ii) When bidder does not execute the agreement if any, prescribed within the specified time.
- (iii) When the bidder does not deposit the security money after the supply order is given.
- (iv) When he fails to commence the supply of the items as per supply order within the time prescribed.

29. (1) **Agreement and Security Deposit :**

- (i) Successful bidder will have to execute an agreement in the Form 17 within a period of 7 days of receipt of order and have to deposit security equal to 5% of the value of the stores/Services i.e. Rs 2.40 lacs, for which tenders are accepted within 7 days from the date of dispatch on which the acceptance of the tender is communicated to him.
- (ii) The earnest money deposited at the time of tender will be adjusted towards security amount. The Security amount shall in no case be less than earnest money.
- (iii) No interest will be paid by the University on the security money.
- (iv) The security money shall be in the form of Bank Draft of a Scheduled Bank in favour of the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar
- (v) The security money shall be refunded within one month of the final supply of the items as per purchase order in case of one time purchase and two months in case delivery is staggered, after the expiry of the period of guarantee if any, whichever is later and after being satisfied that there are no dues outstanding against the bidder.

- (2) (i) Firms registered with the Director of Industries Rajasthan in respect of stores for which they are registered, subject to their furnishing the registration and undertaking will be partially exempted from earnest money and shall pay security deposit at the rate of 1% of the estimated value of tender.

(ii) Central Government and Government of Rajasthan's Undertakings will be exempted from furnishing security amount.

- (3) **Forfeiture of Security Deposit :** Security amount in full or part may be forfeited in the following cases :-

(i) When any terms and conditions of the contract is breached.

(ii) When the bidder fails to make complete supply satisfactorily.



Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Purchase Officer in this regard shall be final.

- (4) The expenses of completing and stamping the agreement shall be paid by the bidder and the University shall be furnished free of charge with one executed stamped counter part of the agreement.
30. All Goods/Services must be sent FOR to Pandit Deendayal Upadhyaya Shekhawati University, Sikar.
31. **Insurance :**
- (i) The Goods/Services will be delivered at the destination godown in perfect condition. The supplier, if he so desires, may get insured the valuable goods against loss by theft, destruction or damage, by fire, flood under exposure to weather or otherwise viz., war, rebellion, riot, etc. The insurance charges will be borne by the supplier and University will not be required to pay such charges, if incurred.
- (ii) The articles/services may also be got insured at the cost of the Purchaser, if so desired by the Purchaser. In such cases, the insurance should invariably be with Life Insurance Corporation of India or its subsidiaries.
32. **Payments :**
- (i) Advance Payment will not be made except in rare and special cases. In case of advance payment being made, it will be against proof of despatch and to the extent as prescribed in financial powers by rail/reputed goods transport companies, etc., and prior inspection, if any. The balance, if any, will be paid on receipt of the consignment in good condition with the certificate to that effect endorsed on the inspection not given to the bidder.
- (ii) Unless otherwise agreed between the parties payment for the delivery of the stores/services will be made on submission of bill in proper form by the bidder to the Purchase Officer in accordance with G.F.&A.R. All remittance charges will be borne by the bidder.
- (iii) In case of disputed items/services, 10 to 25% of the amount shall be withheld and will be paid on settlement of the dispute.
- (iv) Payment in case of those goods/services which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specification.



33. (i) The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies within the period on receipt of the firm order from the Purchase Officer.

Payment schedule will be as under :-

Completion of Pre-exam work (Supply of Admit cards/Centre material etc.)	25% of the amount of work order
Completion of Post-exam work (Declaration of result, Supply of TRs, Mark-Sheets and Provisional Certificate/ Degree for P.G. etc.)	50% of the amount of the work order.
Completion of all allotted work	Remaining amount of the work order minus penalties/deductions.

Liquidated damages: In case of extension in the delivery period with liquidated damages, the recovery shall be made on the basis of following percentages of value of Stores/Services which the bidder has failed to provide services/supply.

- (a) Delay up to one fourth period of the prescribed services delivery period 2.5%.
  - (b) Delay exceeding one fourth but not exceeding half of the prescribed period 5%.
  - (c) Delay exceeding half but not exceeding three fourth of the prescribed period 7.5%.
  - (d) Delay exceeding three fourth of the prescribed period. 10%
- (2) Fraction of a day in reckoning period of delay in supplies/services shall be eliminated if it is less than half a day.
  - (3) The maximum amount of liquidated damages shall be 10%
  - (4) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
  - (5) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods/services is on account of hindrances beyond the control of the bidder.



34. **Recoveries:** Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinary be made from bills. Amount may also be withheld to the extent of short supply, breakages, rejected articles and in case of failure in satisfactory replacement by the supplier along with amount of liquidated damages shall be recovered from his dues and security deposit available with the University. In case recovery is not possible in this manner, recourse will be taken to PDR Act or any other laws in force.
35. Bidder must make their own arrangements to obtain import license, if necessary.
36. If a bidder impose conditions which are in addition to or in conflict with the conditions mentioned herein, his tender 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.
37. The Purchase Officer reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which tender has been given or distribute items of stores to more than one firm/supplier.
38. The bidder shall furnish the following documents with the Technical Bid :-
  - (i) Attested copy of Partnership Deed in case of Partnership Firms.
  - (ii) Registration Number and year of registration in case partnership firm is registered with Registrar of Firms.
  - (iii) Legal Agreement between the parties with the lead firm taking full responsibility of managing the Project in case of a Consortium.
  - (iv) Address of residence and office, telephone Numbers in case of sole Proprietorship.
  - (v) Registration issued by Registrar of Companies in case of Company.
39. 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 by the Parties to the Vice-Chancellor and his decision shall be final.
40. All legal proceedings, by any of the parities (University of Contractor) shall have to be lodged in courts situated in Sikar and not elsewhere.

1. **INSTRUCTION TO BIDDERS (ITB)**

1) **Sealing and Marking of Bids**

- a) The selected S&SP may submit their REP response Online.
- b) The Online information shall:-
  - a. bear the name and complete address along with telephone/ mobile number of bidder;
  - b. bear complete address of the procuring entity with telephone number, if any;





- c. bear a warning not to be opened before the time and date for bid opening, in accordance with the IFB.
  - c) The online bid may be submitted in time.
- 2) **Cost & Language of Bidding.**
  - a) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct of outcome of the bidding process.
  - b) The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/Hindi language; in which case, for purposes of interpretation of the Bid, such translation shall govern.
- 3) **Alternative/Multiple Bids**

Alternative / Multiple Bids shall not be considered at all.
- 4) **Receipt and Custody of Bids**
  - a) The bids shall be received by hand delivery, by courier or by post in the specified format up to the specified time and date and at the specified place, by the person authorised by the procuring entity.
  - b) The person authorised to receive the bids shall provide a receipt signed by him with date and time of receipt of bid to the person, who delivers the bid.
  - c) If the bid has been received in unsealed, in torn or damaged condition through post or by personal delivery shall be so marked and signed on the cover by the person receiving the same and get signed on it by the person delivering it and put in a fresh cover and reseal, if so warranted. All such entries shall be attested by the receiving person.
  - d) Bids received by telegram or given on form other than the prescribed form shall not be considered.
- 5) **Correction of Arithmetic Errors in Financial Bid**

The bid evaluation committee shall correct arithmetical errors in financial bid, on the following basis, namely:

  - a) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above.



6) **Negotiations**

- a) Negotiations may, however, be undertaken with the selected bidder when the rates are considered to be much higher than the prevailing marked rates.
- b) The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
- c) Negotiations shall not make the original offer made by the bidder inoperative. The bid evaluation committee shall have option to consider the original offer in case the bidder decides to increase rate originally quoted or imposes any new terms or conditions.
- d) In case the rates even after the negotiations are considered very high, fresh bids shall be invited.

7) **Procuring entity's right to accept or reject the bid**

The Procuring entity reserves the right to accept or reject the bid, and to annul (cancel) the bidding process and reject the bid at any time prior to award of contract, without thereby incurring any liability to the selected bidder.

8) **Right to vary quantity**

- a) During execution of the Contract, the quantity of services originally specified in the bidding document may be increased or decreased, without any change in the unit prices or other terms and conditions of the bid and the bidding documents.

9) **Performance Security**

- a) Forfeiture of Security Deposit : Security amount in full or part may be forfeited, including interest, if any, in the following cases :-
  - a. When any terms and condition of the contract is breached.
  - b. When the bidder fails to make complete supply satisfactorily.
  - c. If the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the RFP documents.
- b) Notice will be given to the bidder with reasonable time before PSD deposited is forfeited.
- c) No interest shall be payable on the PSD.

10) **Execution of agreement**

- a) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is dispatched to the selected bidder.
- b) The selected bidder shall sign the procurement contract within 15 days from the date on which the letter of acceptance or letter of intent is dispatched to the successful bidder.
- c) If the bidder, whose bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the RFP document and Act.
- d) The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchase from anywhere in Rajasthan only.



11) **Confidentiality**

- a) Notwithstanding anything contained in this RFP document but subject to the provisions of any other law for the time being in force providing for disclosure of information, a procuring entity shall not disclose any information if such disclosure, in its opinion, is likely to:-
- a. affect the security or strategic interests of India;
  - b. affect the security or strategic interests of India;
  - c. affect the intellectual property rights or legitimate commercial interests of bidder
  - d. affect the legitimate commercial interests of the procuring entity in situations that may include when the procurement relates to a project in which the procuring entity is to make a competitive bid, or the intellectual property rights of the procuring entity.
- b) The procuring entity shall treat all communications with the selected bidder related to the procurement process in such manner as to avoid their disclosure to any other person not authorized to have access to such information.
- c) The procuring entity may impose on the selected bidder and sub-contractors, if there are any for fulfilling the terms of the procurement contract, conditions aimed at protecting information, the disclosure of which violates (a) above.
- d) In addition to the restrictions specified above, the procuring entity, while procuring a subject matter of such nature which requires the procuring entity to maintain confidentiality, may impose condition for protecting confidentiality of such information.

12) **Cancellation of procurement process**

- a) If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the procuring entity from initiating a new procurement process for the same subject matter of procurement, if required.

13) **Code of Integrity for Bidders**

- a) No person participating in a procurement process shall act in contravention of the code of integrity prescribed by the State Government.



## SPECIAL CONDITIONS OF THE TENDERS

### 1) SCOPE OF WORK

The detailed Scope of Work of the Tender is as hereunder:

#### I. Online Work

1. Design, development, implementation, execution, maintenance and hosting of candidate friendly e-forms for online filling of application form for main exam (Annual/Semester)/suppl. exam./revaluation. The labels on the form should be bilingual (Unicode based) wherever required.
2. Storing photograph, signature of the candidate in jpg format.
3. Design and creation of Database as per the scheme provided.
4. Printing of pay-in-slip with unique control no. (Form no) to deposit the fee at E-mitra kiosk.
5. Provision for Devnagri script in the system for name of candidates, father's name & mother's name.
6. Providing web support for getting admission card, enrollment slip online.
7. Providing interface to the college to verify, make corrections when student deposit the form and to print nominal roll, roll list, centre card, seating arrangement, attendance sheet etc. Also, to view / print various statistics on daily/ consolidated basis. Provision for online absentee submission in the desired format.
8. Providing the same interface to University also. There should be separate section for publishing general information like time table, press notes, circulars, RTI information and other information of student/ college interest.
9. Providing necessary training to the University officials and college principals/ representative at the University to handle web based working at their end. (If required).
10. Option should be there for Boards, Universities, courses and restriction of subjects/ papers.
11. Provision should be there that form cannot be printed unless fees deposited.

#### II. Pre Examination work :

1. Feeding/Scanning of barcodes/Forms no. of the forms received through university.
2. Printing of the checklist as per the scheme in two copies.
3. Updating of the data and providing update list.
4. Generation of Roll no after getting all the forms, check list and update list.
5. Providing basic Roll List.
6. Providing Numerical Return – College wise/examination centre wise/ consolidated in 3 copies as and when required
7. Providing Q.P. statement subject wise/college wise/examination centre wise and consolidated in 4 copies as and when required.
8. Roll list in 3 copies
9. Registration summary in 3 copies.
10. Admission card with photo online in two copy.
11. Examination Centre copy in one copy- printed.
12. Alphabetic list.



13. Seating arrangement statement paper wise.
14. Enrollment and Eligibility generation for students enrolled afresh for exam 2016 and printing of enrolment and eligibility slip and enrolment and eligibility register.
15. Statistics as per the specifications.
16. Examination fees statement for the forms received
17. Supply of pre-scanned OMR sheets (about 300000) of 25x19 cms sized 100 GSM mapilitho (scanable on Opscan range scanner) for Elementary Computer Application and Environmental studies with litho code numbering.
18. Centre wise attendance sheet in duplicate for each paper of examination where coding is done and also for Elementary Computer Application and environmental studies paper.
19. Reconciliation of bank statement/data with fee collected and identification of Application received without fee.
20. Supply of OMR award sheets, roll no. for all practical subjects and such theory paper examinations where coding is not used.

**III. Post Examination Work:**

1. Updating of Roll data incorporating all the corrections received upto updation time.
2. Preparations of compilation marks list after compiling the data for each student for Part-I/II/III in case of UG Examination and previous/final in case of PG examinations.
3. To carry forward to marks of last practical examination obtained by a candidate in under graduate, if such option is filled by him/her in the examination forms.
4. Evaluation through double scanning of OMR answer-sheets of Elementary Computer Application and Environmental studies subjects.
5. Providing Exception Report within 2 days of supply of last awards by exam section.
6. Preparation of the result as per the scheme, within 2 days of the receipt of exception report from exam section.
7. The result should be displayed on the website of the University only. The advertisement of any commercial concern/ product is hereby strictly prohibited, failing which the tender/ bid/ agreement of work order may be liable for termination.
8. Preparation and supply of T.R. in 3 copies, on the day of declaration of result.
9. Supply of Mark sheets on the day of declaration of result with photographs on laser printer of individual candidate printed on pre-numbered mark sheet of 100 gsm a4 or a4/2 sized paper and as per prescribed format. A mark sheets number will also be generated which will be printed both in mark sheet and tabulation register.
10. Preparation and supply of Provisional certificates and degree of final year candidates on 80 gsm paper as per sample provided with the declaration of the result.
11. Press Release of results.



12. Posting of results on the internet.
13. Statistical summary as per the approved format.
14. Preparation of Merit list of first 10 candidates for each exam.
15. Preparation and supply of Tabulation registers for RL candidate on the declaration of result of the concerned examination.
16. Paper wise list of candidates being absent in single paper.
17. Preparation of result T.R.'s, marks sheets etc. for the RL candidates and absentee candidates on weekly basis.
18. Preparation of data for supplementary candidates for final year students where supplementary exam is scheduled.
19. Providing all information e.g. T.R. Merit lists, Highest marks etc. in Electronic form and in CDs.
20. Posting of marks awarded by examiners on OMR award sheets, manual award sheets through double punching.

**IV. Supplementary/Back Exam. Work:**

1. Hosting of examination forms with pre-generated roll no and centre, for supplementary candidate on internet as done for the main examination.
2. Generation of challan bearing the same number as of form number.
3. Collection of manual forms received in the University and giving them the new roll no/centre.
4. Rest pre and post exam work as done for main examinations.

**V. Revaluation**

1. Hosting of data of each candidate for submission of revaluation form as per the conditions framed by the University along with the challan.
2. Software to be developed to receive the forms of the candidates whose result is declared at a later stage with the challan.
3. Printing of check list of all the forms received.
4. Updating of data as per the check list corrections.
5. Preparation of list paper wise/class wise for fetching copies for revaluations.
6. Preparation of OMR award sheet with fictitious roll numbers.
7. Receipt of flaps and preparations of database for actual roll numbers and fictitious roll numbers.
8. Preparation of OMR award sheets with new fictitious roll numbers where coding is not used.
9. Exception Report if any when award are received.
10. Preparation of revaluation result as per the scheme.
11. Preparation of TR/Marks-sheets.
12. Preparation of Form 77 statement, change, no change letter. (Formats to be provide by examination Section)

The process mentioned in item no. 9-12 for revaluation keeps on repeating till the last result is out.





- VI. Preparation and Supply of final Data Base after merging all the revaluation results, Corrections, Supplementary Results for further use in next Exam.
- VII. Preparation and Supply of final year passed students data for awarding Degree in an Ex-cell Sheet in Hindi (Devnagri Script) and English.
- VIII. All formats will be approved by the Examination Section.
- IX. Coding Work
1. Preparation of attendance sheet in triplicate subject wise/center wise
  2. Generation of fictitious roll no (code no) and packet number for each paper of such examination where coding of roll numbers on the Answer Book to be done.
  3. Supply of coding number allotment registers examination wise/paper wise. The University may not continue with Coding System in case of compulsory papers.
  4. Supply of blank OMR award sheets bearing fictitious roll no corresponding to the packet no.
  5. Collection of written Answer Books packets with attendance sheets from secrecy section.
  6. Counting and verification of Answer Books received with attendance sheets.
  7. Printing of fictitious roll no . at 3 specified places on the cover page of each written theory paper.
  8. Code numbers will have to be put on cover page of 20000 Answer Books per day or within four days from the receipt of the packet of Answer Book from the secrecy section.
  9. Tearing roll no. flap from the Answer Books.
  10. Preparing bundles of these Answer Books (300 for U.G. and 210 for P.G. or less as the case may be).
  11. Supply of good quality bags for Answer Books sized 18"/24"/36" long bags and a transparent polythene packet of 4"x6" size on the bag.
  12. Supply of good quality polythene packet with following material.
    - A. OMR blank award sheet bearing fictitious roll no of corresponding packet.
    - B. Three good quality craft paper/cloth lined envelopes for OMR sheet, one craft paper envelope (33x18 cm.) for foil, one craft paper envelope (33x10cm.) for counter foil and one cloth lined (36x20cm) Outer envelope, as per the samples.
    - C. Sticker for placing in the transparent packet of the bag with following information.
      - i. Packet No.
      - ii. Examination Name.
      - iii. Paper Code.
      - iv. No of Answer Book.
    - D. One polythene envelope containing sticker with above details, award sheet, question paper, examiner bill form and any other forms supplied by the University.
  13. Placing the polythene envelope in the bag along with the Answer Book, and packing / strapping the bag.
  14. Marking the packet no, /Subject / Paper Code on the bag.
  15. Sealing /feeding of the Answer Book flap having original and fictitious roll no.
  16. Creating fictitious roll number related exception.



17. Scanning of award sheets and preparation of award with actual roll no.
18. Final award data with actual roll no. to be provided on the CD.
19. University will provide rent free place for the works with free electricity, furniture etc.
20. Installation of printing machine to print fictitious roll no by firm.
21. Preservation of the answer books cover page flaps atleast for two years.
22. Supply of Exam. wise/ Paper wise answer book opening register.
23. Providing fictitious roll no. related exception report and its clearance.

**X. Student service/Help Line.**

Customer care unit to be provided by the bidder 18 hours a day (6.00 am to midnight) and for all days (except Sunday and National holiday) for the help of students/customers for duration of filling online Application form for main exam.

2) **Eligibility / Conditions**

- (1) DD of Rs. 1000/- in the name of Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar payable at Sikar must be submitted with tender.
- (2) The processing charges be deposited by bidder in the form as DD in favour of Managing Director, RISL payable at Jaipur for Rs 1,000/- One Thousand only in addition to Tender Fee.
- (3) DD of Rs. 96000 (Ninety Six Thousands), at the rate of 2% of the estimated value of the tender shown in NIT. only in the name of Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar payable at Sikar be enclosed as earnest money with the tender.
- (4) Bidder must have a valid ISO 27001 Certificate.
- (5) Average turnover should be Rs. 4.00 crores per year for last three financial year.
- (6) Minimum experience in providing services for same State University examination work shall essentially be for last three years for different type of works as given below -

Type of work related to Exam of University	Minimum Gross No. of student record handled in last 3 year i.e. 2016 to 2018
Online Application	Minimum one Lac each year
Pre Examination Work	Minimum one Lac each year
Post Examination Work & Result Processing	Minimum one Lac each year

- (7) Capacity to put fictitious roll numbers on atleast 1,00,000 answer books per day.
- (8) The firm will have to start the online work within 15 days from the date of issue of work order.
- (9) For Online examination work, the firm should have a separate website which should not host any other application other than Pandit Deendayal Upadhyaya Shekhawati University exam. Work.





- (10) Examination Website must be available for whole year or for the period specified by the University, whichever is later.
- (11) There should be no advertisement on the website other than that of the Pandit Deendayal Upadhyaya Shekhawati University, Sikar.
- (12) Hosting server uptime must be atleast 95% (attach documentary proof).
- (13) Bandwidth should be sufficient to cater services to about 50 thousand students per day.
- (14) Location of the server must be in India.
- (15) Data should be in encrypted form only and paper bade up of data is the responsible of the firm.
- (16) There should be a system ensuring total security / confidentiality.
- (17) No information regarding candidates etc. is to be transmitted on to anyone else in any form.
- (18) The firm must have its office in Rajasthan.
- (19) Coding work/Scanning of OMR sheets would be done in the University premises (Buildings to be provided by the university)
- (20) The firm will have to provide Students Service/Helpline 18 hours a day, except Sunday and National holidays, during filling online main exam. Forms.
- (21) The rates quoted per student by the firm shall be inclusive of all taxes, VAT, Service Tax etc.
- (22) The consolidated rates per student quoted by the firm for complete work shall be the basis of deciding the tender, but University reserves all rights regarding distribution of scope of work as mentioned above.
- (23) If work is found satisfactory, the term of agreement shall be extended to another one exam. Session on same terms and conditions, with mutual consent.
- (24) University may decide to drop some /all coding related work (but supply of material required for coding work will be continued by the bidder).

**3) Tenders must be submitted in Two Covers. (Technical Bid & Financial Bid)**

**Technical Bid**

(a) First bid will be Technical Bid which must contain the following Documents:

- i) D.D. of Cost of Tender Documents (Rs. 1000) or the Proof of having deposited the same.
- ii) DD of Earnest Money Deposit.
- iii) Declaration of Bonafide Dealer.
- iv) Copy of registration GST and Sales Tax Clearance Certificate at least upto 30 June 2018.
- v) Copy of registration of Service Tax.
- vi) Copy of registration certificate of SSI unit and Undertaking thereof, (in case exemption available to SSI units are sought)
- vii) Copy of valid ISO 9001/27001 Certification in Data Processing and data capturing through OMR Technology.
- viii) The firm should have average turnover of Rs. 4.00 Crores per year for the last three financial years.



- (ix) Bidder must have an average turnover of 4 crore rupees in past three years.
- (x) The bidder should be a valid ISO 27001, ISO 9001:2008 certified company and CMMI Level 3 certified.
- (xi) Any Company black listed by Government/Rajasthan/Universities/GOI will not be eligible to participate in the tender process. (Note: FIR or Enquiry in pending stage, if any, should be declared by an affidavit by the bidder about the current status of each of such FIR and enquiry)

Annual turnover of the Firm during last three financial years :

2016-17	Rs 4.00 Crores
2017-18	Rs 4.00 Crores
2018-19	Rs 4.00 Crores

Average turnover for the last three years Rs 4.00 crores.

The firm must submit copies of Audited Balance Sheets in support of the above.

- ix) Hosting server details server uptime and server bandwidth related document.
- x) Infrastructure and Manpower (will be subject to verifications of authorities):-

The Firm must possess Infrastructure and experienced, qualified, skilled Manpower in-house for all the activities required to be undertaken within the ambit of this tender. No activity as such, must be outsourced or sublet. Addresses where the infrastructural facilities are located or installed must be mentioned along with documentary Proof of Address Pre printed and Ownership of Machinery etc. for the following activities :-

- 1) Data Processing
- 2) Scanning of OMR Sheets
- 3) Image Scanning
- 4) Supply of Pre Scanned OMR Sheets of 100 GSM map litho (All OMR sheets should be scan able on OPSCAN range scanner.
- 5) Examination related Online work.
- 6) Location of the Server must be in India. Data should be in encrypted form only. Detail of Server be given.
- 7) There should be a system of ensuring total security/confidentiality No information regarding candidates, results etc. is to be transmitted on to anyone else in any form. In case breach of trust is proved, penalty upto 2 times of the order will be imposed.



- xi) Undertaking A notarized affidavit of not being Blacklisted by any Govt. Agency, University, Board, PSU, etc. must be enclosed on a Stamp paper of Rs. 100/-

All pages of the Technical Bid must be page numbered. An index of the documents contained in the Technical Bid must be placed at the Top for all the above mentioned parts from iii) to xi) mentioning the Page Numbers of the Documents which corroborate with the requirements.

**Financial Bid** :- Second bid will be of Financial Bid which must contain only sealed and signed Financial Bid.



**AGREEMENT**  
**(See Rule 68 of GF&AR)**

1. An agreement made this ..... day of ..... between.....  
..... (hereinafter called "**the approved service provider/supplier**", which expression shall, where the context so admits, be deemed to include his heirs successors, executors and administrator of the one part and the **Registrar Pandit Deendayal Upadhyaya Shekhawati University, Sikar** (herein after called "the University" which expression shall, where the context so admits, be deemed to include his successors in officer and assigns) of the other part.
2. Whereas the approved service provider/supplier has agreed with the University to provide online work, Pre and Post Examination (Annual/Semester), Supplementary/Back Examination work, Revaluation work, Coding work, Student help line work, Declaration of result, Supply of TRs, Marksheet and Provisional Certificate, Degree etc. for three lac students approximately. The University at its Office all those articles set forth in the schedule appended hereto in the manner set forth in the conditions of the tender and contract appended herewith and at the rates set forth in columns Rs. .... only for per candidate including all taxes payable as per rules) of the said schedule and negotiation made on ..... at the University sikar.
3. And whereas the approved service provider/supplier has deposited a sum of Rs. .... only as security deposit 5% of Rs. .... estimated cost for NIT No. 04/2019-20)

(1) Bank Draft/Banker's Cheque No. \_\_\_\_\_ dated \_\_\_\_\_

4. Now these Presents witness :

- (a) In consideration of the payment to be made by the University through Cheque at the rates Rs. .... only for per candidate including all taxes payable as per rules) set forth in the Schedule and negotiation made on dated ..... at the University, sikar hereto appended the approved service provider/supplier will provide the said online services regarding pre and post Examination articles set forth in the manner set forth in the conditions of the tender and work order issued by the university.
- (b)The conditions of the tender notice No.04/2019-20 dated ..... and work order No.....dated .....issued by the university also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.
- (c)The letter No. .... dated ..... issued by the University and appended to this agreement shall also form part of this agreement.
- (d)
  - (I) The University hereby agrees that if the approved service provider/supplier duly online work/supplies the said articles in the manner aforesaid, observes and keeps the said terms and conditions, the University will through cheque pay or cause to be paid to the approved service provider/supplier at the time and the manner set forth in the said conditions, the amount payable for each and every consignment :
  - (II) The Payment schedule will be as under :-

Completion of Pre-exam work (Supply of Admit cards/Centre material, etc.)	25% of the amount of work order
---	---------------------------------



Completion of Post-exam work (Declaration of result, Supply of TRs, Mark-Sheets and Provisional Certificate, etc.)	50% of the amount of the work order.
Completion of all allotted work	Remaining amount of the work order minus penalties/deductions.

5. The online work, Pre and Post Examination (Annual/Semester), Supplementary/Back Examination work, Revaluation work, Coding work, Student help line work, Declaration of result, Supply of TRs, Marksheet and Provisional Certificate, Degree etc. for two lacs students approximately will be completed within the notified/specified/stipulated time by the University.
6. (1) In case of extension in the service providing period with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores which the firm has failed to complete. The online work, Pre and Post Examination (Annual/Semester), Supplementary/Back Examination work, Revaluation work, Coding work, Student help line work, Declaration of result, Supply of TRs, Marksheet and Provisional Certificate, Degree etc. for two lacs students approximately :-

(a)	Delay up to one fourth period of the prescribed online work period	2.5%
(b)	Delay exceeding one fourth but not exceeding half of the prescribed online work period	5%
(c)	Delay exceeding one fourth but not exceeding three fourth of the prescribed online work period	7.5%
(d)	Delay exceeding three fourth of the prescribed online work period.	10%

Note :

- (i) Fraction of a day in reckoning period of delay in online work shall be eliminated if it is less than half a day.
- (ii) The maximum amount of agreed liquidated damages shall be 10%.
- (iii) If the supplier requires an extension of time in completion of contractual online work on account of occurrence of any hindrances, he shall apply in writing to the authority which has placed the online work order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of online work.
- (2) Online work period may be extended with or without liquidated damages if the delay in the online work is on account of hindrances beyond the control of the firm and approved by the University.



7. All disputes arising out of this agreement and all questions relating to the interpretations of this agreement shall be decided by the University and the decision of the University shall be final.

In witness whereof the parties here to have set their hands on the ..... day of ..... 2019

Signatures of the approved Firm  
with seal

Signature for and on behalf of the University  
(Registrar) with seal

Date :

Date :

Witness No 1

1. Witness

Witness No 2

2. Witness



## DECLARATION BY BIDDER

1. I/We declare that I am/we are bonafide Service Provider/ Manufacturers / Whole Sellers/Sole distributor /Authorized dealers/sole selling/Marketing agent in the goods/ stores/equipments for which I /We have tendered.
2. **The declaration may be furnished on Non-judicial stamp paper worth Rs. 100/- duly attested by notary public regarding not declared black listed in any department of Government of Rajasthan/India by any university/public enterprises as per format provided at page No. 23.**
3. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Signature of the Bidder



**DECLARATION**  
**(Notarized Affidavit)**

Ref. :  
To,

Date :

The Registrar,  
Pandit Deendayal Upadhyaya  
Shekhawati University, Sikar (Rajasthan)  
Pin – 332001.

In response to the tender No. \_\_\_\_\_ Date \_\_\_\_\_ as a owner/partner/Director of  
\_\_\_\_\_

1. I/We hereby declare that our Agency \_\_\_\_\_ is having unblemished past record and was not declared ineligible for corrupt and fraudulent practices either indefinitely or of a particular period of time.
2. I/We M/s. \_\_\_\_\_ (Name of the Company) are not blacklisted in any Department of Government of Rajasthan/Government of India/by any University/Public Enterprises.
3. I/We further undertake that our partner M/s. \_\_\_\_\_ (Name of contractor) having office are also not blacklisted in any Department of Government of Rajasthan Government of India/ by any University/Public Enterprises.
4. I/We hereby declare that there are no pending cases against M/s. \_\_\_\_\_ (Name & Address of Bidder) with Government of Rajasthan or any other court of law.
5. I/We hereby declare that Bidder's company or Director/Owner of the Company have not been declared by any Court or Competent Authorities in solvent or involved in any fraudulent mean (Economical & Criminal) as on 1<sup>st</sup> April, 2019.

Name of the Bidder :

Signature :

Seal of the Organization :

Note :

1. The Notarized Affidavit should be submitted before closing date fixed for Technical Bid Closing.
2. No change of any kind should be made in this format. In-adequate information or change in format could lead to disqualification of the bid.

**Name & Signature of Bidder with Seal**





**COVER-A**

**(TECHNICAL BID)**

(To be submitted in the envelop marked Technical Bid)

i. Addressed to :

- a. Name of the tendering authority                      Registrar
- b. Address    Pandit Deendayal Upadhyaya  
Shekhawati University, Sikar
- c. Telephone    01572-273200, 273100

ii. NIT Reference ..... Dated : .....

iii. Other related detail :-

1.	Name of Bidder			
2.	Name & Designation of authorized Signatory			
3.	Registered Office Address			
	Telephone Nos.			
	Mobile			
4.	Rajasthan Office (If any)	Address		
		Phone		Fax:
		Contact Person		Email:



5.	Sikar Office (If any)	Address				
		Phone		Fax:		
		Contact Person				
6.	Year of Establishment					
7.	Nature of the Firm Company Firm	Company			Firm	
		Government	Public	Private	Partnership	
	Put Tick (✓) mark					
8.	No. of Years providing service					
9.	Is the office owned/leased or reared.					
10.	Registration No.					
11.	PAN No.					
12.	Whether firms is agreeable to the Terms & Conditions mentioned in the Tender					
13.	Name of the Programmer (s) with his qualifications with his Mobile Phone No.					
14.	Name of person who will apprise the University about the status of the work with his Phone No.					
15.	Sample of each items of stationary Intended to be used for printing. Mention the brand					

*[Handwritten signature]*



	and GSM of the Paper	
16.	Weight of paper to be used for printing of above stationery.	
17.	Technology /Method used for printing fictitious Number on Answer Book (Attach documents in support and provide detailed methodology as annexure)	
18.	Answer book coding capacity (answer book/day)	
19.	Location of Web Server	
20.	Uptime of Web Server (Attach Documentary Proof)	
21.	Previous Experience (Attached document)	
22.	Any other details in support of your offer	



- IV. Following documents are attached towards the proof of earnest money deposited in favour of the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar payable at Sikar.

S.No.	EMD Amount	DD/Banker's Cheque	No, with Date
1.			

- V. Annual Turnover during last three years (as stated in the eligibility criteria, attach proof):

2016-17	2017-18	2018-19	Total Turnover (In Rs.)

- VI. Experience of Examination Data Processing undertaken earlier :-

S.No.	Year	Name of State University	Brief Description of the Work



VII. Experience of Examination data processing undertake during last three years :-

S.No.	Year	Name of State University	Brief Description of the Work (No of Student and Number of Examination)	Value (Amt. in Rs.)
1.	2015-16			
2.	2016-17			
3.	2017-18			

Total Value of Each Year	Amt. (in Rs.)
2016-17	
2017-18	
2018-19	

VIII. Turnover, Profit

S.No.	Year	Turnover (Amt. in Rs.)	Value (Amt. in Rs.)
1.	2016-17		
2.	2017-18		
3.	2018-19		

IX. Net worth

The net worth of the Company as on \_\_\_\_\_ is Rs : \_\_\_\_\_

X. Details of Technical Infrastructures



S.No.	Name of Equipment	Total No. available in working condition	(is it owned or leased)	Model No./Technical Specification
1.	Computer			
2.	Line Printer			
3.	Laser Printer			
4.	Scanner			
5.	OMR Sheet Scanner			

S.No.	Name of Equipment	Total No. available in working condition	(is it owned or leased)	Model No./Technical Specification
6.	Licensed software to be used (Foxpro, Visual Pro, Visual Basic, others specify)			
7.	Device used for Fictitious number Printing (Attach details as separate Annexure)			
8.	Other			

XI. Details of Technical staff available with firm :-

S.No.	Name	Post	Qualifications	Total experience of Examination work
1.				
2.				



3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

For and on behalf of (Name of the Bidder)

Duly signed by the Authorized Signatory of the Bidder.  
(Name, title and address, of the authorized signatory)



**COVER-B**

(COMMERCIAL BID)

(To be submitted on line marked Commercial Bid)

Name of Firm \_\_\_\_\_

Scope of the work	Rate per candidate
University Examination (U.G., P.G., Professional courses, etc.) activities including Online work, Pre & Post examination (Annual/Semester) work, Supplementary / Back exam work, Revaluation work, Coding work, Student help line, Declaration of result, Supply of TRs, Mark-Sheets and Provisional Certificate etc. (Approximate Students 03 lacs)	

For and on behalf of (Name of the Bidder)

Duly signed by the Authorized Signatory of the Bidder.  
(Name, title and address, of the authorized signatory)