

For News Paper

 Sant Gadge Baba Amravati University E-Tender Notice	
No. SGBAU/2/Store/118/25-26 Date: 02/09/2026	
E-Tenders are invited for Examination Management System as per the following details	
Tender Sr. No.	Name of Tender
11/2026	DIGITIZATION OF DESCRIPTIVE ANSWER SCRIPTS AND ON-SCREEN MARKING (OSM) SYSTEM
Details of E-Tender along with Tender Notice, Terms & Conditions, Forms, Date of submission and opening etc. are available on www.mahatenders.gov.in. The University reserves right to reject tender (partly or fully), without assigning any reason. Registrar	

For Website

 Sant Gadge Baba Amravati University E-Tender Notice					
No. SGBAU/2/Store/ 118 /25-26 Date: 02/09/2026					
E-Tenders are invited for Examination Management System as per the following details					
Tender No.	Name of Tender	Cost of Tender Form including GST @18%	Tender Deposit (EMD)	Last Date of Submission upto 04.00 PM	Date of Opening at 05.00 PM
1	2	3	4	5	6
11/2026	DIGITIZATION OF DESCRIPTIVE ANSWER SCRIPTS AND ON-SCREEN MARKING (OSM) SYSTEM	24780/-	500000/-	30/09/2026	01/10/2026
E-Tenders, Cost of Tender Form and EMD should be compulsorily submitted on website www.mahatenders.gov.in. Tender will be opened in the presence of Tender Opening Committee at E-Tender cell, Engineering section, Sant Gadge Baba Amravati University. The bidder shall submit the hard copy of Technical document as mentioned in Terms and Conditions (Section 4) to the Examination Section. Right to reject any tender (part or full), without assigning any reason, is reserved by the University. Registrar					

**E-TENDER
FOR
DIGITIZATION OF DESCRIPTIVE ANSWER SCRIPTS AND ON-
SCREEN MARKING (OSM) SYSTEM**



**SANT GADGE BABA AMRAVATI UNIVERSITY
Amravati, Maharashtra 444602**

Bid Ref No. SGBAU/2/STORE/118/2026-27,Dtd. 02/09/2026

**LAST DATE OF RECEIPT OF BID DOCUMENTS:
30/09/2026 at 4.00 P.M.**

**Tender Fees: Rs. 24780/- with 18% GST
EMD Fees Rs. 500000/- (Rs. Five Lakhs Only)**

TENDER NOTIFICATION

Sr. No.	Stage	Vendor Stage	Start Date & Time	Expiry Date & Time	Envelopes
1	Release of Tender	Download of tender Document	02/09/2026 At 4.00 P.M.	30/09/2026 At. 4.00 P.M.	Envelope - 1 Envelope - 2
2	Pre-bid Meeting	Topic: Pre-Bid Meeting for ON-SCREEN MARKING (OSM) SYSTEM Time: Sep 9, 2026 04:00 PM India Join Zoom Meeting https://us02web.zoom.us/j/8083129672?pwd=UhoHOK7zqsRHh4J4m9b0HgKVTlpCdj.1&omn=83283950655 Meeting ID: 808 312 9672 Passcode: sgbau@2026 Email: directorboee@sgbau.ac.in Ph: 7972318998			
3	Submission of Tender	Submission	02/09/2026	30/09/2026	Envelope - 1 Envelope - 2
4	Opening of technical bid	01/10/2026			Envelope - 1
5	Technical Presentation of technically qualified vendors	08/10/2026 01.00 P.M. at Office of the Director, Board of Examinations and Evaluation, Sant Gadge Baba Amravati University, Amravati, Maharashtra 444 602			

ABBREVIATIONS

University	Sant Gadge Baba Amravati University, Amravati
DBoEE	Director, Board of Examinations and Evaluation
TENDER	Request for Proposal
EMD	Earnest Money Deposit
OSM	On Screen Marking of Answer Books that includes deployment of: i On Screen Marking application software, necessary hardware, networking and system utility tools ii Project management/operations, maintenance and support Services iii Manpower and support systems to deliver the mandated services as per the scope of work
AB /AS	Answer Book / Answer Scripts
RP	Result Processing
DCA	Digital Certificate Authentication
NC / DRC	Nodal Centre / Disaster Recovery Centre
SOA	Service Oriented Architecture

About University

Sant Gadge Baba Amravati University was established on Maharashtra Day, the 1st May 1983 to cater to mostly the educational needs of rural population of western Vidarbha. The university has its jurisdiction within five districts of Vidarbha viz. Amravati, Akola, Yavatmal, Buldana and Washim. By now, this sapling has grown into a gigantic tree having about 4 lakhs students. It is noteworthy to state that the University has a lush green campus of 470.64 acres with 31 Teaching Departments, a conducted Model Degree College at Buldhana and four Faculties satisfying the knowledge appetite of the students. The University pays special attention towards education upliftment of the backwards and the downtrodden. Sant Gadge Baba Amravati University has been determined and committed to create a human resource capable of converting challenges into opportunities through imparting training to youth in various aspects of skill development. As such it addresses to all dimensions of higher teaching learning process towards making of the learners; the ideal citizens, the academic leaders and the global entrepreneurs to represent the Leader Indian in the 21st Century. The vision of the University is student centric. The Students Welfare Section truly incarnates this vision by providing the students, a platform for multidimensional and multi-faceted development. For University, the youth is a source of strength, where their vigour is harnessed to nation building and socially relevant activities to build an egalitarian society. University's efforts towards excellence are supplemented by substantial grants from various funding agencies like UGC, DST, DBT, AICTE, DRDO, DAE, RGSTC, etc. the university has a special recognition by way of collaborations with the premier institutes in and outside the country. The university has been inclined to create necessary infrastructure conducive to the teaching learning. The University Library is a fundamental source of knowledge that helps students from different corners in their Endeavour of learning. The library has been almost computerized and the students can access the desired information from home with the ease of a click. The library has voluminous online journals facilitating the researchers across the nation. It is not only the academics but the co-curricular and extra-curricular activities also been given prime importance in developing student's personality and character. Facilities for games and sports like swimming pool of international standard, playfields for various games and a boost to cultural activities are well reflected in participation and performance of the students at national and international level. The University has been re-accredited by NAAC for 2nd cycle in the year 2010 with "B" grade (CGPA 2.63), for 3rd Cycle in 2016 with "A" grade (CGPA 3.07) and for 4th Cycle in 2022 with "B++" grade (CGPA 2.96). Since then, the University is striving to bring-in the academic and administrative quality measures by implementing the recommendations of the NAAC team. Most of them have been brought into practice.

GENERAL AND STANDARD TERMS & CONDITIONS

Following are key contract terms and conditions proposed by SGBAU to enter into a relationship with the vendor. This is not intended to be exclusive or exhaustive. University is intended to sensitize the Bidder with various clauses, which may be reflected in the final Contract.

- 1) E-Tenders are invited from experienced service providers for Examination Management System.
- 2) E-Tenders should be compulsorily submitted online only.
- 3) Last date of online submission of E-Tender is 30/09/2026 up to 04.00 pm. The tenders will be opened preferably on 01/10/2026 at 05.00 pm in the presence of Tender opening committee at E-Tender Cell of Engineering Section of the Sant Gadge Baba Amravati University..
- 4) The tenderer must submit the following documents online only. If following documents are not found at the time of opening, the tender will not be considered. (The hard copy of the same be submitted to store section of the Sant Gadge Baba Amravati University before the date of opening)
 - a) Shop Act Registration Certificate (if Applicable)
 - b) Income Tax Clearance Certificate / Return Certificate (last/Current year)
 - c) GST Registration Certificate.
 - d) Tender Form Fee Exemption Certificate (if Applicable)
 - e) EMD Exemption Certificate (if Applicable)
 - f) PAN Card.
 - g) Declaration Regarding Not Being Blacklisted/.Debarred. (As per Annexure-A2)
 - h) Tender form fee and Tender Deposit Money (EMD).
 - i) Audited balance sheet of last three financial year and proof of having filed ITR returns and GST returns for the same period.
 - j) Company registration documents.
 - k) Experience certificates.
- 5) The Tender Form Fee of Rs. 24,780/- (including GST @18%) and EMD Rs. 5,00,000/- should be submitted online only.
 - a) A Successful bidder having deposited EMD, shall have to deposit 5% as Security deposit on total value of approved rates by the way of conversion of EMD within specific /stipulated period prescribed by University in the form of Demand Draft / Bankers Cheque./F.D.R. in favor Finance & Accounts Officer, Sant Gadge Baba Amravati University, Amravati. The SD will not be refunded till the end of successful completion of contract.
 - b) The tenderer availing the facility of exemption shall have to deposit 5% as S.D. on total value of approved rates within specific /stipulated period prescribed by University after acceptance of their rates in the form of Demand Draft / banker Cheque / F.D.R. in favor Finance & Accounts Officer, Sant Gadge Baba Amravati University, Amravati
 - c) The security Deposit / Earnest Money Deposit of successful bidder will be refunded only after completion of satisfactory final supply as per terms & conditions.
- 6) Incomplete E-tenders not in conformity with the prescribed specifications, terms & conditions shall be rejected. University resume its right to accept/ reject any or all tenders without assigning any reason.
- 7) The suppliers should quote rates for each article independently. The University reserves the right to accept the offer partially or fully.
- 8) Rates to be mentioned F.O.R. Director, Examination and Evaluation & including all taxes, installation/Transportation etc. The approved rates will be valid for five years from the date of Agreement. The purchase order for supply shall be issued during this period as per requirement from time to time.
- 9) The DPRP firm shall maintain the confidentiality and integrity of the data of the examination process at each and every stage.
- 10) The DPRP firm shall set up the required quality Computer Hardware such as servers for replicated data, firewalls, desktops, printers, scanners, UPS etc along with required networking

infrastructure.

- 11) The proposed solution should cater to the current and future demands of the university with respect to the increased number of students, colleges, examination centers, valuation centers and faculties etc.
- 12) DPRP firm should submit security audit certificate carried out by cert-in empanelled agency. this is a mandatory requirement before going live of the project
- 13) The DPRP firm shall dedicate reliable and experienced Software Engineers / Programmers/ Assistant Programmers having expertise in online processing and also other supporting staff including Technical Assistant, data entry operators,etc., who shall be exclusively dedicated to this work till its satisfactory completion. The University expects from DPRP firm to provide professional, objective and impartial advice at all times keeping the SGBAU's interests at paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests, All result processing development work shall be done at SGBAU Premises only.
- 14) Unsuccessful Bidder's bid EMD will be discharged / returned as per the rule of Mahaetender,
- 15) Successful bidder will have to deposit Security deposit of 5% of the total value of the contract. the EMD will be converted to SD, however remaining amount shall be deposited by bidder by cash/DD/ Cheque in favour of Finance and Account officer, Sant Gadge Baba Amravati University, Amravati.
- 16) The successful bidder will have to deposit SD within prescribed time period given by the University. It will create sufficient ground for annulment of award if the bidder fails to deposit the SD, the University shall be free to award the contract to the next bidder.
- 17) No interest will be payable by the University on the Security deposit.
- 18) The University shall call the bidder technical presentation before the opening of commercial bid.
- 19) Successful bidder shall execute the work at Sant Gadge Baba Amravati University premises, and connect the University with all affiliated colleges for the EMS.
- 20) **The Registrar, Sant Gadge Baba Amravati University reserves the right to accept or reject any bid or reject all bids without assigning any reason.**
- 21) The EMD of bidder shall be forfeited in case of failure of bidder to enter into an agreement within time prescribed by the University. It will create the sufficient ground for annulment of award and University shall be free to award the contract to next bidder or call for New bid.
- 22) The successful bidder will have to implement all processes within 15 days of execution of contract or the time period allotted by Director, Board of Examinations & Evaluation.
- 23) SP shall provide the requires within stipulated time failing which penalty shall be imposed as per Section 11.
- 24) No advance payment will be made. Only after achieving the targets satisfactorily, bills can be submitted for payment.
- 25) Successful bidder shall carry out the instructions given from time to time by the University and shall adhere to the time schedule.
- 26) All the disputes shall be subjected to the jurisdiction of Amravati,Maharashtra.
- 27) DPRP firm shall handover examination data at any stage as per the requirement of Director BOEE.
- 28) If in the opinion of the University, the work entrusted has not been executed to meet the requirements of University as per the scope and time schedule, University will be at liberty to cancel the agreement and to take back all the materials given to the successful bidder at any time.
- 29) If any of the services / deliveries is not be made in accordance with the time schedule prescribed from time to time, University shall have sole right either to cancel the contract at any stage or to impose penalties on the DPRP firm as decided by the Committee constituted by Hon. Vice Chancellor, Sant Gadge Baba Amravati University.
- 30) Disaster Recovery Centre (DRC) in a different seismic zone should be provided and managed on ongoing basis by the DPRP during the duration of the contract period.

- 31) The DPRP firm shall ensure that all software used in EMS are legal.
- 32) University reserves the right to withhold some of the jobs specified in Section 3 of this tender.
- 33) The SD will be refunded only after successful completion of work/contract.
- 34) All the bidder will have to produce a detailed presentation/Demonstration of various works specified in the tender. The University has exclusive right to decide competency of Bidder to perform the jobs on the basis of the presentation/demonstration.
- 35) The firm will have to print the final Tabulation Register in separate formats for each examination as per requirement of Sant Gadge Baba Amravati University stationery .
- 36) Stationery for Mark sheets / provisional degree/ eligibility certificate/ migration certificate & degree certificate will be provided by SGBAU.
- 37) The decision of Hon'ble Vice Chancellor will be final for any dispute.

Standard Terms & Conditions for an Agreement

By accepting the Standard form of an agreement (hereinafter referred to as "the agreement") the Vendor accepts the Terms & Conditions includes herein unless the Vendor notifies his objections.

- 1) Acknowledgement and Acceptance of agreement: This agreement constitutes an offer from the University and is expressly limited to the Terms and Conditions contained herein. The Terms and Conditions of the agreement are those that apply to the purchase of materials, items, products, components or services (hereinafter referred to as "Material"). All exhibits, attachments, technical specifications, drawings, notes, instructions, or information referred in the agreement are incorporated herein by reference.
- 2) Changes / Amendments : The University shall have the right at any time, by written notice, in the form of an amendment order, to make any change if deems necessary, including, but not limited to, changes in specifications, design, delivery, testing methods, packing or destination. If any such required changes cause an increase or decrease in the cost of or the time required for performance, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by the Vendor for adjustment under this clause shall deemed waived unless asserted in writing within ten (10) days from receipt by the Vendor of notice of change (amendment order). Price increase, extension of time for delivery and change in quantity shall not be binding on the University unless sufficiently justified by a vendor and accepted by the university in a form of amendment/ Change Order issued and signed by the University.
- 3) Delivery / Force Majeure: If any Material is not delivered by the date specified therein, the University reserves the right, without liability, to cancel the order for undelivered material not yet shipped or tendered, and to purchase the same from another vendor and to charge the defaulting Vendor for any loss incurred in this transaction. Any provisions thereof for delivery by installment shall not be construed as obligatory unless agreed upon by both the parties. The University shall have the right to refuse deliveries made more than one week in advance of any delivery schedule appearing in the order unless arrangements for such early delivery have been confirmed with the receiving party. If the Vendor is unable to complete performance at the time specified for delivery, by reason of strikes, labor disputes, riot, war, fire or other causes beyond the Vendor's reasonable control, the University, at its option, may elect to take delivery of Material in its unfinished state and to pay such proportion of the contract price as it deemed reasonable.
- 4) Price / Taxes: Prices stated in this agreement are fixed and shall remain fixed until required deliveries have been completed unless otherwise expressly agreed to in writing by both parties. The Vendor agrees that any price reduction made with respect to Material covered by this order subsequent to placement will be applied to this order. All prices specified herein include all charges for, but not limited to, inspection, and packaging. Prices set forth shall be inclusive of applicable sales, excise, value-added or similar taxes until and unless specified in the schedule.
- 5) Inspection and Acceptance: All Material covered by this order may be inspected and tested by the University or its designee at vendors cost. If deemed necessary by the University, the Vendor shall provide without charge, all reasonable facilities and assistance for such inspection and test. Any inspection records

relating to Material covered by this agreement shall be made available to the University during the performance of the order. If any Material covered by this agreement is defective or otherwise not conforming to the requirements of this agreement, the University may, by written notice to the Vendor:

- (a) Rescind the purchase/supply order as to such non-conforming Material;
- (b) Accept such material at an equitable reduction in price;
- (c) Reject such non-conforming material and require the delivery of suitable replacements.
- (d) If the vendor fails to deliver suitable replacements promptly, the university, with notice of seven business days, may replace or correct such material and charge the vendor the additional cost occasioned thereby, or terminate this order for the fault.

No inspection (including source inspection) test, approval (including design approval) or acceptance of material shall relieve the Vendor from responsibility for defects or other failures to meet the requirements of this order. Rights granted to the University in this article entitled INSPECTION is in addition to any other rights or remedies provided elsewhere in this order or in Law.

- 6) Warranty: The vendor warrants that any materials supplied hereunder shall conform to the generally recognized manufacturing and safety standards of the Vendor's industry as per Indian Standard Institution (ISI) or similar standard. The Vendors' specification as may be available to the university
 - (a) In addition to any other express or implied warranties, the Vendor warrants that the material furnished pursuant to this order will be:
 1. Free from defects in title, workmanship and material;
 2. Free from defects in design except to the extent that such items comply with detailed designs provided by the university; of merchantable quality and suitable for the purposes, if any, which are stated in the Tender/quotation.
 - (b) If any material covered by this agreement is found not to be as warranted, the University may, by written notice to the Vendor :
 1. Reject such defective material and require the delivery of suitable replacements.
 2. If the Vendor fails to deliver suitable replacements promptly, the University, with notice of seven business days, may replace or correct such material and charge the Vendor the additional cost occasioned.
 - (c) Any item corrected or furnished in replacement are subject to all the provisions of this article entitled WARRANTIES to the same extent as items initially furnished or originally ordered.
- 7) This warranty provision shall survive any inspection, delivery, acceptance, payment, expiration or earlier termination of this order and such warranties shall be extended to the employees, students, and users of the Material. Nothing herein, however, shall limit the University's rights in law or equity for damages resulting from delivery of defective goods or damage caused during the delivery of goods or provision of services.
- 8) Rights granted to the University in this article entitled WARRANTIES are in addition to any other rights or remedies provided elsewhere in this order or in Law.
- 9) Patent Indemnity : The Vendor agrees to indemnify, hold harmless and defend the University, its employees, and students with respect to all claims, suits, actions and proceedings of actual or alleged infringements of any Letter, Patent, Registered or Industrial Design, Trademark or Trade Name, Trade Secret, Copyright or other protected right in any country resulting from any sale, use or manufacture of any Material delivered hereunder and to pay and discharge all judgments, decrees, and awards rendered therein or by reason thereof and bear all expenses and legal fees (including the University's) associated herewith. The university reserves the right to be represented in any such action by its own counsel at its own expense.
- 10) Indemnity : The Vendor will indemnify, defend and hold the University, and its students harmless from any loss, expense, claim or damage including reasonable defense costs, arising from any claim or action based on any acts or omissions of the Vendor, its employees, servants, agents or subcontractors. The University reserves the right to be represented in any such action by its own counsel at its own expense.
- 11) Assignment / Subcontracting /sublet : The Vendor shall not assign the order received, any rights under this agreement or to become due hereunder neither delegated nor subcontracted /sublet any obligations or work hereunder without the prior written consent of the University.
- 12) Cancellations : The University may cancel this agreement in whole or in part, for no cause, upon written, e-mail, FAX, or telex notice to the Vendor, effective when sent, provided such notice is sent at least fourteen

(14) days prior to the delivery date specified on the face of this order. The University may cancel this order in whole or in part at any time for cause by written, FAX, or e-mail notice to the Vendor, effective when sent, in the event that the Vendor:

- (a) Fails to comply with any term or condition of this order including, but not limited to, delivery terms; or
- (b) Appoints a receiver, liquidator or trustee in bankruptcy or other similar officer over any or all of its property or assets; or
- (c) Files a voluntary petition in bankruptcy; or
- (d) has had filed against it an involuntary petition in bankruptcy which remains in effect for thirty (30) days; or
- (e) Voluntarily ceases trading; or
- (f) Merges with or is acquired by a third party; or
- (g) Assigns any of its rights or obligations under the Order to a third party without the university's advance written consent.

Upon the occasion of any one of the aforesaid and in addition to any remedies which the university may have in Law or in Equity, the university may also cancel this order or any outstanding deliveries hereunder by notifying the Vendor in writing of such cancellation and the Vendor shall thereupon transfer title and deliver to the university such work in progress or completed material as may be requested by the university. The University shall have no liability to the Vendor beyond payment of any balance owing for Material purchased hereunder and delivered to and accepted by the university prior to the Vendor's receipt of the notice of termination, and for work in progress requested for delivery to the university.

- 13) Rescheduling : The University may without liability at least fourteen (14) days prior to the scheduled delivery date appearing on the order defer delivery on any or every item under said order by giving oral notice to the Vendor (confirmed in writing within ten (10) working days) of any necessary rescheduling.
- 14) Shipping, Packaging and Labelling : All Material purchased hereunder must be packed and packaged to ensure its safe delivery in accordance with good commercial practice and where incorporated, the University's packaging specification.
- 15) The Vendor as an Independent Contractor :The Vendor shall perform the obligations of this order as an independent contractor and under no circumstances shall it be considered an agent or employee of the university. The terms and conditions of this order shall not, in any way, be construed as to create a partnership or any other kind of joint undertaking or venture between the parties hereto. The Vendor expressly waives any and all rights which may or may not exist to claim any relief under the university's comprehensive insurance policy, worker's compensation or unemployment benefits.
- 16) Invoicing / Payments / Set-Offs : After each completion of supply/purchase order, the Vendor shall send quadruplicate invoices including item number to the University's concern Department.
Payment of invoice shall not constitute acceptance of Material ordered and shall be subject to appropriate adjustment, if the Vendor failed to meet the requirements of this agreement. The University shall have right at any time to set-off any amounts due to the Vendor, (or any of its associated or affiliated companies) against any amounts owed by the university with respect to this agreement.
- 17) Compliance with Laws: By acceptance of this agreement, the Vendor agrees to comply with the requirements of all the existing laws. The Vendor also agrees to comply with the Fair Labor Standards Act and the Occupational Safety and Health Act, and all other applicable laws, ordinances, regulations and codes in the Vendor's performance hereunder. The Vendor further agrees to indemnify and hold the University and its employees harmless from any loss or damage that may be sustained by the University, by reason of the Vendor's failure to comply with any laws, ordinance, regulations and codes.
- 18) Reproduction of Documentation: The University shall have the right at no additional charge to use or incorporate all or portions of material found in the Vendor's literature and/or reproduce the Vendor's applicable literature such as operating and maintenance manuals, technical publications, prints, drawings, training manuals and other similar supporting documentation and sales literature. The Vendor agrees to advise the University of any Updated Information relative to the foregoing literature and documentation with timely written notice.

- 19) Information Security & Data Privacy: The SP will be responsible for providing suitable security systems while implementing the EMS project to protect the continuing interest of the university. The SP once awarded the contract is expected to adhere to information Security Management procedures as per acceptable standards with best practices. The SP shall be responsible for guarding the Systems against, virus, malware, spyware and spam infections using the latest Antivirus which include anti-malware, anti-spyware and anti-spam solution for the entire system. The SP shall have to maintain strict privacy and confidentiality of all the data it gets access to.
- 20) Law of the Contract: This agreement shall be governed by and interpreted in accordance with the laws in existence and the Jurisdiction of the Amravati, Maharashtra
- 21) All legal matters will be subject to Jurisdiction of Amravati, Maharashtra.

1. SCOPE OF WORK

The proposed OSM solution for the University would involve implementation, operations and maintenance services to automate the online evaluation of Answer Book (AB) processes of the University for Secured Scanning of AB, Onscreen Marking of AB and Handing over of reports. The Bidder shall be responsible to ensure that all the underlying hardware, software and services are installed and managed by them to ensure conformance to service levels as per the scope of work provided in the tender. An indicative infrastructure resources, technology solution delivery and continued support to the project, according to the considered opinion of the University include the following.

This list is not exhaustive and the University shall not be responsible for completeness of the resources listed herein and, therefore, the bidder is expected to have the required professional expertise and experience to ensure conformance to the requirements of the solution as per the tender.

1. Implementation of a robust Application Software for handling the proposed Onscreen Marking System configurable to the University requirements with necessary system applications and utility tools.
2. Handling of Complete Project Management of the proposed OSM solution.
3. Setting up of required Computer Hardware such as Servers, Desktops, Scanners etc. along with required book scanning infrastructure at the scanning center
4. Providing Managed services support in a distributed environment covering the Affiliated colleges, regional centers, evaluation centers etc. to ensure optimal performance
5. The proposed solution should cater to the current and future demands of the University w.r.t. to the change in the number of students, colleges, faculties and rules etc.
6. The proposed solution should have the ability to seamlessly integrate and function across various devices such as desktops, laptops and tablets etc.
7. The proposed OSM solution shall have suitable quality and data security control systems tightly integrated including data protection, intrusion detection and log report generation etc. for enhanced security of the crucial data pertaining to evaluation process.

For security audit CERT-in empanelled agency should certify the OSM solution for the cyber security issues and certificate should be submitted by vendor Bidder.

8. The bidder should have a competent software facility to calculate Examiner remunerations.
9. Due to the confidential in nature, the University requires single point contact and responsibility. Hence Subcontracting of the work (or) Joint ventures, (or) Consortiums are not allowed.
10. The proposed solution should have adequate data backup and Disaster Recovery Center (DRC).

1.1 Mode of Operation

- a. The interested service providers willing to participate in this process should provide their detailed proposals by visiting to official webpage of Board of Examination and Evaluation, Sant Gadge Baba Amravati University, Amravati. The Board of Examination and Evaluation has provided the detailed scope of the work in light of the requirements in Section 1 of this tender document.
- b. The service providers / bidders have to submit their proposal into two envelopes named as Envelope-A Technical Bid (Containing documents as per Pre - Qualifying criteria) and Envelope B - Financial Bid at the time of submission of proposal on or before the last date of submission as instructed by the University using online mode.
- c. The service providers / bidder's proposal will be scrutinized as per the criteria decided by the university and shall be invited for the presentation before the committee to discuss about the On-Screen Marking Solution.
- d. The service providers / bidders those have submitted their proposal and found eligible through scrutiny process comprising Pre-Qualification (Stage 1) and Scrutiny – Technical Evaluation (Stage 2) will be called for Scrutiny – Presentation Evaluation (Stage 3). The service providers / bidders found qualified / eligible after Scrutiny – Presentation evaluation (Stage 3) their **financial** envelope will be opened before the committee.

1.2 Pre-Qualification Criteria

Prospective bidders meeting the following minimum pre-qualification criteria are ONLY eligible to respond to these tender participations. Bidders will be eligible for the next process of technical score evaluation after successfully meeting all the points in the Pre-Qualification Criteria

PRE-QUALIFICATION CRITERIA

1. Pre - Qualification criteria (Stage 1)

S.No.	Criteria Description	Documents Required
1	The Bidder should be registered under the Companies Act, 1956 / 2013 in India with profit making. Should have their office in Maharashtra OR should be willing to establish an office within 30 days of receiving work order.	Copy of Certificate of Incorporation signed by authorized Signatory of the Bidder. Proof of office in Maharashtra OR Declaration of establishing Office on letterhead.
2	The bidder should have provided Onscreen Marking services for State / Central Government Universities or Govt. Education Boards in India in the last Five (05) years as on bid calling date.	Experience Certificate or Completion Certificates from the clients should be enclosed.
3	The Bidder Should have a team of minimum 50 Technical & Administrative personnel on its payroll as on bid calling date.	Proof of EPF documents to be submitted
4	The bidder should have an average annual turnover of Rs.25 Crores in the last Five Financial Years FY 2024-25 FY 2023-24, FY 2022-23, FY 2021-22 and FY 2020-21 from software services related Examination Work. No other revenue will be Considered other than specified above.	A certificate from Chartered Account and ITRs, Balance sheets and P&L statements for the last 5 financial years should be enclosed.
5	The bidder should have provided Onscreen Marking Services for minimum Five distinct State / Central Government Universities or Govt. Education Boards in India.	Experience Certificate or Completion Certificates from the clients should be enclosed.
6	The bidder should have delivered Onscreen Marking Services for minimum of two academic years with at least One lakhs students in each year in last three years for any single State / Central Government Universities or Govt. Education Boards in India.	Experience Certificate or Completion Certificates from the clients should be enclosed.
7	The Bidder should have implementation experience in Digitization & Onscreen Marking services of at least 12.00 lakhs answer books for one client in one academic year for any State / Central Government Universities or Govt. Education Boards in last 3 years. (Pilot projects will not be considered.)	Experience Certificate or Completion Certificates from the clients should be enclosed.
8	The Bidder must have valid ISO 9001, ISO 27001 certification.	Bidder shall submit copies of valid certificates in the name of the bidding entity
9	The bidder should not have been debarred / blacklisted by any Central / State Government organization in India on	Self-declaration by the bidder duly signed by the authorized signatory.

	account of corrupt or fraudulent practices.	
10	The bidder must have implemented the Onscreen Marking Services for at least 36,00,000 scripts in any One Academic Year for any State / Central Government Universities / Govt educational boards in India during last three years	Experience Certificate or Completion Certificates from the clients should be enclosed suggesting the answer scripts count should be enclosed.

2. Technical Evaluation (Stage 2)

The Board of Examination and Evaluation, Sant Gadge Baba Amravati University, Amravati has devised the marking scheme for the selection of successful service provider / bidders for the purpose of opening of their financial offer in response to the Tender.

A: Bidder's Profile

Sl. No.	Category of criteria & Evaluation Details	Evaluation Parameters	Max Marks	Supporting Documents Required
A.1	The bidder should have provided Onscreen Marking services for State / Central Government Universities or Govt. Education Boards in India in the last Five (05) years as on bid calling date.	5 to 7 years' experience - 6 Marks > 7 to 9 years' experience - 8 Marks > 9 years' experience - 10 Marks	10	Experience Certificate or Completion Certificates from the clients should be enclosed
A.2	The Bidder should be registered under the Companies Act, 1956 / 2013 in India having standing of atleast three years	Standing in last 3 - 5 financial years - 3 marks Standing in last > 5 - 6 financial years - 4 marks Standing in last > 6 financial years - 5 marks	5	Certificate from ROC

B. Bidder's Experience

Sl. No.	Category of criteria & Evaluation Details	Evaluation Parameters	Max Marks	Supporting documents Required
B.1	The bidder should have provided Onscreen Marking Services for minimum Five distinct State / Central Government Universities or Govt. Education Boards in India.	5 to 6 Universities - 5 Marks > 6 to 8 Universities - 5 Marks > 8 Universities - 10 Marks	10	The bidder shall submit the following documents: Experience Certificate or Completion Certificate from the clients should be enclosed

B.2	The bidder should have delivered Onscreen Marking Services for minimum of two academic years with at least one lakhs students in each year in last three years for any single State / Central Government Universities or Govt. Education Boards in India	1.00 lakhs to 2.00 lakhs students – 5 Marks. > 2.00 lakhs to 4.00 lakhs students – 5 Marks. > 4.00 lakhs students – 10 Marks.	10	Experience Certificate or Completion Certificates from the clients should be enclosed
B.3	Work Experience The Bidder should have implementation experience in Digitization & Onscreen Marking services of at least 12.00 lakhs answer books for one client in one academic year for any State / Central Government Universities or Govt. Education Boards in last 3 years. (Pilot projects will not be considered.)	A) 12,00,000 to 20,00,000 scripts – 5 Marks 20,00,001 to 35,00,000 scripts – 10 Marks > 35,00,000 scripts – 15 Marks	15	Experience Certificate or Completion Certificates from the clients should be enclosed
		B) No. of Universities experience with not less than 12,00,000 answer scripts in any one year during last three years. 1 University – 2 Marks 2 -3 Universities – 5 Marks Above 3 Universities – 10 Marks	10	
B.4	The bidder must have implemented the Onscreen Marking Services for at least 36,00,000 scripts in any One Academic Year for State / Central Government Universities / Govt educational boards in India during last three years	36,00,000 to 60,00,000 scripts – 5 Marks 60,00,001 to 80,00,000 scripts – 10 Marks > 80,00,000 scripts – 15 Marks	15	Experience Certificate or Completion Certificates from the clients should be enclosed

C. Presentation & Demonstration of the Software

Sl. No.	Category of criteria & Evaluation Details	Evaluation Parameters	Max Marks	Supporting documents Required
C.1	The bidders shall explain and present the process of Digitization of Evaluated answer scripts along with the approach and methodology	Bidder's presentation	15	Copy of Presentation to be submitted and also to be presented on day of presentation.
C.2	Demonstration of Available Software/Application	Bidder demonstration	10	The steps/process that will be followed in Digitization and Evaluation process.

CommercialBid

Evaluation of Technical and Commercial Proposals (QCBS Methodology)

1. Evaluation Methodology

The proposals shall be evaluated under the Quality and Cost Based Selection (QCBS) methodology. The final ranking of bidders shall be based on a combined evaluation of the Technical Proposal and the Financial Proposal, with the following weightages:

- Technical Proposal (T): 70%
- Financial Proposal (P): 30%

The final combined score (S) shall be calculated using the following formula:

$$S = (St * 0.70) + (Sf * 0.30)$$

Where:

- S = Final Combined Score
- St = Technical Score
- Sf = Financial Score

The bidder obtaining the highest combined score shall be ranked Bidder No. 1 (B1).

2. Technical Evaluation and Scoring

The Technical Proposals shall be evaluated by the Tender Evaluation Committee/Expert Committee in accordance with the evaluation criteria prescribed in the tender document.

The bidder obtaining the highest technical marks (Tm) shall be awarded a Technical Score (St) of 100 points.

The Technical Score of all other qualified bidders shall be calculated using the following formula:

$$St = 100 * (T / Tm)$$

Where:

- St = Technical Score of the bidder
- T = Technical marks obtained by the bidder
- Tm = Highest technical marks obtained by any bidder

3. Minimum Technical Qualification

Only those bidders securing 60 (Sixty) marks or above in the Technical Evaluation shall be declared Technically Qualified.

Only the Financial Proposals of such technically qualified bidders shall be opened for further evaluation.

The decision of the Tender Evaluation Committee regarding technical qualification shall be final and binding.

4. Opening of Financial Proposals

The Financial Proposals of only those bidders who satisfy the eligibility criteria and qualify in the Technical Evaluation shall be opened by the Tender Scrutiny Committee on the date, time and venue specified in the tender schedule or as notified separately.

The Financial Bid opening may be attended by one duly authorized representative of each technically qualified bidder.

5. Financial Evaluation and Scoring

For the purpose of Financial Evaluation, the Grand Total Price exclusive of applicable taxes shall be considered.

The bidder quoting the lowest evaluated price (Fm) shall be awarded a Financial Score (Sf) of 100 points.

The Financial Scores of the remaining bidders shall be calculated using the following formula:

$$Sf = 100 * (Fm / F)$$

Where:

- Sf = Financial Score of the bidder
- Fm = Lowest evaluated financial quote
- F = Financial quote of the bidder under consideration

6. Combined Evaluation and Ranking

The Final Combined Score shall be determined by applying the QCBS weightages of 70% for Technical Evaluation and 30% for Financial Evaluation.

The bidder obtaining the highest Final Combined Score shall be ranked B1 and shall ordinarily be considered for award of the contract.

7. Award of Contract

A Letter of Offer (LoO)/Letter of Intent (LoI) shall be issued to the bidder ranked B1, subject to fulfillment of all tender conditions.

If the bidder ranked B1 fails or refuses to accept the Letter of Offer within the stipulated period, withdraws its bid, or fails to comply with the requirements of the tender, the Procuring Entity reserves the right to cancel the offer and invite the next highest ranked bidder (B2) to match the financial quote of B1.

Upon acceptance of the B1 price and fulfillment of all tender conditions, B2 may be considered for award of the contract.

The Procuring Entity reserves the right to reject all or any bids in accordance with the applicable procurement rules without assigning any reason.

8. Presentation before the Expert Committee

All bidders who have successfully submitted their bids through the e-Procurement Portal shall be invited to make a presentation before an Expert Committee constituted by the Procuring Entity.

The presentation shall form an integral part of the Technical Evaluation.

The schedule, venue and other instructions regarding the presentation shall be communicated separately to the bidders through email and/or the e-Procurement Portal.

The decision of the Expert Committee regarding the evaluation of the presentation shall be final and binding.

Additional Legal Clause (Recommended)

9. Decision of the Procuring Entity

The decision of the Tender Evaluation Committee, Tender Scrutiny Committee, and the Competent Authority with regard to evaluation, qualification, ranking and award of the contract shall be final and binding on all bidders. No correspondence or representation shall be entertained except as provided under the applicable procurement rules and grievance redressal mechanism.

1.3 Duration

The duration of the contract shall be for a period of 5 years and can be extended for another 2 years after successful execution. University also upholds right of extension / termination of the contract at any stage on the ground of performance report of the bidder. Based on the satisfactory performance and consideration of any special terms including price that may be added, amended or existing terms that may be deleted after mutual consensus.

2. IT INFRASTRUCTURE AND SERVICES

- A. Some of the indicative IT infrastructures are given below and it's the responsibility of the Bidder to deploy the IT infrastructure as deemed fit to ensure "The Scope of Work" – Section 1, as defined in the tender document. The bidder should check following criteria to be met:
1. A suitable and required number of Computer Servers, Desktop computers or Laptops, Server storage and system utility tools should be installed in the University Campus to act as Nodal center (NC) connecting the University with all affiliated colleges during the evaluation cycle.
 2. Required systems, scanning facility and system utility tools should be installed by the Bidder at each identified and mutually agreed scanning centers for Answer Book (AB) scanning.
 3. Required Standard Operating Procedures (SOP) as approved by the University should be put in place by the Bidder to continually maintain the said project with **100% uptime**.
 4. Disaster recovery center (DRC) in a different seismic zone should be provided and managed ongoing basis by the bidder during the duration of the contract period.
 5. Software application module should also have provision of attendance, facility to add new examinee at centers after proper approval.
 6. The bidder should ensure that it has all required software licenses used in proposed software solution.
 7. Required software application module should ensure 100% compliance to the evaluation life cycle for the distributed services such as Scanning Operations, digital Evaluation, etc.
 8. Suitable technical Help desk should be installed by the Bidder to provide both voices based (English, Marathi and Hindi language) and system-based support.
 9. The bidder must own the complete source code of the Proposed Software.
 10. The bidder must provide web services on Tier III or above primary data center and disaster recovery site for data security. Data center should be located in India in different seismic zone.

- B. The University shall provide the following facilities and approvals to the Bidder without any cost consideration and on time to implement the said project flawlessly:
1. Sufficient space in the University to set up Nodal Centre (NC) for scanning the AB, space in the colleges where District Central Assessment System (DCAS) / exam centers of the University for enabling distributed evaluation. The facilities provided will have suitable power, back-up power and internet bandwidth along with redundancy as per the specifications given by the Bidder and additionally Air conditioners in the Nodal Center and scanning centers.
 2. Central Assessment Program (CAP) Centers shall provide the necessary computer labs with required number of computers for conducting of evaluation of answer scripts. All such facilities shall have suitable power, back-up power and internet bandwidth along with redundancy as per the spec given by the Bidder to conduct evaluation online. Sufficient staff for the evaluation center functioning will be taken up by university.
 3. Faculties, examiners, officials and support staff to manage the academic part of the OSM project such as AB evaluation etc.
 4. Adequate number of evaluators and moderators of every subject for the purpose of evaluation will be nominated and paid for by the host university.
 5. Data of the faculties, colleges and other relevant data in electronic format and duly validated by the office of the Director, BoEE should be given to the Bidder to be uploaded into the system.
 6. Course details, Exam schedule, attendance details will be provided in electronic format duly validated by the office of the Director, BoEE. All master database tables such as college master, exam center master, Course/Program/Subject/QP masters and Question Paper image files with model answers will be validated by the office of the Director, BoEE before handing over to Bidder.
 7. All activities broadly under the aegis of Academic Administration shall be undertaken by the University while the activities under the broader aegis of technology Administration of the OSM project will be undertaken by the Bidder.

Managed Application Services (MAS)

The complete OSM project management and operation should be delivered as managed services as per the scope of work with full responsibility and accountability of the IT administration by the Bidder leaving the academic part of the project with the University. Under no circumstances the Bidder shall have access to the academic data of the proposed OSM project such as AB, mark details etc. and the Bidder shall ensure the proposed system is built based on this specific requirement of the University. It should be clearly understood that the Bidder shall be only the technology platform provider for managing the examination services using the technology platform

and shall have no administrative control on the conduct of the examination processes in whatsoever manner. In this direction, Bidder should configure the live back up mechanism which will be in the control of the University to monitor the activities.

3. THE PROPOSED LOCATIONS OF THE PROJECT:

The proposed OSM solution for the University will be undertaken in the following locations:

1. The University Head Quarters that is Central Valuation Centre, Examination Section, Sant Gadge Baba Amravati university, Amravati which shall act as the Nodal Centre (NC) or Nerve Centre (NC) of the whole Onscreen Marking System.
2. The Evaluation locations - The Evaluation of digitized answer booklets shall be **“Completely on Computer Screen”** viz., Distributed mode. Under distributed evaluation the evaluators can use systems to carry out the evaluation by connecting to the bidder’s Central Server/ Data center hosting the OSM solution and the digitized Answer script. The University may identify few or all evaluation centers amongst their affiliated colleges or whichever suits to Sant Gadge Baba Amravati University, Amravati required from time to time to act as evaluation centers. The systems required in such evaluation centers shall be provided by the respective colleges / evaluation centers along with required internet bandwidth and UPS etc. as per the spec given by the Bidder. The mode of evaluation shall be decided in consultation with the Bidder in the best interest of the University

4. FINANCING MODEL OF THE PROJECT

1. The entire project along with required Scanning infrastructure, application software related to Book scanning & OSM and related system utility tools shall be installed by the Bidder at his own cost as deemed and appropriate to deliver **“The Scope of Work”** – Section 1, as mandated by the University.
2. The University shall NOT pay for any of the above facilities that will be installed by the Bidder but will pay the Bidder based on the number AB evaluated using the proposed OSM system during the contract. It should be expressly understood that the payment of consideration shall not be made for the Capital goods installed by the Bidder but for the services delivered by the Bidder as per the scope of services in the Tender document.
3. The payments shall be made for every exam cycle based on the above deliverables by the Bidder and as per the commercial terms agreed by both the parties.

5. GOVERNING LAW AND JURISDICTION

For settlement of dispute if any, jurisdiction of courts in Amravati, Maharashtra shall be accepted.

6. IMPLEMENTATION

The project shall be implemented within the stipulated time which shall be communicated to the successful bidder. The lead time that will be given to the successful bidder shall be not more than 3 Weeks (21 Days) to set up the project and “Go Live” for the evaluation cycle under consideration. Normally exams are conducted twice during the year and the Bidder shall ensure timely deployment of the project as in clause 2.2 (A) above and roll out the services for the exam cycle under consideration once the award is given. The University shall provide the support as detailed under clause 2.2 (B) above

7. TRAINING & SUPPORT

The successful bidder shall provide training on the usage of the software to all stake holders viz., office of the Director, BoEE, faculties etc. and should provide standard training manual as part of the training processes. The successful bidder shall also ensure setting up of technical help desk (both in English and local Language) before the project goes live and demonstrate the same to the office of the Director, BoEE,

8. SINGLE POINT OF CONTACT (SPOC)

The Bidder shall provide a single point of contact as below who will be responsible for implementation and maintenance of the project. In case of any change in the contact person at a later point of time, the Bidder should communicate the same to the University.

Name:

Designation:

Phone no:

Email id:

9. OTHER IMPORTANT GUIDELINES FOR ONSCREEN MARKING (OSM) TENDER:

- a) The system must employ a framework that ensures the most efficient processing time.
- b) The system must provide for real time, live reporting of scoring progress and accurate time projections for reporting of results.
- c) Data resulting from system should be compatible reliable data management system.
- d) The system must allow real time monitoring and evaluation of test scores and questions by administrators.

10. SERVICE LEVEL AGREEMENT (SLA) REQUIREMENTS:

Sr No	Activity / Items of work / Milestones of Project	Responsibility	Time Limit University	Time Limit Service Provider
1	Approval of the items of work	University/ Service Provider	3 days from signing the contract	3 days from signing the contract
2	Scanning rooms / halls identification, Internet Connectivity with static IP address, UPS, LAN, Electrical wiring, CCTV, Fire safety, Security Guards, Furniture, Window curtains to accommodate sufficient scanners	University	7 days from the date of signing the contract	
3	Installation of Book Scanners, Handheld Barcode Readers, scanning work stations, Work stations for I/O operation, Scanning Servers, allocation of scanning operators	Service Provider		7 days from the date of handing over the Scanning rooms with necessary infrastructure
4	Providing Master Data like Subjects, Centers, Faculties and Process rules for the evaluation	University		7 days from the date of signing the contract
5	Providing Work-flow management Software, Scanning Software, Evaluation Software	Service Provider		7 days from the date of signing the contract
6	Evaluation Server	Service Provider		7 days from the date of signing the contract
7	Identification of Evaluation Centers and/or work from home mode	University	3 days from the date of signing the contract or 14 days before the exam start date	
8	Training to examination center staff and others about sticker and online attendance in coordination with university by finalizing the time schedules	Service Provider		10 to 14 days before exam date.
9	Training to evaluation centers staff and others about conduct of evaluation	Service Provider		10 to 14 days before exam date.
10	Training to faculty and other academic staff about Onscreen digital evaluation	Service Provider		10 to 14 days before exam date.
11	Receiving Nominal Roll from Exam Branch and issuing to Service Provider Mandatory fields: Seat Number, PRN No, Barcode, Exam Center Code, Date of Examination, Session, Branch, Subject Code, regulation, medium Also the Question Paper schema (pattern) to configure in the evaluation software the	University	14 days before exam start date	

	sections, divisions, questions choice, duration of the exam and max marks. Evaluation Centers list with static IP address, faculty master with subject and role			
12	Preparing the sticker data for printing and handing over to university by generating QR barcode numbers in coordination with Sticker Printing agency. Make the database available for checking with attendance data.	Service Provider		3 days from the date of NR data received from the University
13	Handing over the Question Paper in PDF format and Model Answer in PDF format to Service Provider	University	Same day soon after the examination or next day	
14	Developing online attendance recording software and provide the link to Examination centers	Service Provider		4 days after receiving the student data (Nominal roll from University)
15	Receiving and storing the answer script bundles from Exam centers. Tallying the Answer scripts bundles received from exam centers with online attendance data. Issuing the answer scripts to Service Provider for scanning	University		2 days after receiving the Answer script bundles received from exam centers Answer script received from exam centers
16	After tallying with attendance data, forward the Answer Book bundles to Scanning section	Service Provider		One day after receiving the answer scripts from university
17	After scanning return the bundles to the Exam Branch	Service Provider		10 days after the day of completing evaluation
18	Commencement of Evaluation (based on the faculty availability)	Service Provider		1 day after start date of scanning the answer scripts
19	Handing over marks data	Service Provider		1 day after evaluation

11 PENALTIES AND DEBARMENT

The DPRP firm shall strictly adhere to the time schedule and execute the work flawlessly given by the Sant Gadge Baba Amravati University for each stage of OSM processing work, etc failing which the firm shall be liable for the penalties as deemed fit (Minimum 5% to Maximum 20% of the billing amount at that stage) by the Committee constituted for the said purpose by the Hon'ble Vice-Chancellor, Sant Gadge Baba Amravati University where no specific penalty is prescribed in the contract. SGBAU may impose Penalty and/or debar the firm for a period to be prescribed by the SGBAU, in case the Firm commits errors of serious nature or show carelessness or Negligence in this sensitive job or does not adhere to the time schedule, or ignores or disobeys the orders. Sant Gadge Baba Amravati University may impose the penalty, terminate the contract and debar the firm for a period prescribed by the Government/ SGBAU issuing a notice.

12 FUNCTIONAL REQUIREMENT SPECIFICATIONS

The Successful bidder should develop the SOP document for the scope of services before implementing the project and get the same signed off by the University in order to agree on the deliverables mutually.

- A. The objectives of Onscreen Marking Systems (OMS) are to provide transparent, secured scanning (AB scanning without cutting) stacking of digitalized answers scripts, publishing of question paper, digitally allotting marks by evaluators and retrieval of soft copies as per the formats provided by Sant Gadge Baba Amravati University, Amravati
- B. The approximate quantity of secured scanning of answer booklets / scripts and Onscreen Marking (Digital Evaluation) of Answer scripts scanned shall be 15,00,000 (Fifteen Lakhs) per exam cycle and the number of scripts may vary to the extent of 25% either way of the quantity mentioned.

a) Digital Scanning:

- 1. Answer booklets in sealed bags /packets will be handed over to the bidder by the designated Director, BoEE, official for proper accounting and processing leading to OSM. Bidder should open the bags in the presence of designated Director, BoEE, official to tally the answer scripts count as per the exam center. If not tallied, return the bag/packet to Director, BoEE, official to coordinate with exam center.
- 2. Book Scanning of hand written answer scripts without cutting the spine.
- 3. Scanned answer scripts must be stored in the bidder's data center. Scanning process should have the ability to read Barcode/OMR of the answer booklet. This data shall be mapped to the database at University server.
- 4. Question paper and scheme of evaluation should be scanned and made available during Digital Valuation.

b) On Screen Marking

- 1. A master database should be created to manage college, course / semester / subject wise information and evaluator's information.
- 2. Allocating specific subject to specific examiners, expert in the respective subject.
- 3. To securely transmit, download scanned answer scripts from Bidder's data center to evaluation centers.
- 4. The Onscreen Marking should be made user friendly with Answer Script, Question paper, Scheme, and marks entry to be provided on screen in a single window.
- 5. Provision of Multiple Digital Valuation shall be provided for the same script by different evaluators.
- 6. The decoding of the specified answer scripts shall be made available for results / moderation / re-evaluation as desired by UNIVERSITY.

7. Randomization of scripts: The answer script shall not be evaluated and or reevaluated twice by the same evaluator unless it is specified as per the regulations of UNIVERSITY.
8. Provision to provide soft copy of the answer copies along-with marks entry to the students under RTI / Court matter or any other purpose as desired by UNIVERSITY.
9. Option for archival of digitally evaluated answer books for a period of Six months after declaration of result and to provide the same data / information stored in a memory device as per the requirement of UNIVERSITY.
10. Providing suitable authentication using login id and password to the evaluators. Provision of the unique password at each login should be there.
11. Provision for report generation and transfer of Data as desired by UNIVERSITY as per the format mutually agreed between the Bidder and University
12. Suitable security measures should be put in place to ensure secured and reliable evaluation process.
13. System should be reliable and provide dynamic tools to monitor and control the process by:
 - i. Assuring anonymity of student to achieve maximum credibility.
 - ii. Final marks calculated for every script shall be based on the regulations/rules of the University which will be informed from time to time.
 - iii. Responsibility for any discrepancy found in the marks awarded by the evaluator to the script and output data provided for further processing
 - iv. Enabling evaluators to evaluate answer booklets at the identified evaluation centers or from their homes/workplaces, ensuring complete secrecy of the process.
 - v. Dynamic allocation of answer booklets to eligible evaluators.
 - vi. The evaluator shall be able to award marks directly on the image of the digitized booklet (to the answers written on the digitized booklet) using mouse clicks. Keyboard entry of marks is not desirable.
14. Provision for feedback from the Stake Holders (Evaluators / moderators) should be given in the format given by UNIVERSITY.
15. Provision for analysis of the feedback as per the format given by UNIVERSITY
16. Maintain complete log of all activities of evaluators during the course of evaluation to enable complete audit of the evaluation process.
17. Enabling re-assessment of handwritten answer scripts through OSM on demand by UNIVERSITY.

- i. System should support e-re assessment of Answer Scripts as per UNIVERSITY norms, which may change from time to time.
- ii. E- re-assessment should be provided as per the established norms of UNIVERSITY.
- iii. Provision for supply of photocopy / Data as desired by UNIVERSITY.
- iv. Providing raw result data to the Pro-Vice Chancellor, Director, BoEE & any other University officials authorized by Director, BoEE.

Features required in OSM software

1. User account management i.e. addition, modification and deletion of Evaluator and Moderator.
2. Answer script management i.e. mapping of answer scripts.
3. Security setting for setting of password.
4. Provision for marking of question by Evaluator as evaluated, optional, marked for review or not attempted.
5. Evaluated check box to ensure that Evaluator has visited each and every page of an answer script
6. Evaluator comment box.
7. Provision for zooming of answer scripts for proper viewing.
8. Provision for skipping of an answer script by an Evaluator if the same is in different medium / subject or not properly scanned.
9. Provision for viewing of evaluated answer scripts by the Moderator.
10. There has to be a command center to know the status of overall evaluation at the evaluation center.
11. Provision of restriction of evaluation/ moderations time as the evaluators and moderators can perform actions only in the time stipulated by the University.
12. There should be dash board displaying the following
 - (i) Daily and consolidated Evaluators' attendance
 - (ii) Daily and consolidated Moderators' attendance
 - (iii) Daily and consolidated Subject-Medium wise Evaluator details
 - (iv) Daily and consolidated Subject-Medium wise Moderator details
 - (v) Skipped Answer script Details (till date)
 - (vi) Overall Subject-Medium wise Evaluation (till date)
 - (vii) Revaluation
13. Providing password to each and every Evaluator through Authorized Representative nominated by Office of Director, BoEE of UNIVERSITY and the password need to be changed during first login
14. The delivery of OSM has to be LAN based at evaluations centers.
15. Date wise working hours report of Evaluators and Moderators.

16. Availability of answer scripts, question paper and marking scheme on the computer nodes of each and every Moderator and Evaluator.
17. After scanning of answer scripts, the delivery of digitized answer scripts to the Evaluators can be by any secured mode.
18. Enabling of security settings for Reviewers authentication.
19. Maintaining audit log of each and every Moderator, Evaluator and IT Manager of the Bidder including Physical log and print at the end of day.
20. Provision for forgot Password and secret question settings.
21. Annotation of each and every question and page of answer scripts.
22. Provision of timer on computer node of each and every Evaluator to know the time taken in evaluation of answer script.
23. Provision for subject/medium wise selection of answer script.
24. Provision of message broadcasting to evaluators/ moderators
25. Provision for configuration of multi-lingual question paper.
26. Provision of selection of question paper by Evaluator, If a subject-medium has multiple question papers with set categorization, the evaluator can choose the appropriate question paper from the question paper list
27. Provision of re-opening of submitted answer script by Moderator for evaluation in case of any need for correction on the same day of evaluation.
28. Evaluators and Moderators online feedback.
29. Provision for moderation based on the rules shared (No of Answer script will be moderated)
30. Provision of setting of minimum time of evaluation of an answer script to avoid fast and possibly inaccurate evaluated answer script.
31. Setting of limit/ceiling for maximum no. of scripts to be evaluated by an Evaluator.
32. Mandatory provision for evaluation of 10% (can be changed from time to time) answers script by the Moderator.
33. Detailed audit log of evaluation.
34. Provision for PDF / JPEG view of answer scripts.
35. Provision for Subject – Medium wise Evaluator report for moderator to generate the report of evaluation for a subject-medium-evaluator combination during any date range in the evaluation period.
36. Provision of viewing Answer scripts in Landscape/Portrait orientation.
37. Provision of revisiting/ editing the marks/ evaluation by evaluator of evaluated answer script on same day.
38. Provision of easy assignment of marks as the evaluator can assign full or 0 marks for an answer by selecting the same from the drop down at the question level. In case of sub-questions, the full or 0 marks are awarded automatically.

39. Provision of key board shortcuts to enable evaluator to evaluate the answer scripts faster.
40. Provision for Evaluation of answer scripts by two (2) different evaluators (subject and medium wise).
41. Printing of answer script(s) with all annotation of marks (for example Tick right or wrong), if marked by Evaluator as per requirement.
42. The following reports needs to be generated by the OSM software:
 - i. Date wise Moderators and Evaluator attendance report
 - ii. Subject-Medium wise Evaluator detailed report
 - iii. Subject-Medium wise Moderator detailed report
 - iv. Skipped answer scripts' detailed report
 - v. Overall Subject-Medium wise Evaluation report
 - vi. Evaluator detailed report
 - vii. Variance report in case of discrepancy in the marking of Evaluator (s) and Moderator(s)

Uploading

1. Providing data on On Screen Marking and Assessment / Moderation / Revaluation as desired by UNIVERSITY.
2. Uploading and providing the answer-sheets to Sant Gadge Baba Amravati University, Amravati officials (as specified by Director, BoEE,) to make them available for photocopy / verification and other purposes as desired by University.

Onscreen Evaluation – Activity Chart

Sr No	Activity	Role
<u>Equipment /Facilities</u>		
1	<u>Room preparation for scanning purpose.</u> UPS, LAN, Electrical wiring, CCTV, Security Guards, Furniture, Window curtains; to accommodate sufficient scanners	University
2	Installation of Book Scanners, Handheld Barcode Readers	Vendor
3	Scanning work stations, Scanning Servers, Work stations for I/O operation, Scanning Operators, Internet Connectivity	Vendor
4	<u>Facilities at Scanning /Digitization Center:</u> Internet connectivity with preferably static IP address	University
5	Providing Work-flow management Software, Scanning Software, Evaluation	Vendor
6	Evaluation Server	Vendor
7	Identification of Evaluation Centers and/or work from home mode	University
8	Receiving Nominal Roll from Exam Branch. Mandatory fields: Roll Number, Barcode, Exam Center code, Date of Examination, Session, Branch, Subject Code	University
9	Developing online attendance recording software to collect attendance status from Examination centers	Vendor
10	Preparing the answer scripts database Examination Center wise / Day wise, Branch wise / subject wise Answer Books received with barcode numbers.	Vendor
11	Preparing Discrepancy report between scanned data and NR data	
12	Receiving and storing the answer script bundles from Exam centers. Tally the Answer scripts bundles received from exam centers with online attendance data. Issuing the answer scripts to vendor for scanning and collecting back to store them after scanning.	University
13	Any changes in the NR subject codes, should be updated, barcode-wise	University
14	<u>Book Scanning (Digitizing the Answer Scripts)</u> Book Scan all the Answer Scripts bundle-wise	Vendor
15	If any answer script is damaged, return it to the Exam Section	Vendor
16	After scanning return the bundles to the Exam Section	Vendor

13. GUIDELINES FOR BID PREPARATION

13.1 Preparation of Technical Proposal

1. The bidder is expected to respond using only the specified formats for the response, wherever applicable. Failure to use the specified formats may result in disqualification of the proposal.
2. The Technical Proposals must be direct, concise, precise and complete. Any information not directly relevant to this TENDER, should not be included in the proposal. The University

will evaluate bidder's proposal based upon its clarity and directness of its response to the requirements of the project as outlined in this TENDER. Conditional proposals from bidders will not be considered.

3. The bidder shall number all the pages of the technical proposal including the annexure and other attachments and sign / affix initials each page.
4. The technical proposal must not contain any price information.
5. The bidder must fully understand the scope of the solution and services as outlined in this TENDER.

The bidders are expected to examine, understand and comply with all the instructions, formats, terms & conditions, solution and services requirements and other information in this TENDER document before submitting the bids. Failure to furnish all the information required by the TENDER or submission of a proposal not substantially responsive to the TENDER in every respect will be at the bidder's risk and may result in rejection of the proposal of the bidder.

6. If the bidder is required to confirm in the affidavit contained in the TENDER that there are no infringements of any Patent or intellectual property rights or copy rights as per the applicable laws of relevant jurisdictions.

13.2 Technical Proposal structure and documents

1. Covering letter and Signature - The technical proposals should be accompanied with the "Technical Proposal covering letter" as per **Form T.1 of Annexure A**. The covering letters must be on the letter head of the bidder's organization and signed by a representative of the bidder, who is duly authorized, to act in respect of the proposal and commit the organization to contractual obligations arising out of the proposal.

2. Structure of the Technical Proposal - The University does not mandate that the Technical Proposal be structured in any specific fashion or sequence. The bidders use their own approach to structure the document so as to bring out clearly what the bidder intends to propose to the University for the said OSM project. However, all the forms and annexure should be in sequence and in place for ease of evaluation of the Technical Proposal.

3. Documents for the Technical proposal - Wherever there is a specific format provided to seek the information; the bidders should use only these formats to provide that information. The bidder is free to use its own format for providing information in other areas. However, the bidders are discouraged from providing scanned copies of brochures and presentation material as technical proposal.

13.3 Commercial Proposal

1. The bidder is expected to quote for all the components of the proposed solution, including cost of implementation and ongoing support required as per the scope of services mentioned in the TENDER.
2. The bidder shall quote the rate “per answer book” for the mandated services under the scope of services.
3. Prices shall be quoted entirely in Indian Rupees.
4. It should be separately and clearly indicated how the local taxes will be applied for delivering these services by the Bidder to the University.
5. The quoted price cannot have any hidden cost and cannot be conditional.

13.4 Payment Terms

1. After the completion of activities of on-screen evaluation of answer books and declaration of results of particular examinations, payment shall be made on the recommendation of the examination section.
2. The payment of consideration net of any Taxes and duties shall be made to the Bidder by the University within 15 days from the submission of the invoice and the final payments shall be made within 30 days from the completion of the exam cycle.
3. A penalty worked out for delayed services faulty supply shall be charged and shall be recovered from the bidder. The amount of penalty shall be decided by the University authority as per serial no. 11

13.5 Security Deposit

1. Successful Tenderer shall have to pay the security Deposit of 5% of the estimated cost of the work by way of Demand Draft/Pay Order in favor of the “**Finance & Accounts Officer, Sant Gadge Baba Amravati University, Amravati**” or **Bank Guarantee Receipt (BGR)** of the Nationalized Bank / Scheduled Bank which will be refunded to the successful tenderer after the completion of the contract period satisfactorily on receipt of the written application. In case of Security Deposit paid by the Demand Draft / Pay Order, no interest shall be paid on receipt of such Security Deposit. The Earnest Money Deposit paid by the successful tenderer will be refunded on receipt of the written application after submission of Security Deposit.
2. The successful bidder will have to deposit security Deposit within prescribed time period given by the University. It will create sufficient ground for annulment of award if the bidder fails to deposit the security Deposit, the University shall be free to award the contract to the next bidder.

13.6 Period of Validity of Bids

1. The proposals submitted by the bidders in response to the TENDER shall be valid for a period of 120 days from the date of submission of the proposals. Any bid proposed to be valid for a shorter period may be rejected as non-responsive.
2. In exceptional circumstances, at its discretion, the University may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by email.
3. On signing of the contract, the prices quoted in the commercial proposal for the proposed OSM solution will be valid for the period of the contract. Escalation in the cost during the contract period is subject to mutual agreement between both the parties.

13.7 Correction of errors

1. Bidders are advised to exercise adequate care in quoting the prices. No corrections in the quoted price will be entertained after the bids are opened.
2. Arithmetic errors in proposals will be corrected as follows: In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall govern.
3. Discrepancy between the unit price and multiplied figure: 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.

13.8 Terms and Conditions for an Agreement

- 1) **Acknowledgement and Acceptance of agreement:** This agreement constitutes an offer from the University and is expressly limited to the terms and Conditions contained herein. The Terms And Conditions of the agreement are those that apply to the purchase of materials, items, products, components or services (herein after referred to as "Materials") All exhibits, attachments, technical specifications, drawings, notes instructions, or information, referred in the agreement are incorporated herein by reference.
- 2) **Changes / Amendments:** The University shall have the right at any time, by written notice, in the form of an amendment order, to make any changes it deems necessary, including, but not limited to changes in specifications design, delivery, testing methods, packing or destination. If any such required changes cause an increase or decrease in the cost of or the time required for performance, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by the vendor for adjustment under this clause shall be deemed waived unless asserted in writing within ten (10) days from receipt by the vendor of notice of change (amendment order). Price increase, extension of time for delivery and change in quantity shall not be binding on the University unless sufficiently justified by a vendor and accepted by the University in a form of amendment/change order issued and signed by the University.

- 3) **Delivery/ Force Majeure:** If any Material is not delivered by the date specified therein, the University reserves the right, without liability, to cancel the order for undelivered material not yet shipped or tendered, and to purchase the same from another vendor and to charge the defaulting vendor for any loss incurred in this transaction. Any provisions thereof for delivery by installment shall not be construed as obligatory unless agreed upon by both the parties. The University shall have the right to refuse deliveries made more than one week in advance of any delivery schedule appearing in the order unless arrangements for such early delivery have been confirmed with the receiving party. If the vendor is unable to complete performance at the time specified for delivery by reason of strikes, labour disputes, riot, war, fire or other causes beyond the vendor reasonable control, the University, at its option, may elect to take delivery of Material in its unfinished state and to pay such proportion of the contract price as it deemed reasonable.
- 4) **Limitation of Liability:** Neither party shall be liable to the other party for any special, indirect, incidental, exemplary, punitive or consequential losses or damages or loss of profit, loss of goodwill, loss of revenue or operational losses whether in contract, tort or other theories of law, even if such party has been advised of the possibility of such damages. The total cumulative liability of either party under this Agreement shall not exceed in aggregate the amount paid to bidder by SGBAU for the Service that gives rise to such liability during the twelve-month period immediately preceding such claim. The limitation on any Party's liability herein shall not apply to liability for damages, resulting from the willful misconduct. Bidder shall not be held liable for any delay or failure in its obligations, if and to the extent such delay or failure has resulted from a delay or failure by or on behalf of Yom to perform any of University's obligations. In Such event, Bidder shall be (a) allowed additional time as may be required to perform its obligations, and (b) entitled to charge Yom for additional costs incurred, if any, as may be mutually agreed upon between the Parties
- 5) **Price / Taxes:** Price stated in this agreement are firm and shall remain firm until required deliveries have been completed unless otherwise expressly agreed to in writing by both parties. The vendor agrees that any price reduction made with respect to Material covered by this order subsequent to placement will be applied to this order. All prices specified herein include all charges for, but not limited to, inspection, and packaging. Prices set forth shall be inclusive of applicable sales, excise, value-added or similar taxes until and unless specified in the schedule.
- 6) **Inspection And Acceptance:** All Material covered by this order may be inspected and tested by the University or its designee at vendors cost. If deemed necessary by the University, the vendor shall provide without charge, all reasonable facilities and assistance for such inspection and test. Any inspection records relating to Material covered by this agreement shall be made available to the University during the performance of the order. If

any Material covered by this agreement is defective or otherwise not conforming to the requirements of this agreement, the University may, by written notice to the vendor :

- (a) rescind the purchase / supply order as to such non-conforming Material;
- (b) accept such Material at an equitable reduction in price;
- (c) Reject such non-conforming Material and require the delivery of suitable replacements.
- (d) If the vendor fails to deliver suitable replacements promptly, the University, with notice of seven business days, may replace or correct such Material and charge the vendor the additional cost occasioned thereby, or terminate this order for default. No inspection (including source inspection) test, approval (including design approval) or acceptance of Material shall relieve the vendor from responsibility for defects or other failures to meet the requirements of this order. Rights granted to the University in this article entitled INSPECTION are in addition to any other rights or remedies provided elsewhere in this order or in Law.

7) **Indemnity:** The vendor will indemnify, defend and hold the University, its and students harmless from any loss, expense, claim or damage including reasonable defense costs, arising from any claim or action based on any acts or omissions of the vendor, its employees, servants, agents or subcontractors. The University reserves the right to be represented in any such action by its own counsel at its own expense.

8) **Assignment / Subcontracting / Sublet:** The vendor shall not assign the order received, any rights under this agreement or to become due hereunder neither delegated nor subcontracted / sublet any obligations or work hereunder without the prior written consent of the University.

9) **Cancellations:** The University may cancel this agreement in whole or in part, for no cause, upon written, or e-mail notice to the vendor, effective when sent, provided such notice is sent at least fourteen (14) days prior to the delivery date specified on the face of this order. The University may cancel this order in whole or in part at any time for cause by written, or e-mail notice to vendor, effective when sent, in the event that the vendor: (a) fails to comply with any term or condition for this order including, but not limited to, delivery terms; or (b) appoints a receiver, liquidator or trustee in bankruptcy or other similar officer over any or all of its property or assets; or (c) files a voluntary petition in bankruptcy; or (d) has had filed against it an involuntary petition in bankruptcy which remains in effect for thirty (30) days; or (e) voluntarily ceases trading; or (f) merges with or is acquired by a third party; or (g) assigns any of its rights or obligations under the order to a third party without the University's advance written consent. upon the occasion of any one of the aforesaid and in addition to any remedies which the University may have in Law or in Equity, the University may also cancel this order or any outstanding deliveries hereunder by notifying the vendor in

writing of such cancelation and the vendor shall thereupon transfer title and deliver to the University such work in progress or completed material as may be requested by the University. The University shall have no liability to the vendor beyond payment of any balance owing for Material purchased hereunder and delivered to and accepted by the University prior to vendor's receipt of the notice of termination, and for work in progress requested for delivery to University.

- 10) **Rescheduling:** The University may without liability at least fourteen (14) days prior to the scheduled delivery date appearing on the order defer delivery on any or every item under said order by giving oral notice to the vendor (confirmed in writing ten (10) working days) of any necessary rescheduling.
- 11) **The Vendor as an Independent Contractor:** The vendor shall perform the obligations of this order as an independent contractor and under no circumstances shall it be considered as agent or employee of the University. The terms and conditions of this order shall not, in any way, be construed as to create a partnership or any other kind of joint undertaking or venture between the parties hereto. The vendor expressly waives any and all rights which or may not exist to claim any relief under the University's comprehensive insurance policy, workers compensation or unemployment benefits.
- 12) **Invoicing / Payments / Set-offs:** After each completion of supply/purchase order, the vendor shall duplicate invoices including item number to the University's concern University. Payment of invoice shall not constitute acceptance of service ordered and shall be subject to appropriate adjustment, if the vendor failed to meet the requirements of this agreement. The University shall have right at any time to set-off any amounts due to the vendor, (or any of its associated or affiliated companies) against any amounts owed by the University with respect to this agreement.
- 13) **Compliance with Laws:** By acceptance of this agreement, the vendor agrees to comply with the requirements of all the existing laws. The vendor also agrees to comply with the fair labor standards Act and the occupational safety and Health Act, and all other applicable laws, ordinances, regulations and codes in the vendor's performance hereunder. The vendor further agrees to indemnify and hold the University and its Customers harmless from any loss or damage that may be sustained by the University, by reason of the vendor's failure to comply with any laws, ordinance, regulations and codes.
- 14) **Reproduction of Documentation:** The University shall have the right at no additional charge to use or incorporate all or portions of material found in the vendor's literature and / or reproduce the vendor's applicable literature such as operating and maintenance manuals, technical publications, prints, drawings, training manuals and other similar supporting documentation and sales literature. The vendor agrees to advise the University

of any Updated Information relative to the foregoing literature and documentation with timely written notice.

- 15) **Law of the Contract:** This agreement shall be governed by the and interpreted in accordance with the laws in existence and the Jurisdiction of the Amravati, Maharashtra

13.9 Intellectual Property Rights (IPR)

- i. Any IPR developed, deployed or tested by the Bidder or its affiliates during the course of this project will vest absolutely with the Bidder. The University shall acknowledge and agree to vest the IPR with the Bidder after expiry of the project tenure. This includes source code, process documents, flow charts, project management templates and other resources developed by the Bidder and / or their agents, associates and principal parties involved in the project.
- ii. No data of any sort including data on subject content, all examination and the University data, information, research and development, knowledge pertaining to the courses offered by the University, any other field of research and development, shall be used and / or extracted by the Bidder for any use whatsoever.

13.10 Information security and data privacy

The Bidder will be responsible for providing suitable security systems while implementing the OSM project to protect the continuing interest of the University. The Bidder once awarded the contract is expected to adhere to Information Security Management procedures as per acceptable standards with best practices. The Bidder shall be responsible for guarding the Systems against virus, malware, spyware and spam infections using the latest Antivirus which include anti-malware, anti- spyware and anti-spam solution for the entire system. The Bidder shall have to maintain strict privacy and confidentiality of all the data it gets access to.

- 13.11 Patent Indemnity : The Vendor agrees to indemnify, hold harmless and defend the University, its employees, and students with respect to all claims, suits, actions and proceedings of actual or alleged infringements of any Letter, Patent, Registered or Industrial Design, Trademark or Trade Name, Trade Secret, Copyright or other protected right in any country resulting from any sale, use or manufacture of any Material delivered hereunder and to pay and discharge all judgments, decrees, and awards rendered therein or by reason thereof and bear all expenses and legal fees (including the University's) associated herewith. The university reserves the right to be represented in any such action by its own counsel at its own expense.

- 13.12 Indemnity : The Vendor will indemnify, defend and hold the University, and its students harmless from any loss, expense, claim or damage including reasonable defense costs, arising from any claim or action based on any acts or omissions of the Vendor, its employees, servants, agents or subcontractors. The University reserves the right to be represented in any such action by its own counsel at its own expense.

Date

Name of Firm

Address

Pin code

The Registrar

Sant Gadge Baba Amravati University, Amravati

I / We have read carefully and have understood the same in vernacular known to me / us about all the Standard Terms & Conditions and I / we hereby agrees to the same and shall abide by them hence this verification

Seal & Signature of the Vendor

14 NOTIFICATION OF AWARD AND SIGNING OF CONTRACT

1. The University will award the Contract to the bidder whose proposal has been determined to be the successful bidder based on the above evaluation method.
2. The University reserves the right to negotiate further with the bidder whose proposal has been accepted as successful bidder.
3. Prior to the expiration of the validity period, The University will notify through a “**Letter of Intent**”, to the successful bidder in writing that their proposal has been accepted and invite them for signing a formal contract.
4. **Signing the contract-** The University shall execute a formal contract with the Bidder on mutually

agreeable terms and conditions and as per the TENDER and the bid submitted in response to the TENDER by incorporating all necessary terms and conditions to protect the continuing interest of both the parties while implementing the said project. The contract shall clearly specify the deliverables under the scope of service, duration of the contract, payment terms, performance metrics and responsibility matrix of both the parties and protection of the interest of both the parties, penalty for non-performance of both the parties, force majeure etc. in accordance with the Indian contracts Act. Any amendment to the contract if required during the period of subsistence of the contract shall be carried out as addendum to the existing contract after both the parties agree to the terms thereof.

5. Short Closure of the Contract

The proposed OSM project being sensitive and have impact on the students community, the University shall vest the rights to short close the contract awarded to the successful bidder, in case the bidder fails to deliver the services as per the scope of work for a continued period of six months or one exam cycle whichever is shorter. However, the contract shall not be short closed for any reason, whatsoever, other than the non-performance related of the Bidder issues.

Registrar
Sant Gadge Baba Amravati University
Amravati

Date.....

Name of Firm

Address

.....

Pin code No.....

I / We have read carefully and have understood the same in vernacular known to me / us about all the Standard Terms & Conditions and I / we hereby agrees to the same and shall abide by them hence this verification

Seal & Signature of the Vendor

15. BID FORMATS

Details	Formats
Response Formats for Technical Proposal	Annexure A
Response Formats for Commercial Proposal	Annexure B

15.1 Annexure A

Response Formats for Technical Proposal

Requirements / Purpose	Format
Checklist for the mandatory pre-qualification documents	Form T.0
Technical Proposal Covering Letter	Form T.1
Relevant Customer base in India	Form T.2
Profile of Team	Form T.3
Non infringement of Patent Rights/copyrights	Form T.4

15.2 Annexure B

Response Formats for Commercial Proposal

Requirements / Purpose	Formats
Commercial Proposal Covering Letter	Form C.1
Price Schedule	Form C.2

Form T.0 (Checklist of pre-qualification documents)

In Response to the Pre-Qualification Criteria: -

S.No.	Criteria Description	Documents Required	Page Nos.
1	The Bidder should be registered under the Companies Act, 1956 / 2013 in India with profit making. Should have their office in Maharashtra OR should be willing to establish an office within 30 days of receiving work order.	Copy of Certificate of Incorporation signed by authorized Signatory of the Bidder. Proof of office in Maharashtra OR Declaration of establishing Office on letterhead.	
2	The bidder should have provided Onscreen Marking services for State / Central Government Universities or Govt. Education Boards in India in the last Five (05) years as on bid calling date.	Experience Certificate or Completion Certificates from the clients should be enclosed.	
3	The Bidder Should have a team of minimum 50 Technical & Administrative personnel on its payroll as on bid calling date.	Proof of EPF documents to be submitted	
4	The bidder should have an average annual turnover of Rs.25 Crores in the last Five Financial Years FY 2024-25 FY 2023-24, FY 2022-23, FY 2021-22 and FY 2020-21 from software services related Examination Work. No other revenue will be Considered other than specified above.	A certificate from Chartered Account and ITRs, Balance sheets and P&L statements for the last 5 financial years should be enclosed.	
5	The bidder should have provided Onscreen Marking Services for minimum Five distinct State / Central Government Universities or Govt. Education Boards in India.	Experience Certificate or Completion Certificates from the clients should be enclosed.	
6	The bidder should have delivered Onscreen Marking Services for minimum of two academic years with at least One lakhs students in each year in last three years for any single State / Central Government Universities or Govt. Education Boards in India.	Experience Certificate or Completion Certificates from the clients should be enclosed.	
7	The Bidder should have implementation experience in Digitization & Onscreen Marking services of at least 12.00 lakhs answer books for one client in one academic year for any State / Central Government Universities or Govt. Education Boards in last 3 years. (Pilot projects will not be considered.)	Experience Certificate or Completion Certificates from the clients should be enclosed.	

8	The Bidder must have valid ISO 9001, ISO 27001 certification.	Bidder shall submit copies of valid certificates in the name of the bidding entity	
9	The bidder should not have been debarred / blacklisted by any Central / State Government organization in India on account of corrupt or fraudulent practices.	Self-declaration by the bidder duly signed by the authorized signatory.	
10	The bidder must have implemented the Onscreen Marking Services for at least 36,00,000 scripts in any One Academic Year for any State / Central Government Universities / Govt educational boards in India during last three years	Experience Certificate or Completion Certificates from the clients should be enclosed suggesting the answer scripts count should be enclosed.	

Form T.1
Technical Proposal Covering Letter
(On Company letter head) [Date]

The Registrar,
Sant Gadge Baba Amravati University.
Amravati

Ref: Request for Proposal for implementing OSM of The Sant Gadge Baba Amravati University,
Amravati

Dear Sir,

Having examined the bid document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services for implementation of OSM for the University as required and outlined in the TENDER. We attach hereto the bid technical proposal as required by the bid document, which constitutes our proposal. We undertake, if our proposal is accepted, to provide all the services put forward in this TENDER or such features as may subsequently be mutually agreed between us and the University or its appointed representatives. We agree for unconditional acceptance of all the terms and conditions set out in the bid document and also agree to abide by this bid response for a period of six months from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed. This bid response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and the University.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to the University is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the University as to any material fact. We agree that you are not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in an absolute sense to reject all or any of the products/ service specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Signature of Authorized person

Applicant / Bidder

Name _____

Address _____

E-mail _____

Mobile No _____

Place: - _____

Date: - _____

Seal of the Company

(On Company letter head)

[Date]

CERTIFICATE AS TO AUTHORISED
SIGNATORIES

I certify that I am<designation>..... of the<Company Name>.....,
and that

.....<Name of the Respondent>..... who signed the above response

is authorized to bind the company by the authority of its governing body.

Signature of Authorized person

Applicant / Bidder

Name _____

Address _____

E-mail

Mobile No

Place: - _____

Date: - _____

Seal of the Company

Form T.2

Relevant Customer Base in India

(On the Company Letter Head)

Date

The Registrar
Sant Gadge Baba Amravati University, Amravati
Amravati

Dear Sir

We would like to provide the following information on our customer base in India to confirm that we have been offering our OSM solution in India for the last five years.

Name of the client	Year of implementation		Quantity as per PO	Contract Value as per PO
	From	To		

Signature of Authorized person

Applicant / Bidder

Name _____
Address _____

Place: - _____

Date: - _____

Seal of the Company

E-mail
Mobile No

(On Company letter head)
Form T.3

[Date]

Profile of Team

Project Manager

1. Name of the person	
2. Role in the Project	
3. Qualification	
4. Total number of years of experience	
5. Number of years with the current company (the bidder)	
6. Functional area / expertise	
7. Number of complete life cycle OSM implementations carried out	

Functional and Technical Head

1. Name of the person	
2. Role in the Project	
3. Qualification	
4. Total number of years of experience	
5. Number of years with the current company (the bidder)	
6. Functional area / expertise	
7. Number of complete life cycle OSM implementations carried out	

Signature of Authorized person
Applicant / Bidder

Name _____
Address _____

Place: - _____

Date: - _____

Seal of the Company

E-mail
Mobile No

Annexure-A2

DECLARATION REGARDING NOT BEING BLACKLISTED/ DEBARRED

(To be executed on Rs.500/- judicial Stamp paper by the bidder & attested by public Notary / Executive Magistrate)

I / We Supplier / Manufacturer / Partner(s) /
Authorized Distributor of M/s. hereby declare that the firm /
company namely M/s.have/ has not been blacklisted or debarred
in the past by Union / State Government or by any other organization from taking part in tenders in India.

In case, the above information is found false, I/We am/are fully aware that the tender / contract will be
rejected / cancelled by the University and EMD / SD shall be forfeited. In addition to the above, the University will not
be responsible for payment of any completed / partially completed work.

Or

I / We Supplier / Manufacturer / Partner(s) /
Authorized Distributor of M/s. hereby declare that the firm /
company namely M/s. had been blacklisted or debarred in the
past by Union / State Government or by any other organization from taking part in tenders for a period of
..... years w.e.f..... to The period is over on
and now the firm / company is entitled to take part in tenders.

In case, the above information is found false, I/We am/are fully aware that the tender / contract will be
rejected / cancelled by the University and EMD / SD shall be forfeited. In addition to the above, the University will not
be responsible for payment of any completed / partially completed work.

DEPONENT

Name :

Address :

.....

.....

Attested :

(Public Notary / Executive Magistrate)

(On Company letter head)

[Date]

DECLARATION OF THE BIDDER

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

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

Signature of Authorized person

Applicant / Bidder

Name _____

Address _____

Place: - _____

Date: - _____

Seal of the
Company

E-mail

Mobile No

Form T.4

Non infringement of Patent Rights/copyrights Confirmation

(On Company letter head)

[Date]

To
The
Registrar,
Sant Gadge Baba Amravati University
Amravati

Sub : Undertaking on non-infringement of Patent Rights/copy rights

Dear
Sir,

I/We do hereby undertake that none of the deliverables being provided by us is infringing on any patent or intellectual property rights as per the applicable laws of relevant jurisdictions having requisite competence.

I/We also confirm that there shall be no infringement of any patent or intellectual property rights as per the applicable laws of relevant jurisdictions having requisite competence, in respect of the equipment's, systems or any part thereof to be supplied by us. We shall indemnify the University against all cost/claims/legal claims/liabilities arising from third party claim in this regard at any time on account of the infringement or unauthorized use of patent or intellectual and industrial property rights of any such parties. Without prejudice to the aforesaid indemnity, we shall be responsible for the completion of the supplies of the software / applications including upgrades as and when they are made available and uninterrupted use of the software solution and/or system or any part thereof to the University, irrespective of the fact of claims of infringement of any or all the rights mentioned above. If at a later date it is found that it does infringe on patent rights, I/We absolve and indemnify the University of any Legal Action.

Yours faithfully,

Signature of Authorized person

Applicant / Bidder

Name _____
Address _____

Place: - _____

Date: - _____

Seal of the
Company

E-mail
Mobile No

Form C.1

Commercial Proposal Covering letter

(On Company letter head)

[Date]

To
The Registrar
Sant Gadge Baba Amravati University
Amravati

Ref: Commercial Proposal for providing the OSM solutions

Dear Sir,

Having examined the Bid Document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide service for implementing the OSM of the University to meet such requirements and to provide services as set out in the bid document. Following is our quotation summarizing our commercial proposal.

We attach here to the commercial proposal as required by the Bid document, which constitutes our proposal.

We undertake, if our proposal is accepted, to provide all the services to implement the OSM solution as put forward in the TENDER.

We agree for acceptance of all the terms and conditions in the bid document and also agree to abide by the bid response for a period of SIX MONTHS from the date of opening the commercial bid and it shall remain binding upon us until such time a formal contract is prepared and executed within the six months.

We agree that you are not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Signature of Authorized person

Applicant / Bidder

Name _____

Address _____

Place: - _____

Date: - _____

Seal of the
Company

E-mail
Mobile No

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I, certify that I am Of the, and that who signed the above proposal is authorized to bind the Corporation by authority of its governing body.

Signature of Authorised person

Applicant / Bidder

Name _____

Address _____

Place: - _____

Date: - _____

Seal of the
Company

E-mail

Mobile No

Form C.2

Price
Schedule
Company letterhead

To
The Registrar,
Sant Gadge Baba Amravati University
Amravati

Sub: Commercial quote for providing the OSM solutions for Sant Gadge Baba Amravati University, Amravati

Dear Sir,

S. No.	Item description	Rate per answer book in Rs. (and in words)	Taxes if any in % (if applicable)	Rate per Answer Book (inclusive of Taxes) Rs. (and in words)
1)	Digitization of Descriptive Answer Scripts and On-Screen Marking: Book Scanning without cutting the spine of answer books for 24 pages, On Screen Marking system, hardware, software etc. as per the requirements/ specifications of the tender			

Note:- Rate should be quoted for Answer book 24 pages.

Note:- University will pay for the Answer book 16 pages or 20 pages or 40 pages or 8 pages or 4 pages based on the per page rate from the above rate quoted

Signature of Authorized person

Applicant / Bidder

Name

Address

Place: - _____

Date: - _____

Seal of the
Company

E-mail

Mobile No

----- End of the document -----

