

Pandit Deendayal Upadhyaya Shekhawati University, Sikar

Tel. No. : 01572- 273200 Fax : 01572- 273100 email ID : reg.shekhauni@gmail.com

NOTICE INVITING FOR OPEN TENDER

NIB. NO. 4

Bid No.04/Exam/2021-22 | 23070

Dated: 10.02.2022

1. Sealed Single Stage Two- envelopes unconditional Bids are invited for the **Web Support & Data Processing of Pre-Post Examination work, Answer Book Packeting and Supply of related documents for the year 2022** from the reputed firms Up to as listed below:-

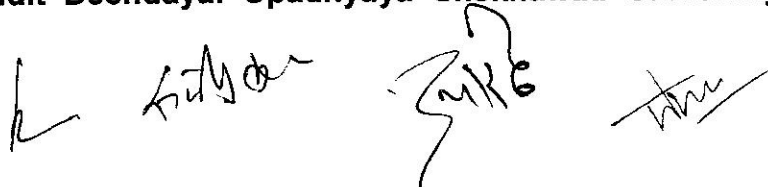
S. NO.	Name of Article	Amount of Bid Security (In Rs.)	Validity period of Bids
1	Web Support & Data Processing of Pre-Post Examination work, Answer Book Packeting and Supply of related documents for the year 2022	110000/-	90 days

2. Price preference and/ or purchase preference as per Instructions to Bidders shall be admissible in evaluation and amount of contract.
3. The Bidders shall enclose the specifications, catalogue and other characteristics of the product offered. They shall also include details on their backup services offered etc.
4. Bidding Document can be seen at website www.shekhauni.ac.in/ <http://sppp.raj.nic.in> Tender form may be seen and downloaded from website sppp.rajasthan.gov.in the price of Bidding Document is to be paid along with submission of the Bid.
5. **Instructions for submission of Technical Bid**

As mentioned in Technical Bid check list evaluation criteria by Bidder should be submitted by Personally or by post . Bid Security (except Concessional amount or Bid Security Declaration where applicable) in the form of deposit through Demand Draft shall be submitted personally or by post in sealed envelopes bearing the reference to NIB and warning as:" **Bid No.04/Exam/2021-22 Web Support & Data Processing of Pre-Post Examination work, Answer Book Packeting and Supply of related documents for the year 2022**

NIB. NO. No.04/Exam/2021-22 NOT TO BE OPEN BID BEFORE 22.02.2022 at 2.00 p.m., so as to reach the office of the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar upto 22.02.2022 at 1.00 p.m.

6. Bids received after the specified time and date shall not be accepted
7. The Bids shall be opened in the office of **Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar** as on 22.02.2022 at 2.00 p.m. in the presence of the Bidders or their representatives who wish to be present.
8. **Pandit Deendayal Upadhyaya Shekhawati University, Sikar** reserves the

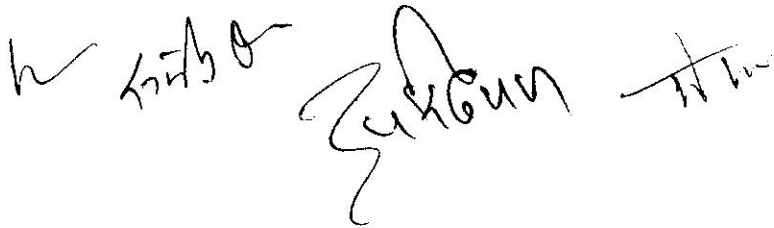


right to reject any tender without assigning any reason thereof.

9. The Bidders shall have to submit a valid GST/VAT/ CST clearance certificate from the concerned Commercial Taxes Officer and the 'PAN', issued by Income Tax Department.
10. The procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.

Tender form can be downloaded from the website sppp.rajasthan.gov.in
Tender shall be accepted by personally or by post. Tender form fee Rs. 1000/- & EMD amount Rs. 110000/- (Bid Security) drawn in favour of **Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar** & processing fee Rs. 1000/- In favor of M.D.RISL, Jaipur must be deposited in the office of **Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar** before 22.02.2022 at 01.00 P.M. Tender without appropriate EMD (Bid Security) shall not be accepted. The Technical Bid & Financial Bid shall be uploaded separately. Financial Bid of Bidder who qualifies in technical bid would opened later on, the date to be intimated by **Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar**. In case of any failure in this process the **Pandit Deendayal Upadhyaya Shekhawati University, Sikar** will not be responsible.

Registrar



Pandit Deendayal Upadhyaya Shekhawati University, Sikar

Tel. No. : 01572- 232401

email ID : reg.shekhauni@gmail.com

No. 04/Exam/2021-22 /23070

Dated: 10/02/2022

OPEN TENDER NOTICE

Bids are invited from REPUTED FIRMS upto 21-02-2022 till 5.00 p.m. for Web Support & Data Processing of Pre-Post Examination work, Answer Book Packeting and Supply of related documents for the year 2022. Details may be seen in the Bidding Document on our website www.shekhauni.ac.in, <http://sppp.raj.nic.in> Tender form may be seen and downloaded from website sppp.rajasthan.gov.in

TILL

Registrar

No. 04/Exam/01/2022/23070 - 71

Dated: 10/02/2022

Copy forwarded for information & necessary action to:-

- 1- This Comptroller of Finance & Financial Advisor, Pandit Deendayal Upadhyaya Shekhawati University, Sikar.
- 2- The IA, Pandit Deendayal Upadhyaya Shekhawati University, Sikar to float the above tender notice and the enclosed tender document on the University website.
- 3- P.S. to Vice-Chancellor/Registrar/Controller of Examination, PDUSU, Sikar.

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**Request for Proposal for
Web Support & Data Processing of Pre-Post Examination work, Answer Book
Packeting and Supply of related documents for the year 2022**

Conducted by

Pandit Deendayal Upadhyaya Shekhawati University, Sikar

Tender Value : 55,00,000

Bid No. 04/Exam/2021-22

Dated : 10.02.2022

Bid Inviting Authority (BLA): Registrar
Pandit Deendayal Upadhyaya Shekhawati University, Sikar
Rajasthan
Tel. No: 01572- 232401
e-mail: reg.shekhauni@gmail.com

Project officer In charge : Controller of Examinations
Pandit Deendayal Upadhyaya Shekhawati University, Sikar
Rajasthan
e-mail: ce.shekhawatiuniversity@gmail.com

Bidder information : Name of the Firm _____
Address : _____

Contact Person: _____
(Authorized Bid Signatory)
Tel. No: _____
Fax No: _____
Mobile No. _____
E-mail address : _____
website: _____

Mode of bid submission : Through eProcurement / eBidding system at
<https://eproc.rajasthan.gov.in>

- Time Period for Tender form/Bid Document downloading :-
From 11.02.2022 10:00 am upto 21.02.2022 05:00 pm
- Time Period for Tender form/Bid Document uploading :- Upto 21.02.2022 05:00 pm
- Date and Time for submission of Tender Fees, Earnest Money, Processing Fees etc. :-
Upto 22.02.2022 01:00 pm
- Time and date of opening Tender Form and technical bid :-
On 22.02.2022 02:00 pm onwards.

Price of Tender Documents : Rs. 1000/-

E-Tender Processing Fee : Rs. 1000/-

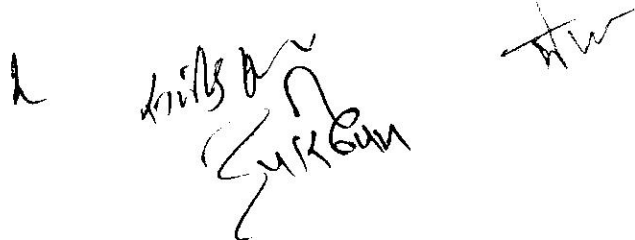
Bid Security : Rs. 110000/-

PDUSU/2022/

Signature & Seal of the firm

Definitions and Acronyms

PDUSU / University	Pandit Deendayal Upadhyaya Shekhawati University, Sikar
BIDDER	The eligible firm who will participate in tendering process
EMD	Earnest Money Deposit
IT	Information Technology
PURCHASER	Pandit Deendayal Upadhyaya Shekhawati University, Sikar
RFP	Request for Proposal (Tender) Document
SUPPLIER	The bidder who will be finally selected to whom the work order will be issued
Exam Section	Office of C.E. or Deputy/Assistant Registrar (Examination) in the PDUSU
Secy Section	Office of C.E or Deputy/Assistant Registrar (Secrecy) in the PDUSU.
UG	Under Graduate Examination comprise of 3-4 year span.
PG	Post Graduate Examination comprises of 2-3 year span.



Brief Overview of the Project

The PDUS University has approx. 4.00 lacs students registered per year to its about 573 affiliated colleges and nearly 150 different examinations schemes. These examinations are conducted on yearly pattern as well as on semester pattern. The maximum number of students registered in an examination can be as large as approx. 80000 while the minimum number of students can be as less as 5. The number of students registered, number of examinations and the number of affiliated colleges may be increase or decrease.

This project involves:

- Providing all machine and manpower for all exam related work throughout the year. A local Office in university campus has to be maintained in the space provided by PDUSU with paid electricity facility.
- Providing web space for PDUSU, designing, maintaining a secure website so that students, colleges and the University can access rights-based information pertaining to examination year 2022.
- From this web interface students will be able to fill their enrollment form, examination form, may communicate corrections in his/her particulars, get their information remotely. SMS facility to communicate with students and provide examination related information.
- Automatic verification of result of students from data of RBSE /CBSE clear distinction between verified and not verified forms
- Automatic verification of subjects of regular students by the data from colleges clear distinction between verified and not verified forms
- The work also include answer books packing , coding /decoding of answer books of main examination, revaluation and supplementary examination , systematic arrangement of answer books in secrecy halls and all related works,
- Pre-Post work of Examination.
- Firm will be responsible for cleaning of the area provided for execution of work by the University.

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

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Letter of Invitation and bidding process

For effective data capturing in online E-application in prescribed digital format, processing and supply of material in a time bound manner, PDUSU intends to award the work to competent and professional firm.

PDUSU is issuing this Request for Proposal ("RFP") and the accompanying documents for inviting "bids" comprising Technical Proposal (or "Statement of Qualification") and Financial Bid from eligible individual company/firm ("Bidder") as to select the firm for online web application, processing and supply the printed material for colleges affiliated to the University.

Single stage two envelop procedure shall be adopted that will proceed as follows:

- The first stage proposal will consist of Technical Bid & second stage will be the financial Bid. Financial Bids of only technically qualified Bidders (based on evaluation of the Technical Bid) shall be opened. A decision as to whether or not a Bidder will be technically qualified will be based on the Bidder's experience and reputation.
- Earnest Money will be as described later in this document.
- Each Bidder shall submit only one bid and bid must be delivered according to schedule.

Instructions to Bidder

1. Instruction to Bidders for online tendering (e-tendering) :
 - i- The bidders who are interested in bidding can download bid documents from <https://eproc.rajasthan.gov.in>.
 - ii- Bidders who wish to participate in this ebid will have to register on <http://eproc.rajasthan.gov.in> (bidders registered on eproc.rajasthan.gov.in before 30-09-2011 needs to register again). To participate in online tenders, Bidders will have to procure Digital Signature Certificate (type II or type III) as per Information Technology Act-2000 using which, they can sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, safecrypt, Ncode etc. or they may contact e-Procurement Cell, Department of IT & C, Government of Rajasthan for further assistance. Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate.
Contact No. 0141-4022688 (help desk 10 am to 6 pm on all working days.)
e-mail: eproc@rajasthan.gov.in
Address: e-Procurement Cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur
 - iii- Bidder shall submit their offer on-line in Electronic formats both for technical and financial proposal, however D.D.for Tender Fees, Processing Fees and bid security should be submitted manually in the office of Tendering Authority before closing date & time of technical bids submission and scanned copy of D.D. should also be uploaded along with the online bid.
 - iv- Before electronically submitting the bid, it should be ensured that all the bid



papers including conditions of contract are digitally signed by the bidder.

2. Cost of Bidding :

The Bidder shall bear all the cost incurred for preparing the proposal including expenses of travel and lodging that may be required including collecting information from the department and other communication required with the department regardless of the outcome of the bidding process.

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

4. Amendment of BID DOCUMENT :

(i) Any amendment issued shall be part of the Bidding Document and shall be communicated in writing to all Bidders who have obtained the Bidding Document directly from the Procuring Entity. It shall also be uploaded on the State Public Procurement Portal and the Procuring Entity's web site for prospective Bidders to download.

(ii) To give prospective Bidders reasonable time in which to take an amendment into account in preparing their Bids, the Procuring Entity may, at its discretion, extend the deadline for the submission of the Bids, under due intimation to the Bidders who have procured the Bidding Document from the Procuring Entity and also by uploading it on the State Public Procurement Portal and its official website.

5. Prices must not be indicated in the Technical Bid and must be quoted in the **Financial Bid only.**

6. Financial Bid :

Financial Bid should only indicate price with FoR delivery at University Office without any condition including all taxes applicable viz. GST, Octroi and other tax etc. Financial Bid should contain the bill of quantity - BoQ (Exactly in the excel format given on the eproc portal) and should be submitted online and a hard copy as described above. The financial offers should be complete in all respects and it should not contradict with the Technical Offer in any manner.

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

8. Validity of Bids

Bids shall remain valid for 90 days after the date of technical bid opening. A Bid valid for a shorter period shall be rejected as non-responsive.

9. The provisions of RTPP Act 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with RTPP Act 2012 and Rules thereto, the later (RTPP act) shall prevail.

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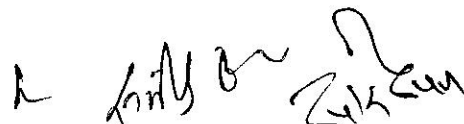
Scope of work

System study of present working system of the University with special reference to various examination schemes, online work, result preparation for main/RE/Supplementary , packing of answer books, loading unloading of answer books in University and the integral constituents of the project along with user friendly role based web application interface for students, colleges and University. One umbrella working is quintessence of the contract so it is a must for the vendor to make necessary arrangement to undertake all corrections of Tabulation Register (TR) to the data as they crept up and then relevant document viz. corrected Mark sheet, Duplicate mark sheet, Advance Marks sheet, Provisional certificate and Migration certificate are printed and supplied on the case to case basis.

The rates are invited for one year Examinations i.e. Exam year 2022. If the services of the approved firm are found satisfactory for the exam year 2022 then work order for the next exam year i.e 2023 will be issued by mutual consent after approval of Vice Chancellor.

Key Features required for project:

- In the e-form Name of Candidate, Father's name and mother's name must be captured in bilingual (Unicode based) i.e. in Hindi (devnagri lipi) as well as in English and it should be preserved for the use of degree preparation.
- On-line filling up of examination forms and enrolment/eligibility forms considering eligibility criteria and validation. Printing of Payment invoice with unique control number to enable the student deposit fee at E-Mitra or/and online banking. After depositing the fee the student will print the exam form/RE form from the portal. For this purpose online application should be capable to handle this method of fee collection.
- To upload photo, signature and eligibility document (if required) of the applicant.
- Providing **web Support** for getting admission card online and providing interface to the college so that they can verify forms and print examination material of their college login in the event of material not reached.
- **Portal** should have related training material like how to fill ONLINE forms, eligibility criteria's etc. in PDF or PPT form.
- Reflection of class 12 data of RBSE/CBSE in e-form for first year (data of last two examinations of RBSE / CBSE will be arranged by firm in own cost) and last year data in e-forms for 2nd year, 3rd year and final year candidates to provide ease for form filling and automatic checking. (if required, data of last year examination will be provided to the firm)
- Providing necessary training to the University officials and college principals/ representative at the University to handle web based working at their end. (if required)
- Providing interface to view college wise/ exam wise examination statistical information on the portal.
- There should be separate section on website for publishing general information like syllabus, time table, press notes, circulars, RTI information, merit lists and other information of student/college interest.
- Prepare and supply of data and examination material in the manner as mentioned under the **'Deliverables'**
- It is expected that about 80,000 to 90,000 new students are enrolled each year. Unique



Enrolment numbers will be generated for Regular and Non collegiate (NC) separately for the class wise duly checked data of all I year, Previous year/I semester examinations in the order of ROLL NO. For regular students enrolment number will start from 1 to 70000 and for NC the same will start from 80001. Enrolment number must be printed in the Roll list and admission cards.

- The firm will register/renew at least two domain names for the websites and acquire requisite server space. The firm will submit details and related documents of domain name registration/renewal and server space acquisition to the University along with the bills for payment.
- The system shall be scalable to incorporate additional requirements, high volume of transactions / simultaneous operations etc. The software should be load tested and fine tuned for performance to accept at least 50000 to 75000 applications per day. It should be able to serve minimum of 1500-2000 concurrent users.
- Unique Roll Number should be generated in the order of Centre Institute Category Ordinance Name of Candidate Father's name Mother's Name etc.
- Firm will prepare a online attendance program for each examination. Absentee Statement will be verified from 29 E format.
- Firm will be required to evaluate through double scanning of OMR answer sheets of elementary computer and environmental studies papers. The firm will also post awards generated as a result of preparation of answer book (coding) process. Preparation of answer books means that answer books are verified, shuffled, marked with fictitious code and packed into bags etc.
- Firm should have ability to organize gathered data/information in the format desired by the University also the application software should provide for proper audit trail for any change made in the data by any stake holder.
- Final data must be submitted in two copies to PDUSU in prescribed formats and on proper media i.e. CDR/DVDR as per time schedule of project along with declaration mentioned under deliverable as per the schedule mentioned hereunder:
 1. After Form Filling
 2. After Roll List preparation
 3. After Result declaration.
- Firm will be responsible for any "breach of trust" regarding coding/decoding of copies/secrecy of exam matters.
- **SMS to all the students regarding their examination, centre and result status. SMS for different kind of activities.**
- **A help line station (at least with 2 dedicated telephone numbers) is also to be setup to assist the students as well as University officials from 9 am to 6 pm daily including holidays.**
The name of the said officials and telephone numbers are to mentioned in the agreement to be carried out after rate approval by the University.
- Designing of e-forms for various examinations and for Recruitments (to the Teaching & Non-teaching Posts according to UGC & University Rules). The application should be browser independent and dynamic in nature. The labels on the form should be bilingual (Unicode based) wherever required i.e. in Hindi (devnagri lipi) as well as in English.



Deliverables

1. Pre Conduct of Main Exam.

S.No.	Processes/Reports Required for Pre Exam. (main) Work	Type of Stationery /Part
1.	Uploading Syllabus, Online filling short profile of colleges and printing of examination scheme with subjects (and their allowable papers, groups if applicable) drawn from Syllabus for approval from PDUSU. Preparation of College/Centre list	A4 cut sheet
2.	(i) Printing of exam forms of all students college wise/exam wise, fee collection report with fee heads and control No. etc. (only live cases)	15x12x2
	(ii) Printing of Recruitments forms, which is filled by candidate & provide check lists, final list as & when required by the University.	15x12x2
3.	Check list of Forms filled with full data captured online, exam wise college wise. (only live cases-fee deposited). Separate check list for enrollment purpose.	15x12x2
4.	Update List of check list	15x12x2
5.	Basic roll list	10x12x1
6.	List of Exam wise Registered number of students Seeking Roll No. series from PDUSU	15x12x2
7.	Roll list 3 copies after generation of unique roll no and enrolment numbers	15x12x3
8.	Preparation and supply of attendance sheet in triplicate subject wise/centre wise	as per sample
9.	Admission cards and Centre copy with Photo along with Time Table of Examination as approved by the University to be prepared and packed college wise. (online live base)	A4 cut sheet (80 GSM) Pre Printed
10.	QP Statement (3 copies) with nomenclature and code numbers.	15x12x3
11.	N.R. Statement (3copies) with nomenclature and code numbers.	15x12x3
12.	Sitting statement (Plan) class-wise/ Centre-wise/ subject-wise /paper-wise/ Roll numbers-wise (online live base)	10x12x2
13.	Various Statistical reports i.e. exam wise, faculty wise, category wise like SC, ST, OBC, Gen., Male, Female, Total etc. Other Registration summary(statistical statement) as required by the University.	15x12x3
14.	Roll List of students having registration in practical subjects for secrecy section. (soft copy)	15x12x1
15.	Fee collection statement day/month wise /college wise/exam wise with mention of fee heads, sub heads and reconcile from bank statement. ** above statement is required day to day basis	as per requirement
16.	College wise/roll no wise/subject wise list of (excluding compulsory subjects) ex and non-collegiate students to fill practical awards for carry forward purpose	10x12x2
17.	Statement of Centre wise/ subject wise/ paper wise/ date wise/ inning wise registered candidates for load assessment of particular date and inning.	A4 cut sheet
18.	Any other process & report required by the University.	

Note: The Centre/College copy of the above statements should be available online in college panel also.

2. Pre Conduct of Supplementary Exam.

S.No.	Processes/Reports Required for Supplementary Exam.	Type of Stationery /Part
1.	Extracting data from Main Exam data file for Supplementary and other relevant cases, this data will be used for on line form filling.	data processing
2.	Reports mentioned under the table No. 1 Pre conduct of Main exam. from s.no. 2 to 9 and s.no. 13 to 17.	as mentioned in the table
3.	Any other process & report required by the University.	

3. Pre Conduct of Re-evaluation and Scrutiny.

S.No.	Processes/Reports Required for RE/Sct. Exam.	Type of Stationery /Part
1.	Online Form filling	----
2.	Supply of Check List/ copylist of forms	15x12x2
3.	Any other process & report required by the University.	

3. A Online delivery of Formats/Reports :

S.No.	Formats/Reports Required at Exam centre/college	Type of Stationery /Part
1.	Generate online admit card of such eligible candidates whose admit card was not issued earlier due to any examinations reasons	data processing
2.	submission of online attendance (date /session /class/subject/paper wise) to generate form 29 (E) and 32 (E)	data processing
3.	Generate session wise form no. 27 (E) on the basis of form no. 32 (E)	data processing
4.	General abstract of answer book packets form 27 (E) (I) on the basis of form no. 27(E)	data processing

4. Post Conduct of Main Exam:

S.No.	Processes/Reports Required for Post Exam work (Main)	Type of Stationery /Part
1.	Updation of Roll List	----
2.	Supply of updated Roll List	15x12x2
3.	Making final correction in Roll Data	----
4.	Preparation of Answer book work i.e. putting fictitious roll number (code no.) on answer books etc. (detail mentioned in table no. 4.1)	----
5.	Prepare and rectifying exception list at firm level	15x12x2
6.	Implementing Grievance committee recommendations/ RW-EX/ RW-EN/ UM/ RL	----
7.	Supply of compilation marks with roll nos. for final year/semester examinations.	10x12x2
8.	Result Processing	----
9.	Supply of Press Release.	15x12x2 (2 copies)
10.	Display of result status of the student on website.	----
11.	Supply of Tabulation Register (TR) with soft copy	15x12x3 (80GSM)
12.	Supply of Marks Sheets on parchment paper of size 7*8 inch by laser printer using original cartage in rainbow color with Bar Code, UV Security Mark and Micro line Border (note: All final year exam marks sheet will be printed with student's photo)	As per sample (120 GSM)
13.	Supply of provisional certificate for all final year successful candidates	as per sample
14.	Various Statistical reports i.e. exam wise, faculty wise, category wise like SC, ST, OBC, Gen., Male, Female, Total, result status etc. Other Registration summary (statistical statement) as required by the University.	15x12x3

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15.	Supply of Provisional Merit List with address of the student after result of Re-evaluation.	A4 size cut sheet (in 2 copies)
16.	Supply of Final Merit List with address of the student after result of Re-evaluation.	A4 size cut sheet (in 2 copies)
17.	Display of Provisional and final merit list exam wise on website (as per requirement of the University)	----
18.	Any other process & report required by the University.	

4.1. Preparation of Answer Books' Packets of main , RE , Supplementary including putting fictitious no. and scanning etc.

1. Answer books are to be received from collection team /courier of university and packed in cloth bags each having 300 for UG, 210 for PG answer books and RE Case having 60 answer books. These bags shall be supplied in different colours in each faculty at UG/PG exam by the contactor at his own cost. The bags should confirm to the quality as per sample. For arrangement of packets in secrecy section class wise and paper wise sufficient no of staff members should be available in university to avoid any delay in packing job.
2. The work is of confidential nature, Particulars and details of the workers have to be produced by the agency in the prescribed format and Photo ID card will be issued to the workers.
3. All the supervisory staff should possess working knowledge of English.
4. Contractor/firm will employ one manager who will be the leader of the whole team.

Qualification and desirable experience:-

 - a) Managerial staff – Graduate with experience and knowledge of examination programming who will be head of evaluation of answer books.
 - b) Programmers/Data Entry Operators- Graduate with experience and knowledge of examination programming.
 - c) Technical Staff- Minimum XII Class passed and possessing knowledge of execution of the related data/ technical work.
 - d) Clerical staff – Qualified minimum XII Class
 - e) Supporting staff -minimum X Class
5.
 - (i) There will be managerial, technical, clerical and peon level supporting staff in appropriate ratio as decided by the Firm/University in team working for preparing packets of answer books. However, the number of employees depending upon requirement of work may be adjusted.
 - (ii) Data entry operators will be employed by the firm for clearing the exceptions related to flaps and detailed packing record which is under control of firm they will remain under the direct control of C.O.E.
 - (iii) The contractor /firm will make arrangement of minimum 5 PCs with printer for data entry work, if required.
 - (iv) In order to maintain security, all the work of packeting, coding/decoding, stacking etc. will be done under the coverage of CCTV cameras.
6. Packets of approximately 60000 answer books per day with an average of 3.50 lacs answer books weekly will be required to be prepared. **Firm will ensure to arrange at least five fictitious no. printing/ scanning by Computer based machines for this job.**
7. Preparation of answer book Packets means:
 - i. Collection of written Answer books packets with attendance sheets from secrecy section including internal loading and unloading of answer books.
 - ii. Counting and verification of Answer books received from Examination Centres with attendance sheets.
 - iii. Answer books are shuffled, Printing of fictitious roll numbers by computer based machines at 3 specified places on the cover page of each answer book.
 - iv. Tearing roll number flap from the Answer books.
8. Supply of good quality polythene packets with following material:
 - a. Form 4 (E)(I) ,Instructions for examiners containing Login ID /Packet No. and Password as approved by the university.



- b. One good quality craft paper/cloth lined envelope for (33x11 cm.) for counter foil.
- c. Sticker for placing in the transparent pocket of the bag with following information:
- Packet no.
 - Examination Name
 - Paper code
 - No. of Answer books.
- d. One polythene envelope containing sticker with above details, award sheet, question paper, and any other forms supplied by the University.
9. Placing the polythene envelope in the bag along with the Answer books and packing / strapping the bag.
10. Marking the packet no. / Subject / paper code on the bag.
11. Scanning / feeding of the Answer book flap having original and fictitious roll number.
12. Supply of coding number allotment registers examination wise/paper wise.
13. Supply of good quality bags for Answer book sized 18"/24"/36" long bags and a transparent polythene pocket of 4"x6" size on the bag.
14. preparation of awards with actual roll no. and result processing with removing of errors of award sheet.
15. The work is seasonal in nature may not be spread throughout the year. The capacity is an indicator of maximum. However, the work shall be allotted as and when available. The University does not guarantee any minimum work and bidder is required to work on the basis of exigency & urgency of the work.
16. The University will provide rent free place with furniture for the work with paid electricity, etc.
17. Carry forward the practical award of UG class candidates as per consent of candidate.
18. Compilation of obtained marks as per last year examination result
19. Updating the main data file from reevaluation data and correction in TR files.

5. Post conduct of Supplementary Exam.

S.No.	Processes/Reports Required for Post Exam work (Supp)	Type of Stationery /Part
1.	Work mentioned under the table of Item No. 4 Post Conduct of Main exam from s.no. 1 to 14.	As per table
2.	Any other process & report required by the University.	

6. Post conduct of Re-Evaluation and Scrutiny :

S.No.	Processes/Reports Required for Post Exam work (RE & Sct.)	Type of Stationery /Part
1.	Updation of Check List	----
2.	Supply of updation List	15x12x2
3.	Making final correction in registered candidate Data	----
4.	Supply of Answer book requisition statement	10x12x2
5.	Supply of OMR award sheet (pre printed detail of student)	as per sample
6.	Scanning of OMR Award Sheet/ double feeding of manual award sheet, checking and updation of awards.	----
7.	Implementing Grievance committee recommendations.	----
8.	Result Processing	----
9.	Display of result status of the student on website.	----
10.	Supply of Tabulation Register (TR) with soft copy	15x12x2 (80 GSM)
11.	Supply of revised Marks Sheets for change result cases (note: All final year exam marks sheet will be printed with student's photo)	as per sample (140 GSM)
12.	Supply of revised provisional certificate for all final year successful candidates for change result cases	as per sample
13.	Letter with address to be sent to the candidates	10x12x2



14.	Supply of Form 77E statement	15x12x2
15.	Statistical reports regarding result change, no change status etc. Other statistical statement as required by the University.	15x12x3
16.	Any other process & report required by the University.	
17.	Correction in T.R. Data and recalculation of result as per correction at the University premises.	
18.	Correction of R.L. results in data and printing of corrected RL marks sheet at the University premises as per requirement of the University.	
19.	Availability of corrected Data of the student on the University web site in prescribed format for verification.	
20.	Provide various statistical/MIS reports required by the University, Govt, UGC or other agency as and when required.	

7. Supply of OMR Answer (Response) sheet

- Supply pre scanned and litho numbered OMR Answer (response) sheet for Elementary Computer Application and Environmental Studies, etc. (8.5"x11"-100 GSM Map litho paper) as per specifications as prescribed by the University question paper of 150/100/80 questions.
- Double scanning of filled sheets, removing the errors of roll nos. in both scanning and then comparing the response of both the sheets and after corrections prepare final data for evaluation.
- Evaluation of the sheets and prepare final award sheets in two copies.

8. Degree Data

S.No.	Processes/Reports Required for Degree work	Type of Stationery /Part
1.	Data retrieving of successful candidates from main exam data	----
2.	Preparation of data with the help of TR, exam form, main exam data, RE/Sct. data and data entry	----
3.	Supply of Check List in Hindi(Devnagri lipi) and English both	15x12x2
4.	Supply of Updation of Check list	15x12x2
5.	Upload degree data on website for confirmation from the student	----
6.	Supply of List of successful candidates	10x12x3
7.	Any other process & report required by the University.	

9. Value added Services

S.No.	Details of Activities	Duration of the work
1.	Preparation and printing of Duplicate marks sheet, migration certificate at the University premises as per requirement of the University.	throughout the tender period

Note:

- Where GSM of paper is not specified, minimum 60 GSM paper should be used.
- Printing on cut sheets should be done through Laser Jet printer and original tonner cartridge should be used for printing
- Data:** Submission of final data as mentioned in section "Data Format" in two copies on CDR/DVDR/HDD (No payment will be made to the firm for media)
- Online version of reports:** Firm should also provide the above mentioned reports in online format (if required, as per requirement of the University)
- All check list, mark sheet, OMR Sheet etc. are to be packed college wise
- Mark sheets and TRs of every class/course will be supplied just after lapse of date of re-




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evaluation after final clearance from Secrecy section and not later than 30 days if the number of students are up to 5000 & 35 days in case the number of students are more than 5000. Penalty of Rs. 1000/- (One Thousand) only per day per result will be imposed if supply of mark sheets and TRs is delayed by the above stipulated period.

7. A penalty of rupees 10 per fault/mistake/negligence will be imposed on firm if negligence of firm is proved, the corrected material will have to be replaced on cost of firm.

Implementation Methodology

- The selected firm will implement the project in planned manner as per University schedule.
- The firm will first go through the understanding of the system and requirements, prior to the implementation phase.
- Onsite deployment of technical manpower to develop the web application and designing of e Forms after consultation with the PDUSU authorities.
- The firm will do the proper documentation (Project plan etc.) of the project and provide to the University in a CDR as well as in print form as per University requirement.
- The firm would be required to deploy at least 1 Project Manager , 2 Programmers and 5 Data Entry Operators for the successful execution of the project, who should be involved right from the start of project. The persons deputed at the PDUSU premises should be experienced and reliable Information Technology Professionals capable of solving day to day problems related to the data handling and correction notes. They shall remain at the PDUSU till completion of the project as per University requirements.
- The selected firm, if outside Sikar, will have to establish its office at University Campus. Only the space, basic furniture would be provided free of cost by the PDUSU.
- Firm has to maintain and replenish its hardware, application, manpower, stationary, consumables etc. as will be required to handle TR correction and onsite document preparation and supply work.
- The bidder has to submit the proposed methodology for undertaking this assignment.



Data Format

- Data will be supplied by the firm should be in .dbf format. All subject files should be supplied with full subject details along with centre and exam master.
- Firm should provide finally corrected marks file in .dbf format containing all details of the student at the end of exam year.
- Firm should also supply finally corrected data file separately of the candidates whom degree was prepared.
- Student's cropped passport size colour photo and signature must be stored and supply in separate examination wise folders in jpg file format
- Roll No. must be primary key in final student data table.
- All data must be in prescribed format only. Discrepancy in format will not be accepted and data will be rejected.
- All data must be in exam wise single data table in .dbf file format.
- The firm must provide the scheme detail of subject's name, college's name, exam name and other codes used in the final data table.
- The firm must submit a declaration regarding back up along with backup as prescribed by the University.

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Signature & Seal of the firm

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Roles

Role of Pandit Deendayal Upadhyaya Shekhawati University

- PDUSU will deploy a nodal officer to supervise / compile the task as per terms and conditions of tender within stipulated time frame.
- PDUSU will be responsible for the quality checking of the data after receiving data.
- PDUSU will provide acceptance letter about completeness and correctness for the data provided. If PDUSU does not respond within six months of submission of final data to it, data would be deemed to be approved by PDUSU.
- Any check list drawn, during correction in T.R. made by the firm, will be checked by the concerning exam section.
- Authorisation of T.R. corrections needed through computer will be done by concerning Asstt/S.O./AR/DR if required else such authentications are to be handled by the firm with attaching duly signed attached scan image of correction note.
- Any documents (mentioned under deliverables item no. 9 titled as value added services) will be signed by the examination section as per past practice.
- PDUSU will monitor the progress of the project handled by the firm.

Role of bidder:

- Firm has to arrange requisite staff having technical qualification to carry out the job.
- Firm has to submit daily status report to controller of exam of PDUSU.
- Firm will be responsible for correctness of work and completion of the project as per the scheduled time.
- Firm has to deliver the deliverables as specified in this document. No extra payment will be made for the procurement of media and material transportation.
- The firm has to deploy sufficient resources to meet out the project requirements. The firm has to depute a dedicated nodal officer to look after the entire operation with no other responsibility to him. The nodal officer shall coordinate with the designated officer of the PDUSU.
- The firm has to bear all the cost related to the process as per the scope of the work. PDUSU will not be responsible for additional cost regardless of the conduct or outcome during the execution of said work.
- Firm will arrange to provide lodging/Boarding to their staff, if needed.
- Firm will be responsible for the damage/ theft or any other mis-happening occurring to their equipments used to complete the said work.

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Eligibility Criteria

The eligibility criteria for the bidder is given at Sl.no.VII : Eligibility Criteria table' under the heading "Technical Bid".

Earnest Money Deposit

1. The bidder has to submit an earnest money deposit (EMD) mentioned "Important Dates and information" header. Tender without earnest money will not be considered for acceptance.
2. The EMD can be in following form:
3. Demand Drafts/Bankers Cheque of the Bank drawn in favour of **Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar** and payable at Sikar. Such negotiable instrument should be valid for a period of three months from the date of deposition of EMD.
4. Earnest Money of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of agreement and submitting of performance security.
5. The earnest money/security deposit lying with the Department/office in respect of other tender awaiting approval or rejected or on account of contracts being completed will not be adjusted towards earnest money/security money for the fresh tenders. The earnest money may however, be taken into consideration in case tenders are re-invited.
6. Earnest Money of the successful bidder will be released once the bidder signs the agreement and furnishes the Security Deposit.
7. The Earnest money will be forfeited on account of one or more of the following reasons:
 - a. The Bidder withdraws their bid during the period of bid validity specified by them on the bid letter form.
 - b. Bidder does not respond to requests for clarification of their bid
 - c. Bidder fails to co-operate during the bid evaluation process, and
 - d. In case of a successful Bidder, the said Bidder fails:
 - i. to sign the Agreement in time; or
 - ii. to furnish Security deposit.
 - e. When the bidder withdraws or modifies the offer after opening of tender but before acceptance of the tender;
 - f. When he fails to commence the services as per work order within the time prescribed.
8. The EMD may be adjusted in the Security money by depositing the difference amount of Security money or alternatively EMD could be refunded back by taking fresh Security money.
9. No interest will be paid by the University on the Earnest money/security deposit.

Bid Evaluation Process

1. **Opening of bids:** The Tendering Authority will open the bid in the presence of bidder's representatives who choose to attend, as per schedule.
2. **Correction of Errors:** Price Bids determined to be substantially responsive will be checked by the Tendering Authority for any errors. If there is a discrepancy between the quoted rate in figures and the quoted rate in words, the rate in words will take precedence.
3. **Evaluation of Technical Bids:** The Tendering authority may take presentation in order to examine the technical competence of the bidder.
4. **Evaluation and Comparison of Financial Bids**
 - a. The Tendering authority's evaluation of a financial bid will take price quoted for project as final price.
 - b. If the bid of the successful bidder is substantially below the Tendering Authority's estimate for the contract, the Tendering Authority may require the bidder to produce detailed price breakup to demonstrate the internal consistency and justification/reasonability of those prices. After evaluation of the price analysis, the Tendering Authority may require that the amount of the Security deposit be increased at the expense of the successful bidder to a level sufficient to protect the Tendering Authority against financial loss in the event of default of the successful bidder under the Contract.

Disqualification

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

- Submitted the bank drafts after the schedule date and time.
- Firms not meeting eligibility criteria mentioned in the section 'Eligibility criteria'.
- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- Found to have a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation or financial failures, etc.
- Submitted tender which is not accompanied by required Earnest Money Deposit (EMD).
- Failed to provide clarifications related thereto, when sought.
- Submitted more than one tender. This will cause disqualification of all tenders submitted by such bidders.

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

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

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Signature & Seal of the firm

Security deposit & liquidated Damages

1. Selected firm shall carry out the services in conformity with generally accepted professional and technically accepted norms relevant to such assignments that are required for the project and which are to the entire satisfaction of the Tendering Authority.
2. In the event of any deficiency in services, the selected firm shall promptly take necessary action to resolve it, at no additional fees to the Tendering Authority.
3. Successful bidder will have to **execute an agreement on a Non-Judicial Stamp (as applicable value as per rules) and security deposit within a period of 7 days from the date on which letter of acceptance or letter of intent is despatched to successful bidder.**
4. The earnest money deposited at the time of tender can be adjusted towards security amount or alternatively the bidder, taking the EMD back, may deposit a fresh Security deposit. The Security amount shall in no case is less then earnest money.
5. Successful bidder shall deposit the security deposit as follows:
FIVE PERCENT (5%) of estimated tender value mentioned in "Important dates and information" header.
The form of security money shall be as **Bank Draft/ Bankers Cheque/FDR of a scheduled bank in favour of Registrar Pandit Deendayal Upadhyaya Shekhawati University, Sikar, Rajasthan.**
6. No interest will be paid by the purchaser on the EMD & security deposit.
7. Failure of the selected firm to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the Security deposit.
8. **Liquidated Damages:**

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

S.No.	Condition	LD % of work order
a.	Delay up to one fourth period of the prescribed delivery period /completion of work as per time schedule.	2.5 %
b.	Delay exceeding one fourth but not exceeding half of the prescribed period / completion of work as per time schedule.	5.0 %
c.	Delay exceeding half but not exceeding three fourth of the prescribed period / completion of work as per time schedule.	7.5%
d.	Delay exceeding three fourth of the prescribed period / completion of work as per time schedule.	10.0 %

Fraction of a day in reckoning period in supplies shall be eliminated if it is less than half a day. The maximum amount of liquidated damages shall be 10%.

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

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

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

9. Forfeiture of Security deposit

i. Forfeiture of Security Deposit: Security amount in full or part may be forfeited in the following cases:

- a. When the terms and conditions of contract is breached.
- b. When the bidder fails to make complete work satisfactorily.
- c. When contract is being terminated due to non-performance of the selected firm for consecutive two quarters of a year.
- d. Hiding of facts by the bidder if revealed at any stage, would amount to forfeiture of security and subsequently the bidder may also be black listed.

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

10. Release of Security deposit

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

Terms of Payment

1. Payment shall be made by the Tendering Authority only after completion of work order or delivery of services, commissioning and acceptance of the Tasks detailed in section 'Scope of work' and 'Deliverables', to the entire satisfaction of the University or any other agency nominated by University.
2. The Tendering Authority may consider making payments, which shall be subject to the following conditions on various tasks actually completed as under:

S.No.	Milestone (Yearly basis)	Amount Payable
1	Understanding the System and completed successfully the task mentioned in "Deliverables" at point <i>No.1:Pre conduct of Main Exam.</i>	$N \times R \times 20\%$
2	Completed successfully the task mentioned in "Deliverables" point <i>No.4:Post conduct of Main Exam.</i>	$N \times R \times 50\%$
3	Completed successfully the task mentioned in "Deliverables" point <i>No 2, 3, 5, 6 & 7: Pre conduct of Supplementary Exam., Pre Conduct of Re-evaluation and Scrutiny Exam., Post Conduct of Supplementary Exam., Post conduct of Re-evaluation and Scrutiny Exam. & Supply of OMR Answer (response Sheet)</i>	$N \times R \times 20\%$
4	Completed successfully the task mentioned in "Deliverables" point <i>No. 8 & 9: Value added services and delivery of data with declaration.</i>	$N \times R \times 10\%$

N = Number of candidates* registered in the Roll List of the main examination

R = Approved rate of Project per unit (Candidate*)

* Candidate means the student registered in the Roll List of the main examination. Candidates of supp. RE/SCT. degree will not be counted separately for the billing purpose.

Note:

1. No Advance Payment will be made.
2. Bill will be raised in the name of COE PDUSU and Payment indicated at serial no 1 to 3 will be released to firm after number verification by Controller of exam only, for serial no 4 i.e (final payment) payment will be released on the recommendation of purchase committee after deductions like LD / penalties etc (if any)
3. Before bidding, firm has understood the nature of working of the University, different schemes, syllabus, examination pattern etc.
4. Rates should be quoted including all taxes applicable viz. GST Octroi and all other expenses, manpower, material etc. and FoR University office.

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Signature & Seal of the firm



General Terms and Conditions of Tender

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

1. Cost in financial bid shall be **written both in words and figures** and there should be no errors.
2. The bidders' representatives who are present at the time of technical bid and opening of financial bid shall sign a register evidencing their attendance. The bidder's names, the Bid Prices, the total amount of each bid, and such other details as the Tendering Authority may consider appropriate, will be announced and recorded by the Tendering Authority at the opening.
3. Bidder shall **quote firm prices** against each of the items as detailed in the price bid. No conditional discounts shall be quoted in the bid e.g. discounts based on conditions linked with bid/security deposit, advance payments, selection of combination of products or product options, number of personnel etc. Financial bids with such conditional discounts would be summarily rejected.
4. All required software and hardware has to be managed by the firm on its own cost for successful and timely completion of the project.
5. The complete bid document submitted by the firm should have page numbering.
6. Any Change in the constitution of the company, etc. shall be notified forth with by the selected firm in writing to the purchase officer and such change shall not relieve any former member of the company, etc., from any liability under the contract.
7. If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to the Hon'ble Vice Chancellor, Pandit Deendayal Upadhyaya Shekhawati University, Sikar whose decision shall be final.
8. All legal proceedings, if necessary arises to institute may by any of the parties (PDUSU or Contractor) shall have to be lodged in courts situated in Sikar and not elsewhere.
9. **Loss of Revenue to the Tendering Authority:** The bidder shall be vicariously liable to indemnify the Tendering Authority in case of any misuse of data/information by the bidder, deliberate or otherwise, which comes into the knowledge of the purchaser during the performance or currency of the contract.
10. **Currency of Payment:** Payment shall be made in Indian Rupees only.
11. **Change orders:** The Tendering Authority may at any time, by a written order given to the bidder, make changes within the general scope of the Contract. If any such change causes an increase or decrease in the cost of, or the time required for, the bidder's performance of any part of the work under the contract, whether changed or not changed by the order, and equitable adjustment shall be made in the security deposit, Contract Price or delivery schedule, or both, and the contract shall accordingly be amended. Any claims by the bidder for adjustment under this clause must be asserted within thirty (30) days from the date of the bidder's receipt of the purchaser's changed order.
12. **Contract Amendments:** No variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties i.e. the Bidder and the Purchaser.
13. **Tendering Authority Right to Accept any bid and to reject any or all bids:** The

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Signature & Seal of the firm

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

14. ***Tendering authority reserves the right to distribute the work among one or more bidders who agree to match L1 rates for the said work. However final decision will be of tendering authority and will be binding on all bidders.***
15. **Notification of award:** Prior of the expiration of the period of the bid validity, the Tendering Authority will notify the successful bidder in writing that its bid has been accepted. The notification of award will constitute the formation of contract. Upon the successful bidder's furnishing of security deposit, the Tendering Authority will notify each unsuccessful bidder and will discharge its EMD.
16. **Force Measures:**
 - a. Notwithstanding the provisions of contract, the bidder shall not be liable for forfeiture of its security deposit, or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
 - b. For Purposes of this clause, "Force Measure "means an event beyond the control of the bidder and not involving the bidder's fault or negligence and not foreseeable. Such events may include but are not restricted to acts of not foreseeable. Such events may include but are not restricted to acts of the Tendering Authority either in its sovereign or contractual capacity, or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - c. If a Force Measure situation arises, the bidder shall promptly notify the purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Tendering Authority in writing the bidder shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all prevented by the force measure event.
17. **Termination for insolvency:** The Tendering Authority may at any time terminate the contract by giving written notice to the bidder, without compensation to the bidder, if the bidder becomes bankrupt or otherwise insolvent provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
18. **Termination for Convenience:** The Tendering Authority, may, by written notice sent to the bidder, terminate the contract, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the Tendering Authority's convenience, the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective.
19. The bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency.
20. The bidder shall pay the expenses of stamp duty for execution of agreement.
21. If a bidder imposes conditions, which are in addition to or in conflict with the conditions mentioned herein, his tenders is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the Purchase Officer.

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22. Use of online documents and information
- a. The bidder shall not, without the Tendering Authority's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Tendering Authority in connection therewith, to any person other than a person employed by the bidder performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance.
 - b. The bidder shall not, without the Tendering Authority's prior written consent, make use of any document or information enumerated in this document except for purposes of performing the contract.
 - c. Any document, other than the contract itself, shall remain the property of the Tendering Authority and shall be returned (in all copies) to the purchaser on completion of the Bidder's performance under the contract, if so required by the purchaser.
23. Rejection:
- a. Various reports mentioned in the section 'Deliverables' should be in stipulated formats and consistent with data.
 - b. Final data submitted in corrupt or unrecognisable or incomplete in terms of part fields or containing any security threats will not be accepted and will have to be resubmitted by the firm at his own cost to PDUSU
24. The bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by rail and road or air and delivery of the student data (CD/DVD/HDD) in the good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the time of checking/ inspection by the consignee. No extra cost on such account shall be admissible.
25. The Contract for the supply can be repudiated at any time by the Purchase Officer, if the supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording the reasons for repudiation.
26. Delivery:
- a. The bidder whose tender is accepted shall arrange to supply the ordered data/reports as per specifications mentioned in this document and within time period.
 - b. Declaration of result (with students less than 10000) has to be done within 7 days after last awards are provided. Declaration of result (with students more than 10000) has to be done within 10 days after last award are provided otherwise penalty of rupees 1000 per day per result will be imposed on firm.
 - c. **Warranty/Guarantee Clause: Bidder will have to resubmit the report/data to PDUSU within TWO days of notice if such condition arises after final submission of the same. This clause will be valid for one year term after final submission of data/reports.** Otherwise the bidder shall pay such damages as may arise by the reason of the breach of condition herein contained. Nothing herein contained shall prejudice any other right of the Purchase officer in that behalf under this contract otherwise.
27. Insurance: The data/reports will be delivered at the destination office in perfect condition. The selected firm, if he so desires may insure the goods (data, web application and

equipments used by firm etc.) against loss by theft, destruction or damage, by fire, flood, under exposure to whether or otherwise viz., (war, rebellion, riot, etc.,) The insurance charges will be borne by the selected firm and Tendering Authority will not pay such charges if incurred.

28. The time specified for delivery by the University shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies within the specified period.
29. Recoveries: Recoveries of liquidated damages, short supply, breakage, rejected data shall ordinarily be made from bills. Amount may also be withheld to the extent of short supply, breakage, rejected data and in case of failure in satisfactory replacement by the selected firm along with amount of liquidated damages shall be recovered from his dues and security deposit available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.
30. The Tendering Authority reserves the right to carry out the capability assessment of the Bidder and the Purchaser's decision shall be final in this regard. The individual signing the tender or other document, in connection with the tender must certify as to whether he or she has signed as:
 - a. A "Sole proprietor" of the firm or constituted attorney of such sole proprietor.
 - b. A partner of the Bidder, if it be partnership, in which case he must have authority to refer to arbitration disputes concerning the business partnership either by virtue of the partnership agreement or a power of attorney.
 - c. Constituted attorney of the Bidder, if it is a company.
31. **Standard of Performance:** The selected firm shall carry out the tasks; Services assigned and carry out its obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted norms techniques and practices used in the industry.
 The selected firm shall also adhere to professional engineering and consulting standards recognized by international professional bodies and shall observe sound management, technical and engineering practices. It shall employ appropriate advanced technology and safe and effective equipment, machinery, material and methods. The selected firm shall always act in respect of any matter relating to this contract, as faithful advisors to the Purchaser and shall, at all times, support and safeguard the Purchasers legitimate interests in any dealings with the third party.
32. Firm will be required to attend any problem raised at any level i.e. data capturing, data entry, submission and data processing. Any call will have to be attended/rectified within an hour.
33. **Schedule of Payment:** Payment shall be made as per 'Terms of Payment' of the tender and to the entire satisfaction of the Tendering Authority or any other agency nominated by him.
34. **Taxes and Duties:** The selected firm shall be entirely responsible for all taxes, duties, license fees etc. incurred until delivery of the contracted Goods (student form data) to the Tendering Authority.
35. **Termination For Default:** The Tendering Authority may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the bidder, terminate the contract in whole or in part if :
 - a. The bidder fails to deliver any or all of the obligations within the time period(s) specified in the contract, or any extension thereof granted by the Tendering Authority.




- b. The bidder fails to perform any other obligation(s) under the contract.
36. **"NO CLAIM" Certificate:** The bidder shall not be entitled to make any claim, whatsoever, against the Tendering Authority under or by virtue of or arising out of this contract nor shall the Tendering Authority entertain or consider any such claim, if made by the bidder after he shall have signed a "no claim" certificate in favour of the Tendering Authority in such forms as shall be required by the Tendering Authority after the works are finally accepted.
37. **Passing of property:** Ownership shall not pass to the Tendering Authority unless and until the data and documentation thereof have been tested and accepted in accordance with the conditions of the contract to the entire satisfaction of tendering authority.
38. **Other Conditions:** The PDUSU will be free to use data and reports submitted in any possible way. The Tendering Authority reserves the right to release the order for whole or part of the products as per the requirements of the Tendering Authority.
- The selected firm shall indemnify the Tendering Authority against all third-party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the products supplied by the selected firm.
- The selected firm shall provide training on appropriate aspects wherever desirable that Tendering Authority feels necessary to such persons as nominated by the Tendering Authority.
39. **Acceptance:** If the data submitted to PDUSU does not match with the verified data form, PDUSU shall reject the data and firm will be responsible for rectifying the error to extent as required by PDUSU.
40. The Vice Chancellor may appoint inspection committee to visit the firm to ensure the infrastructure, manpower etc, as per requirement of Tender.
41. **Blacklisting:** The Tendering Authority would forfeit all the securities deposits against the supply orders placed on to it, if selected firm is blacklisted
42. The firm has to provide the complete information regarding hardware and licensed software.
43. The firm will have to start the online work within 07 days from the date of issue of work order.
44. Examination Website must be available for whole year or for the period specified by the University, whichever is later.
45. The firm shall not be permitted to utilize data, the facilities and the site for any commercial or advertisement purpose. However, any type of use of the same by University will be a binding upon the service provider. (No extra payment will be made for such service).
46. Hosting server uptime must be at least 95% (attach documentary proof).
47. There should be a system ensuring total security/confidentiality and data recovery.
48. No information regarding candidates etc. is to be transmitted on the anyone else in any form.
49. If work is found satisfactory, the term of agreement shall be extended to another exam year on same terms and conditions with mutual consent. Only one such continuous extension will be allowed.
50. The Tenders must be submitted accurately in accordance with the conditions of the tender

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and all the enclosures (duly signed and stamped) must be attached along with the tender as demanded, otherwise the tender may be cancelled.

51. The TDS will be deducted from the bills as per Govt. order at the time of payment by the University.
52. Information about DBMS software which will be used by the given in execution of the job and file formats on which the data files of pre and post examination will be provided by the firm. All the students data compiled by the firm regarding admission and examination shall also be provided by the firm.
53. The firm will be solely responsible for the completions and execution of the work in file.
54. No mobile will be allowed with workers.
55. Any liability regarding persons engaged in job work will be borne by contractor/firm.
56. The successful bidder has to participate in data migration to higher education portal or any other portal which University authorises to undertake for future usage of data prepared under the premises of this tender.
57. Appeal, if any bidder is aggrieved by the decision, action or omission of the procuring entity, he may file an appeal to appellate authority as per the provision of RTPP act 2012.

Declaration

I have read all the terms and conditions and I give my consent to agree with.

Signature of bidder
Address
telephone / mobile

PDUSU/2022/

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Signature
SUKGUM

Signature & Seal of the firm

Signature

Technical Bid

I. Addressed To:

Name of the Tending Authority	Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar
Address	Pandit Deendayal Upadhyaya Shekhawati University, Sikar 332024 (Rajasthan)
Telephone	01572-232401

II. Other Related Details

Name of Bidder (firm)		
Name of Contact Person		
Registered Office Address		
Year of Establishment		
Type of Firm		
Telephone Number(s)		
Email Address/ Website	Email:	Website:
Fax No.		
Mobile Number		
Area of Specialization		

- III. (a) The Tender Fee amounting to Rs. 1000 (Rupees One Thousand Only) has been deposited vide DD no. _____ dated _____ and Bank Name _____ payable to Registrar, PDUSU, Sikar.
- (b) E-procurement process fees Rs. 1000 (Rupees One Thousand Only) has been deposited vide DD no. _____ dated _____ and Bank Name _____ in favour of MD RISL, Jaipur.

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Signature & Seal of the firm

[Handwritten signature and seal]

IV. Following documents are attached towards the proof of earnest money deposited.

S. no.	Earnest Money Deposited through	Number	Dated	Name of Bank	Rupees
1	Demand Draft payable to Registrar, PDUSU, Sikar.				

V. We agree to abide by all the conditions mentioned in this Tender Notice issued by the Tendering Authority 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 acceptance of the terms mentioned therein).

VI. Reproduced / re-word-processed formats or tenderer's own formats for the price bids will disqualify the tender.

VII. **Eligibility Criteria table:**

S.No.	The following criteria must be fulfilled by a Bidder:	Remarks	mention page number where related document is attached
1.	An Individual organization shall submit the Bid. No consortium is allowed.	Attach self declaration	
2.	The bidder should be an ISO:9001/ISO:27001 certified company/firm in the area of examination processing.	Attach certificate issued by the competent authority	
3.	The bidder should be established, reputed and reliable firm in the field of IT and data	Attach related documents regarding exam year	University-1 University-2

[Handwritten signature and seal of the firm]

<p>4. processing in particular.</p> <p>Minimum experience in providing services of above said pre and post examination works (UG/PG/Prof.) shall be minimum 03 years of state/ central funded Universities out of the period from Exam 2017 - 2021.</p> <p>*The bidder should have completed the work of at least 1.5 lacs candidates per year.</p> <p>*The experience should include online work of pre examination, post examination, revaluation, OMR scanning, evaluation, online award posting etc. of the University. (excluding any type of competitive exam)</p> <p>The Firm has at least two year experience, in the area of answer book preparation , packeting related works like putting fictitious number, scanning flaps, decoding etc. of the state funded University.</p> <p>The firm has to submit self-explanatory experience certificate inclusive of all above activities</p>	Attach related documents regarding exam year	University-1
		University-2
	Attach related documents regarding exam year ..	University-1
		University-2
	Attach related documents regarding exam year	University-1
		University-2
	Attach related documents regarding exam year	University-1
	Attach copy of documents showing experience.	University-2

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[Handwritten Signature]

Signature & Seal of the firm

	<u>The bidder must attach copies of the Experience certificates/ Work Completion certificates clearly indicating total value of work, deliverables and scope of work for the projects without which the firm's bid will liable to be rejected. Experience certificate will be subject to verification if required.</u>		
5.	Average turnover should be Rs. 100 lacs per year for last three financial years i.e. FY 2018-19, 2019-20 & 2020-21. Audited copies of Balance Sheet & P&L account of last three financial years must be enclosed with the Technical Bid. In case of audited accounts for any financial year is not available, certificate from CA must be enclosed with technical bid.	Attach copy of audited Balance Sheet & P&L A/c for FY 2018-19	
		Attach copy of audited Balance Sheet & P&L A/c for FY 2019-20	
		Attach copy of audited Balance Sheet & P&L A/c for FY 2020-21	
		Attach certificate from CA for FY 2020-21 (if required)	

6.	The bidder must not be black listed by any government/ PSU/ Board/ University. Bidder has to submit undertaking in this regard.	Attach undertaking on non-judicial stamp paper of Rs. 100	
7.	The bidder has to provide a copy of GST registration certificate and other tax	Attach copy of the following :	
		GST registration certificate Latest GST Clearance	
8.	The bidder has to execute and complete the awarded work in the specified time period. The bidder has to submit undertaking in this regard.	Attach undertaking on firm's letter head	
9.	The bidder has to submit the proposed team structure with roles and responsibilities of key top management and technical staff.	Attach team structure	
10.	(i) Attested copy of Partnership deed in case of partnership firm. (ii) Registration number and year of registration in case of partnership firm is registered with registrar of firm.	Attach relevant copies	

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VIII. Please furnish the following information regarding server and software:

Particular	attachment page no.
(i) Location of the server. Hosting server details, server uptime and server bandwidth related document. Details of server and other hardware with their operational capacity performance. Data encryption.	
(ii) Location and detail of Backup server	
(iii) Details of licensed software's to be used.	

IX. We accept the schedule of payment in this document.

X. Technical Bid duly filled and signed is enclosed with this tender form along with Terms and conditions in token of acceptance.

Dated:

Name of Tenderer: _____

PDUSU/2022/

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Handwritten signature
S. K. G. M.

Signature & Seal of the firm

Handwritten signature

Details of main work orders of the State/ central funded University regarding on line work / examination work

Year of Examination	Name of the University	No. of students	Total value of work done (Rs.)	Nature of work
Examination year	1.			
	2.			
	3.			
Examination year	1.			
	2.			
	3.			
Examination year	1.			
	2.			
	3.			
Examination year	1.			
	2.			
	3.			
Examination year	1.			
	2.			
	3.			

PDUSU/2022/




Signature & Seal of the firm



Letter of undertaking/Declaration

(ON THE LETTER HEAD OF THE TENDERER) **LETTER OF UNDERTAKING DECLARATION**

We, M/s hereinafter called as "Tenderer" complete address

..... hereby declare in favour of the Registrar, PDUSU, Sikar, Hereinafter called as the "Tendering Authority" and agree to abide by the following:

1. We have attached company constitution details.
2. Certificate of satisfactory past performance have been enclosed.
3. We have performance certification(s) as given below (Certificate valid till-date are enclosed)

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

4. We have organisation/service setup given below.

S.No.	Place (Name & address)	Infrastructure setup									
		Computers with brand and type	web server	data server	Printers line matrix	Printers Laser	Scanner	Fict.No. Printing Machine	Data backup devices	UPS	Others

5. We have manpower setup as given below.

S.No	Place (Name and Address)	Manager	Supervisors	Programmer	Assistant Programmers	Operators	Others

6. The annual turn over of our firm for last three financial years is given below.

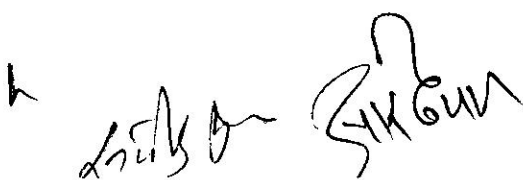
Turn Over of the Firm for India (Rs. In Lac.)	2018-19	2019-20	2020-21

7. We agree to accept partial Order if placed.
8. We shall give benefit of any price reduction found by the time of placing the supply order.
9. The above document is executed on ___/___/___ place _____ and we accept that if any thing out of the information stated above found wrong, our tender is liable for rejection.

Name of Person: _____

Complete Address: _____

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Documents of the Bid – Checklist

S.No.	List of Documents	Whether enclosed (Yes or No)	Annexed as (Page No.)
1.	Cover Letter		
2.	Certificate of Incorporation/ Articles of association/ Partnership Deed, etc.		
3.	Details of the authorized contact person of the Bidder		
4.	Documentation showing the proof of having fulfilment of eligibility conditions and work experience certificate.		
5.	Proposed methodology for undertaking this assignment.		
6.	Earnest Money Deposit in favour of PDUSU, Sikar		
7.	A declaration of any actual or potential conflict of interest.		
8.	Tender document with technical bid, DD or receipt of Earnest money, RISL fee duly signed & sealed in token of acceptance of terms and conditions of the tender		
9.	Financial bid		
10	Declaration must be furnished in case bidder is Blacklisted by Private / Public body.		
11.	Address of the bidder's office in Rajasthan		

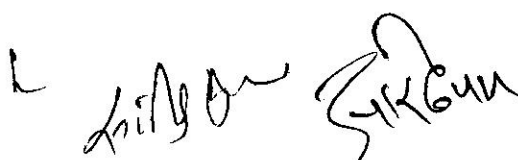


Draft of AGREEMENT

1. An agreement has been made this.....day of between(herein after called "the approved Service Provider", which expression shall, where the context so admits, be deemed to include heirs, successors, executors and administrators) of the one part and the Pandit Deendayal Upadhyaya Shekhawati University, Sikar (herein after called the "PDUSU" which expression shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.
2. Whereas the approved Service Provider has agreed with the PDUSU to provide services to the PDUSU, Sikar, 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 column.....of the set schedule.
3. And whereas the approved Service Provider has deposited a sum of Rs.....in.....
 - a. Bank Draft/Challan no/Banker Cheque no.....dated.....
 - b. Post office saving bank Passbook duly hypothecated to the departmental authority.
 - c. National savings certificates/Defence savings certificates, Kisaan vikas patras, or any other script/ Instrument under national saving schemes for promotion of small savings, if the same can be placed under the relevant rule. (The certificates being accepted at surrender value) as security for the due performance of the aforesaid agreement which has been formerly transferred to the departmental authority.
 - d. Bank guarantee of any of the scheduled banks in the prescribed format/FDR.
4. Now these presents witness:
 - a. In consideration of the Payment to be made by the PDUSU through.....at the rates set forth in the schedule hereto appended approved Service Provider will duly perform the said services set forth inandthereof in the manner set forth in the conditions of the bid and contract.
 - b. The conditions of the bid and contract for open tender enclosed to the tender notice number.....dated.....and 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. Letter nos.....received from the bidder and letters nos.....received by the PDUSU and appended to this agreement shall also form part of this agreement.
 - d.
 - i. The PDUSU do hereby agree that if the approved Service Provider shall duly perform the said services in the manner aforesaid observe and keep the said terms and conditions, the PDUSU will through.....pay or cause to be paid, to the approved Service Provider at the time and the manner set forth in the said conditions, the amount payable for the work.
 - ii. The mode of payment will be as specified below:
 1.
 2.
 3.
5. The delivery shall be affected and completed within the period noted below from the date of work order:-

S. No	Items Qty	Delivery period

PDUSU/2022/



Signature & Seal of the firm

6. (1) In case of extension in the execution period with liquidated damage, the recovery shall be made on the basis of as mentioned in Tender document.

(2) Delivery period may be extended with or without LD if the delay in the delivery of services is on account of hindrances beyond the control of the SP.

7. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the Hon'ble Vice Chancellor, PDUSU and the decision of the Hon'ble Vice Chancellor, PDUSU shall be final and binding for both the parties.

8. For all legal disputes the jurisdiction shall be Sikar only.

In witness whereof the parties hereto have set their hands on theday of.....201.....

Signature of the approved

Signature for and on behalf of

PDUSU Service Provider

Designation

Date:

Date:

Witness No 1

1. Witness

Witness No 2

2. Witness

h *dring* *Signature*

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ANNEXURE (A)

Compliance with the code of integrity and no conflict of interest

Any person participating in a procurement process shall-

- (a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) Not indulge in any collusion, Bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
- (d) Not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) Not indulge in any correction including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) Not obstruct any investigation or audit of a procurement process;
- (g) Disclose conflict of interest, if any; and
- (h) Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of interest with one or more parties in a bidding process if, including but not limited to;
 - a. Have controlling partners/shareholders in common; or
 - b. Receive or have received any direct or indirect subsidy from any of them; or
 - c. Have the same legal representative for purpose of the Bid; or
 - d. Have the relationship with each other, directly or through common third parties, that puts them in a position to have access have to information about or influence on the bid of another Bidder, or influence the decision of the procuring Entity regarding the bidding process; or
 - e. The bidder participates in more than one bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
 - f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specification of the Goods, Works or Service that are the subject of the Bid; or
 - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the procuring Entity as engineer-in-charge/consultant for the contract.

Place:

Signature of the Bidder

Date:

PDUSU/2022/

Handwritten signatures and initials:
 [Signature 1] [Signature 2] [Signature 3]

Signature & Seal of the firm

ANNEXURE (B)

**Declaration by the bidder regarding qualifications
(on non-judicial stamp paper of Rs. 100/-)**

In relation to my/our Bid submitted tofor procurement ofin response to their Notice Inviting Bids No.....DatedI/We hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/We possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/We have fulfilled my/our obligation to pay such of the taxes payable to the union and the State Government or any local authority as specification in the Bidding Document;
3. I/We have are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administrated by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceeding for any of the foregoing reasons;
4. I/We do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conducted or the making of false statement or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceeding;
5. I/We do not have a conflict of interest as specification in the Act, Rules and the bidding Document, which material affects fair competition;

Date:

Place:

Signature of bidder

Name:

Designation:

Address:

PDUSU/2022/

Handwritten signature and name: SIKGUM

Signature & Seal of the firm

Handwritten signature

ANNEXURE (C)

Grievance redressal during procurement process

The designation and the address of the first Appellate Authority is Authorised BoM Member, PDUSU, Sikar. The designation and the address of second Appellate Authority is Hon'ble Vice Chancellor, PDUSU, Sikar.

(1) Filing an appeal

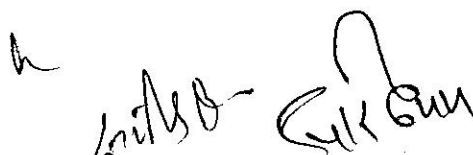
If any bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the act or the rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Providing that after the declaration of a Bidder as successful the appeal may be filled only by a Bidder who has participated in procurement proceeding:

Providing further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filled only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidder Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.
- (4) **Appeal not to lie in certain cases**
No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-
 - (a) Determination of need of procurement;
 - (b) Provisions limiting participation of Bidders in the Bid process;
 - (c) The decision of whether or not to enter into negotiations;
 - (d) Cancellation of a procurement process;
 - (e) Applicability of the provisions of confidentiality.
- (5) **Form of Appeal**

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

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(6) Fee for Filing Appeal

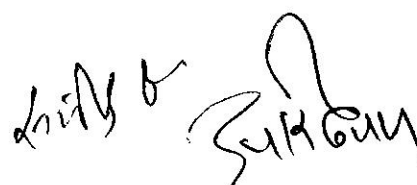
- (a) Fee for first appeal shall be two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be upon filing of appeal, shall issued notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date of fix hearing, the First Appellate Authority or Second Appellate Authority, as the case may be shall,-
 - (i) Hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

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ANNEXURE (D)
Additional conditions of contract

1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, that Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. 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 in the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Deceleration shall be executed.

2. Procuring Entity's Right to vary Quantities.

- i. At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit price or other terms & conditions of the Bid and the conditions of contract.
- ii. If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- iii. In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Service Provider fails to do so, the Procurement Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Service Provider.

3. Dividing quantities among one than more Bidder at the time of award (In case of procurement of Goods)

As a general rule all the quantities of the subject matter of procurement shall be procured for the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

PDUSU/2022/

Signature & Seal of the firm

[Handwritten signatures and initials]

Form No. 1

(see 83)

Memorandum of appeal under the Rajasthan Transparency In Public Procurement Act, 2012

Appeal No of

Before the(First/Second Appellate Authority)

1. Particulars of appellant.;

(i) Name of the appellant;

(ii) Residential Address :

2. Name and address of the respondent (s);

(i)

(ii)

(iii)

3. Number and date of the order appealed against and name and designation of the office /authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by Will& the appellant; is aggrieved

4. If the appellant proposes to be represented by a representative, the name and postal address of the representative;

5. Number of affidavits and documents enclosed with the appeal;

6. Grounds of appeal;

.....
.....
..... (supported by an affidavit)

7.
.....
.....

Place

Dated

Appellant' Signature

Signature & seal of the firm

PDUSU/2022/ h

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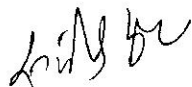
Signature & Seal of the firm

Financial (Commercial) Bid

<u>Item Rate BoQ</u>						
Bid Inviting Authority: Registrar, PDUS University, Sikar						
Name of Work: Web Support & Data Processing of Pre-Post Examination work, Answer Book Packeting and Supply of related documents for the year 2022						
Bid No: 04/Exam/2021-22						
Bidder Name :						
PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
Sl. No.	Description of Item	Approximate Number of Candidates	Unit	Rate per candidate inclusive of all taxes except GST (to be filled by the firm)	GST (%)	Total Amount in figures (5+6)
1	2	3	4	5	6	7
1	Pre-Post examinations work (online) of main/ supplementary/semester examinations of UG/ PG/ Professional courses and RE as mentioned in the section 'Scope of work' and 'Deliverables' as per terms and conditions mentioned in the tender document.	(400000 students per year)	Candidate			0.00
Total in Figures						
Quoted Rate in Words						

PDUSU/2022/

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Signature & Seal of the firm