



**NOTICE INVITING BIDS**

Limited NIB No: Estt./10/2022-23/16460

Date: 01.03.2023

1. Limited-Tendering unconditional sealed bids are invited on behalf of the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar for Design of application form and processing for Recruitment of Teaching Posts as listed below, from enlisted experienced bidders of appropriate class of the department/organisation single stage in two envelopes upto 03.00 PM of 08.03.2023 (In case there is a holiday on last date of receiving the tender then the tenders can be submitted on next working day up to prescribed time).

S. No	Name of Work	Estimated Cost of Work	Site of Work	Validity period of Bids
1	Design of application form and processing for Recruitment of Teaching Posts	1.50 Lakh	For University	90 days

2. Bidding Document containing Instructions to Bidders, Bid Data Sheet, Evaluation and Qualification Criteria, Bidding forms, Procuring Entity's Requirements, General Conditions of Contract can be seen at or obtained from the office of the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar during office hours on working days up to one day before the date of opening of Bids. Alternatively, these may be seen and downloaded from the website of State Public Procurement Portal <http://sppp.raj.nic.in> or website of [www.shekhauni.ac.in](http://www.shekhauni.ac.in).

**Registrar**





पंडित दीनदयाल उपाध्याय शेखावाटी विश्वविद्यालय, सीकर  
Pandit Deendayal Upadhyaya Shekhawati University, Sikar

Website :- [www.shekhauni.ac.in](http://www.shekhauni.ac.in) mail :- [reg.shekhauni@gmail.com](mailto:reg.shekhauni@gmail.com)

S.NO. 16460

Dated: 1-03-2023

M/s .....

**Subject: Quotation for limited Bid No. 10/2022-23 invited for Design of application form and processing for Recruitment of Teaching Posts.**

**Dear Sir/Madam**

Kindly submit the rates for preparation of application form and process for recruitment to the Teaching posts in the University as per the format of Technical and financial bids of this quotation latest by 08.03.2023 up to 3:00 p.m. in the office of Undersigned (In case there is a holiday on last date of receiving the tender then the tenders can be submitted on next working day up to prescribed time). The form of quotation can be obtained from the office of the undersigned or downloaded from website of the University. The quotation will be opened on the same day at 4:00 p.m in the presence of Bidders.

Encl.: 1. Quotation form

2. Technical Bid

3. Financial Bid

Registrar

Pandit Deendayal Upadhyay  
Shekhawati University, Sikar





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S.NO. 16460

Dated: 1-03-2023

**QUOTATION FORM**

**Last date & time of submitting Quotation: 08.03.2023 UPTO 3:00 PM**

Quotation for online job description for Pre & Post examination works of Recruitment of Teaching posts. Details mentioned in Technical & financial bids (enclosed) are prescribed for Teaching post, PDUSU, Sikar. Kindly keep technical and financial bids in separate sealed envelope and then keep both in one large size Sealed envelope.

**General Information :**

Name of the Firm	
Address	
Name of the Proprietor	
Registration No.	
PAN No.	
TIN No.	
GST No.	
Telephone No.	Office..... Mobile No.....
Email Address	
Brief details of qualified manpower & other supporting staff	
Brief details of basic infrastructure :computer hardware, software & other allied equipment required to perform the job	
An individual bidder shall participate in the tender. No consortium / Sub-letting will be allowed at any stage. [Self-Certificate to be submitted in this regard.]	
The bidder should have an average turnover of Rs. 5 Crore per year for the last three years i.e., a total of Rs. 15 Crore for the last three financial years - 2019-20, 2020-21 and 2021-22. [Audited Balance Sheets/ CA Certificate.]	
The bidder should have atleast 5 Years' experience of recruitment work during the last 10 years. [Self-Certificate to be submitted in this regard.]	
The bidder should have atleast 10 Years' experience of working of result processing. [Self-Certificate to be submitted in this regard.]	

I/we have a careful read the terms and condition attached with the quotation document and abide ourselves with these condition. I/We also agree to execute and agreement as required and security deposited will be remitted accordingly if work order is placed with us. Quotation document and all annexure of term and conditions have been signed by us in token proof of accepting said condition.

**Signature of the owner/Bidder with seal**





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Limited bidding for the various Teaching posts at university campus  
**TECHNICAL BID**

**General Information:**

Name of the Firm:  
Address :  
Name of the Proprietor:  
Registration No. :  
TIN No. :  
Telephone No. (O).....(M).....

**Technical Experience:** (Enclosed documents)

Job Description	Experience
<p>Web services and jobs: Developing, publishing, hosting, uploading, providing processing and maintaining online database and maintaining of a website for recruitment exam for Teaching posts related to the following:</p> <ul style="list-style-type: none"><li>✓ Uploading documents/Notification /circular etc.</li><li>✓ Uploading users friendly application forms.</li><li>✓ Print out of documents application forms.</li></ul> <p><b><u>IF REQUIRED</u></b></p> <ul style="list-style-type: none"><li>✓ Admission card etc in PDF forms.</li><li>✓ Complete information Shall be updated as frequently as required by coordinator.</li><li>✓ Publishing all list and examination centers.</li><li>✓ Provision and services for Roll No. and its Centre through SMS and email.</li><li>✓ Printing of OMR sheet.</li><li>✓ Check list and up-data, Center wise Roll No. generation, seating plan, attendance sheet Roll list and alphabetical list (Examination centre wise) and common whole alphabetical list.</li><li>✓ Various statistical information.</li><li>✓ Scanning of OMR (answer sheet) and question booklets for display.</li><li>✓ Double or more scanning assessment of OMR (answer sheet) at University up to the level of reliability.</li><li>✓ Result declaration and online mark sheet of each candidate.</li></ul>	<p><b>Five similar job</b> with copy of order as proof and contract detail of person I/C of the job at firms institute and copy of all supported document of performed task/work.</p>

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**Note:**

1. All above websites related jobs shall be carried out on approval of the Registrar with immediate effect of specification and guidelines issued by Registrar to satisfaction.
2. The rate should be quoted without GST. GST will be paid by the university.
3. Above mentioned job description are in brief and clarification about job may please be sought from the Registrar recruitment cell prior to offer the RATES. No excuse will be taken in consideration later on an account of lack of information regarding job description.
4. Regarding job and requirements of recruitment exam the decision of Vice-Chancellor will be final and binding on the firm.
5. Successful bidder have to deposit Demand draft of Rs. 10,000/- as security may be drawn in favour of Registrar, PDUSU, Sikar
6. Security money will be forfeited if the work is not completed by the firm within the stipulated time.
7. All soft records/information/data will be handed over by firm to the PDUSU, Sikar as and when required.
8. This examination will be treated as one examination for consideration of total applicants.
9. Registrar reserves the right to reject the candidature of my firm without assigning and reason.
10. In case there is a holiday on last date of receiving the tender then the tenders can be submitted on next working day up to prescribed time.
11. I undersigned hereby declare that the firm is agreed to all said points (from 1 to 10) to accept this

→ job.

**Signature of the owner/Bidder with seal**





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Limited Bidding for the Web services, Generation and Processing works of online Pre. & Post Examination Works of recruitment exam for various Teaching posts.

**FINANCIAL BID For Limited Bid No. 10/2022-23**

**General Information:**

Name of the Firm:  
Address :  
Name of the Proprietor:  
Registration No. :  
TIN No. :  
Telephone No. (O).....(M).....

Job Description

Experience/Rate

**PRE AND POST EXAMINATION WORKS:**

Web services and jobs: Developing, publishing, hosting, uploading, providing processing and maintaining online database and maintaining of a website for recruitment to the Teaching posts related to the following:

- ✓ Uploading documents/Notification /circular etc.
- ✓ Uploading users friendly application forms.
- ✓ Print out of documents application forms.

**IF REQUIRED**

- ✓ Admission card etc in PDF forms.
- ✓ Complete information Shall be updated as frequently as required by University.
- ✓ Publishing all list and examination centers.
- ✓ Provision and services for Roll No. and its Centre through SMS and email.
- ✓ Printing of OMR sheet.
- ✓ Check list and up-data, Center wise Roll No. generation, seating plan, attendance sheet Roll list and alphabetical list (Examination centre wise) and common whole alphabetical list.
- ✓ Various statistical information as directed by the University.
- ✓ Scanning of OMR (answer sheet) and question booklets for display.
- ✓ Double or more scanning assessment of OMR (answer sheet) at University up to the level of reliability.
- ✓ Result declaration and online mark sheet of each candidate.

**Five similar jobs** with copy of order as proof and contract detail of person I/C of the job at firms institute and copy of all supported document of performed task/work.

Rate Rs.....  
(In words)

Rs.....per  
candidate

Or  
Any Provision in  
details

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11. I undersigned hereby declare that the firm is agreed to all said points (from 1 to 10) to accept this job.



**Signature of the owner/Bidder with seal**