

TENDER DOCUMENT

FOR

STUDENT'S LIFE CYCLE UNDER UMIS

(PRE AND POST EXAMINATION WORK ETC.)

**For BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY,
Muzaffarpur, Bihar (INDIA)**



Proposed By:-

**BABASAHEB BHIMRAO AMBEDKAR
BIHAR UNIVERSITY,
Muzaffarpur, Bihar (INDIA)**

B. R. AMBEDKAR BIHAR UNIVERSITY
Muzaffarpur, Bihar

Ref. No.: C/1724

Date: 10-10-2023

TENDER NOTICE

B. R. Ambedkar Bihar University, Muzaffarpur, Bihar - 842001, invites tenders under two bid system (Part-I: Technical bid and Part II: Financial Bid), from experienced and reputed firms/agencies/companies only for "Pre and Post Examination Works at B. R. Ambedkar Bihar University, Muzaffarpur, Bihar". The detailed information about the tender document can be obtained from the University website (www.brabu.net).

Handwritten signature
10-10-23
Registrar

INSTRUCTIONS TO BIDDERS

1. Tender document can be downloaded from the University Website only.
2. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process.
3. All offers should be written in the English and price should be written in both, figures and words. The offer should be typed or written by ink pen or ball pen. Offer in pencil will be ignored.
4. The agencies/bidders/firms are advised to read carefully the tender documents and terms and conditions before quoting/submitting their bid.
5. All the pages of the tender documents should be signed and stamped by bidders for their acceptance of all terms and conditions of the tender.
6. Cost of Tender Document/B.O.Q. – ₹5,000/- Nonrefundable.
7. Bid Security (Earnest money) ₹5,00,000/-
8. Submit the proposal within 21 days.
9. Agreement may be terminated before 45 days if satisfactory report not comes.
10. Agreement will be for 3 years and may be extended after satisfactory report.
11. All draft should be in the name of Registrar, B.R.A. Bihar University, Muzaffarpur.
12. Address seeking clarifications & Communication: -

Address for Communication:

The Registrar
B. R. Ambedkar Bihar University,
Muzaffarpur,
Bihar - 842001

Sd/-

Registrar

Memo No. C/1724

Dated, the 10.10.23 2023

Copy forwarded to: Advertisement Manager, Muzaffarpur, Times of India, Hindustan for publication of the tender Notice in their journal in minimum single space and single issue and Submission of bill in Duplicate for payment in due course/ University Website.

Sangar
10.10.23

Registrar

Table of Contents

| <u>Sr.No.</u> | <u>Contents</u> | <u>Page no.</u> |
|---------------|--|-----------------|
| 1 | IMPORTANTAT DATES | 2 |
| | a) Date of downloading of Bid Documents | |
| | b) Date of Pre-Bid Meeting | |
| | c) Closing Date & Time of Submission of Technical & Financial Bid | |
| | d) Date & time of Presentation of Technical Bid | |
| 2 | Earnest money | 3 |
| 3 | Tender details | 4-7 |
| 4 | Student's life cycle | 7-12 |
| | 1.1 Online Admission Process of students | |
| | 1.2 Registration (Enrolment) of students | |
| | 1.3 Pre examination work | |
| | 1.4 Post examination work | |
| | 1.5 Scanning of Answer copies | |
| | 1.6 Provisional Certificate Process | |
| | 1.7 Pass Out Degree Certificate | |
| 5 | Bid Eligibility Criteria | 13 |
| 6 | Instructions for Submission of Technical & Financial bids | 13-14 |
| 7 | Evaluation Process of bid& Important Points | 14-16 |
| 8 | Annexure I (Financial bid) | 17 |
| 9 | Annexure II (Undertaking by the bidder) | 18 |
| 10 | Check List | 19 |

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**BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY,
Muzaffarpur, Bihar (INDIA)**

- A. Date of downloading of Bid Documents:- 10/10/2023
- B. Date of Pre-Bid Meeting :- N.A.
- C. Closing Date & Time of Submission of Technical & Financial Bid: 31/10/2023
- D. Date & time of Presentation/opening of Technical Bid: 02/11/2023
- E. **Subject:** Short Term Tender Enquiry for the work of Software Development, Implementation and Processing "Examination Management Information System."

**Software Development, Implementation and Processing
"EXAMINATION MANAGEMENT INFORMATION SYSTEM"**

1. Cost of Tender Documents: Rs. 5,000/-
2. Bid- Security (Earnest Money): Rs. 5,00,000/-
3. Contract Performance Security: Rs. 5,00,000/-
4. Financial Bid: : Annexure-I
5. Undertaking : Annexure-II

OBJECTIVES

The Agency will facilitate to have a web application for Examination Management Information System. Proposed Web application should have the facility of -

Students Life Cycle: will includes Online Portal Admission of New Students, Application (Enrolment) of new Students, Online Pre-Examination Work, Post Examination Work, Result Processing, Online Result Publish, Generation of Tabulation Register and Marks-sheet.

INVITATION OF BID

BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY, Muzaffarpur (Bihar) invites tenders for "Software Development, Implementation and Processing of EXAMINATION MANAGEMENT INFORMATION SYSTEM".

Through this solution, Education Department wishes to automate Students Life Cycle like admission, registration, examination, result preparation, passing out Degree, migration & etc. to achieve excellence in the conduct of student's activities. The Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) feels that through this initiative the university can work towards transparent, error free and accelerated examination processing, and result declaration by reducing the redundant laborious activities and processes.

Please refer to the below mentioned information and guidelines for submission of the tender.

1. General Instructions, Terms and Conditions:

The tender Document can be purchased from 10.10.2023 The tender document fee of **Rs. 5,000/- (Rupees Two Thousand)** only is non-refundable, non-adjustable and non-transferable and is payable through a demand draft on any nationalized bank drawn in favour of the "Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur" payable at Muzaffarpur and it should be submitted along with **EMD of Rs 5,00,000/- (Rupees Five lakhs)** only and tender documents as per the instructions given below in this tender. The signed tender papers (Technical bid and Financial bid) should reach in the office of the Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur latest by dated 31/10/2023.

1. Incomplete bids, over writings in tender bids shall not be accepted. Delayed and late tenders shall be liable to be summarily rejected.
2. The bidder shall be responsible for the delivery of the material(s), its successful demonstration, and providing training as required, as per specifications listed in the tender and at the site-allocated by the university.

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4. A Demand Draft for Rs.5,00,000/- (Rupees Five Lacs Only) drawn in favour of the "Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur", payable at Muzaffarpur should be submitted towards Earnest Money Deposit (EMD) which must accompany the bid. Bids without EMD will be rejected. The EMD will be re-funded to all the unsuccessful bidders only after the work order are placed to the successful bidder. The successful bidder's EMD will be converted to security deposit upon the bidder's acceptance of the award of contract.

5. The bidder Security may be forfeited:

(a) If the bidder withdraws his bid during the period of bid validity specified in contract/agreement.

(b) If the successful bidder has to sign contract/agreement within 45 days of issue of letter of intent/acceptance.

6. The prices must be quoted in the format as specified in the tender document and should be inclusive of duties and taxes.

7. All items, deliverable and price mentioned in the tender document should be valid for acceptance up to a period of 3 months. The bidders should be ready to extend the validity, if required by the university.

8. Printed terms and conditions of the bidders will not be considered as forming part of the bid.

9. The selected bidders shall be responsible for the supply, installation testing and commissioning and all service deliveries as listed in this tender document.

10. The bidder should commence work as per the scope mentioned in the tender document within 2 week from the date of issue of final order and/or entering into contract.

11. Bidders should enclose their bids with full details of all latest software and/or solutions proposed for the scope of work with full documentation/descriptive literature/leaflets indicating all features proposed.

12. Project tenure is of 3 years (three years) from the agreement date may be extended after satisfactory report.

13. Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) reserves the right to select certain items (in single or multiple units) and reject the other mentioned in the tender document without assigning any reasons whatsoever. Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) also reserves the right to revise or modify or cancel the specifications of the items before the acceptance of any bids.

The sealed bids should be addressed and delivered by registered speed post/ courier / by hand to:

Registrar,
Babasaheb Bhimrao Ambedkar Bihar University,
Muzaffarpur,
Bihar (INDIA)

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The corresponding sealed envelopes should be titled as **INVITATION OF BID FOR SOFTWARE DEVELOPMENT, IMPLEMENTATION, PROCESSING FOR EXAMINATION MANAGEMENT INFORMATION SYSTEM** and address mentioning the notification number to "Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar), and all the bids must reach on or before 02/11/2023 (by 03.00 PM.). Bids received or submitted after the specified time will be rejected and no intimation will be sent in this regard.

The Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) is not under obligation to accept the lowest bid on any bid and reserves the right of accepting the whole or any part of the bid or portion of the quantity offered; and the bidder shall supply the same at the rate quoted. The Registrar, on behalf of Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

Acceptance of the bid shall be communicated through email/speed post to the successful bidders.

Any specific queries/clarification of the documents may be asked from the Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) in writing not later than 5 days before the proposed submission date. Any request for clarification in writing or by any other suitable medium of communications must be sent to the Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar). They will respond by e-mail only to such requests.

The bidder must enclose a copy of **GST Certificate, PAN Card, income tax clearance certificate and last 03 years financial statement** and all other details required under eligibility criteria. All bidders should give a **warranty declaration** of their firm/company's letterhead, in their bids as detailed below:

"We shall abide by all the specifications, terms and conditions listed in the tender document.

We warrant all deliverable to be supplied by us as part of the tender shall be free from all defects and faults in material, workmanship. All products and services shall be of the highest quality, material and services of the type ordered, shall be in full conformity with the specifications therein.

We accept that any deviations in the material and/or solutions/software and/or services from that specified in the tender document and the accepted terms are liable to be rejected. The bidder will be bound to supply all the goods in the specified form to the specifications as per the order/contract and demonstrate the same at their own cost."

2. GENERAL INFORMATION

Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) select an agency and is spread over many districts of Bihar offering undergraduate and postgraduate traditional and vocational courses in various disciplines. The University has over 1.5 Lakh students enrolled in different programs and the numbers are expected to increase over the years. Apart from providing quality education, the Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) wishes to achieve excellence with transparency in the admission process, application, examination result preparation, answer-script processing and evaluation as a complete automation of the departmental processes.

Signature

To address the above concerns and scenario, the Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) wishes to adapt to technology as a first step towards automating end-to-end student related activities for Babasaheb Bhimrao Ambedkar Bihar University in Muzaffarpur (Bihar). On reviewing the various activities, the Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) has identified the below activities that are human intensive but if automated will lead to better quality of admission, examination processing, and result processing. The activities that the university wishes to automate and/or adopt to ready-made solutions are below mentioned:

Students Life Cycle

The Module of Student Life Cycle on portal will facilitate with Admission of Students, Registration, Application of new Students, Pre and Post Examination Task, Certificates, Degree Generation, Creation of transcript, verification of certificates/degrees and Migration of the Students.

1.1 Online Admission Process of Student.

Online University Centralized Admission Management System

University needs Online Centralized Admission Management System software, designed to manage the entire online admission process of all courses offered by University and its affiliated colleges. The said module should have following cycle –

- Online submission of Admission application form. It should be validated with eligibility criteria and seat matrix of respective courses and colleges. Online application facilitate student to apply in various colleges and courses in a single online application for different universities on universities portal.
- Online Admission application fee payment depending on Caste / Category of students through payment gateway provided by university.
- Student Login to update, view and download their submitted application. It should be integrated with SMS or E-mail gateway. So that login credentials, merit status and other notifications can be send on their mobile and email.
- Generation of various Merit lists for all courses and colleges in accordance with seat matrix, eligibility criteria and reservation policy of state government.
- Cut-off declaration of Merits for all course wise college wise categories wise.
- SMS or E-mail or both to all selected candidates of merits.
- Generation of Offer letter for selected candidates in Merits, consists of merit index, cut-off in their category, confidential code for admission, Starting & end date of admission, Course, Selected college etc.
- Dynamic Notice Board should be available on portal.

1.2 Registration (Enrolment) of students

Admitted students should be provided a unique registration (Enrolment) number in accordance with university rules. This unique registration number consists of year of admission, college code, course code & should be same during the academic tenure of student in University. All the generated registration number should be verified by colleges through their college login and fee of the same has to be paid online. Course wise registration slips of all admitted students should be available in their respective admitted college login.

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1.3 Pre-Examination Work

- Online Submission of Examination form of various UG, PG and vocational courses through a web portal. Only valid students of the university can submit their online examination form. Examination fee should be paid online and every examination form should be verified by respective college through their college login. This web portal should have facility to -
 - Academic Session, Schemes, Faculty, Examination Pattern
 - Courses, Subjects, Subject Grouping
 - Exam Ordinances, Grace Rules, Grade Rules
 - Online Exam form filling by Students
 - Scrutiny of Examination Forms
 - Extract Backlog Subject data
 - Roll number & Centre allotment to Eligible Students
 - Online Admit Card
 - Roll Sheet & Attendance Sheet
 - Various Reports for analysis and execution of Examination process

➤ INDIVIDUAL COLLEGE LOGIN

- ◆ Creating the individual login of all College of the University.
- ◆ Verification of student's examination form
- ◆ Uploading of circulars in individual College login.
- ◆ Uploading/Publishing/Downloading of Admit cards in individual College login.
- ◆ Circulating letters in individual College login.
- ◆ Roll list, verification with attendance sheet
- ◆ Change password facility for individual college login.

➤ VERIFICATION/PROCESSING OF ONLINE APPLICATION SUBMITTED AND OTHER PRE-EXAMINATION WORK

- ◆ Verification for Application forms at individual College login.
- ◆ Generation of course wise and subject wise list in proper indexing for the verified student list.
- ◆ Automatic fee summary generation with the respective courses in the college.
- ◆ Uploading of Examiner list on examination bases.

21

Examination Center Allotment

- ◆ Generation and Allotment of the Exam Centre as per the University norms.
- ◆ Publishing of Admit card/Verification documents and scrutiny form on Online portal –
- ◆ Publishing of Online Admit card with all necessary parameters such as Name, Father's Name, Roll No., Centre, College, photograph, signature, choice of subject, etc.)
- ◆ After verification a roll list will be generated and accordingly Admit cards and Verification cards too.

Online Examination Form Submission Process

An Online Examination Form has to be designed for various courses offered by University like Traditional Courses (Annual & Semester), Professional courses (Annual & Semester), Campus courses and other degree and diploma courses. The Online Examination forms for Regular, Private, Ex, Back, Improvement students should be filled with University existing database and integrated with courses and rules of examination forms of the University. A student will select his/ her course, type of student, session and submit his/ her enrolment or roll number, after validating provided information a format of online Examination form should appear in University prescribed format having facility to select papers of subject opted by student. Details of the student's verified through details provided by the university and 1st year students verified through admission portal or their Unique Registration Number.

Next process will be to fill his/her personal particulars, academic information and online submission of photo & signature. The student will submit his/her online Examination form and proceed to fee submission.

Fee Submission

Fee will be calculated in accordance with Student type, Course type, and other information provided by Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar). University fee varies from courses to courses and type of student, like fees different for Regular, Private, Ex, Back & improvement student as well as for different courses like Traditional, Professional, self-Finance, Campus etc.

Online Payment Gateway Integration

As mentioned above after submitting online Examination Form, a page of fee will appear on the screen and student will pay his/her fee through this payment gateway only. The payment gateway should accept all debit card, credit card, UPI and net banking of all banks. Babasaheb Bhimrao Ambedkar Bihar University will tie up with service provider but vendor should have to integrate with his web application. No other mode of payment will be accepted.

College Login Panel

A unique college login and password will be provided to every college. Online Examination Forms filled by Students will appear in every particular login panel of college. College will verify its student and if needed will make corrections in it within time limit given by the University. College can download Checklist, Roll list, Admit cards, Attendance sheets and other reports through it.

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Check List / Roll List / Attendance Sheet

Online Check List and Roll List will be generated based on the Examination Form filled by the Student in every College login. College will download these lists by course wise, subject wise, Paper wise, Category wise etc.

Application Portal Details

After entering the URL Candidate will get all the options in particular selective options with the proper guidance.

- Examination Forms submission
- Notifications
- Admit Card – Annual/ Semester wise
- Form Number search option
- Results
- Form Prints
- College Login

Admit Cards

Online Admit Card will be available for Students and College both. Any student can download it after providing his/her Enrolment/Roll/Form no, whereas College can download it individually or in bulk. Only Verified Student's Admit card will be generated

Verification Cards Attendance Sheet

Online Verification Card will be available in College login. College can download it course wise, Subject wise of individuals or in bulk. Verification Cards will be generated of only verified Students by the College.

Admin login

This module enables the Admin to control the entire Examination Portal Process. A Control Panel will be designed for Admin in which Administrative control of Online Examination Forms such as college Login generation, Seat Verification & allotment, Fee Verification & customization, Check List / Roll List generation, Nominal Roll generation, Admit Card generation, Attendance Sheet and Report will be provided. Admin will generate Officers/ Staff Login User id and Password for employee. Using that login credentials Officers/ Staff can perform their tasks assigned to them. Admin will verify the Fee submitted by the Student in Bank through Online payment mode. Admin will perform activities mentioned above.

Reports

Various Reports will be generated as per requirement of the University like Fee Reports, number of Students in Particular Course, number of Students in Particular Subject and Category Wise Students Count etc.

Online Attendance Sheet

Online Attendance Sheet will be generated based on the Roll List of the College. It will available for University in its Admin Control Panel. Even College can take Printouts of it from their login.

1.3 Post-Examination Work

Final marks will be available for all the enrolled candidates on university portal. Gazette will be published on college logins. Result shown in individual student's login. Mark sheet with at least 5 security feature and TR Chart shall be printed of all the students. The Students migrating to other educational institutes shall be awarded with Migration certificates with at least 5 security features.

- OMR Copy Based Examination
- Copies are secured by Unique Barcodes
- Online Exam Marks Entry of Internal and Practical Examination
- Centralized Marks validation
- Formulation of Automated Tabulation Register with photograph of students
- Publishing Online Result
 - Press Release and printing of several result related reports
- Online Scrutiny Application (Re-Totaling, Revaluation and Panel Evaluation)
- Printing of Marks Sheet
- Printing of Provisional
- Online application and approval of Degree, Duplicate Mark sheet and Migration
- Uploading Degree and Mark sheets to Digi - Locker

Result Processing, TR & Marks Generation

As the university approves the award list of a particular student is gathered for all the paper and result is processed after applying all the rules as provided by the university and a rough chart is generated and sent to the university. A digitized soft copy of the Tabulation chart is also provided to the university for future preservation and references.

Student's practical/viva/internal marks submission

Colleges to submission of their practical/viva/internal marks online. Only authenticated departments and colleges can submit their practical/viva/internal marks because the entire system will be validated with university result database. Practical/viva/internal marks updating consists of Enrolment number, Roll number, academic session, college name, and course. After submitting above mentioned information a result of that student will be updated and a web page to submit Practical/viva/internal marks and its description will open. After filling those fields Practical/viva/internal marks application number will be submitted to that particular student. That number will be used for further result with University.

Colleges will prepare a list of Practical, Viva-voce and Internal Assessment of the subjects operated in the Department of the University and the College. After clicking on the Fill Online link, the list of the students available in the above mentioned subject who have filled online examination forms) will be displayed in the department or college. Online absentee submission during examination by the Center.

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Exam centers has to submit absentee during examination tenure through their login online. Only authenticated exam centers should submit their absentee because the entire system will be validated with university examination database.

Result Processing: - After obtaining awarded numbers by scanning of award sheet and by online internal, Practical / viva numbers, a result of every individual student should be process in accordance with university passing rules with duly marked absentee.

OMR barcoded answer books: - Supply of OMR barcoded 32 pages, answer books for each student of each paper of the concerned exam to the University Head Quarter, Muzaffarpur, in consultation of Controller of Examinations. The information and specifications are as given below —

1. Size of OMR barcoded answer books should be 27 cm x 22 cm of 60 GSM with 32 pages (110 GSM for OMR cover page)
2. Approximate numbers of students of all exams may vary upto 200000 or more.
3. Total numbers of exam are more than 100 types which include Semester also.
4. In UG level exam each student will be required minimum 06 OMR barcoded answer books while in PG level minimum 08 OMR barcoded answer books will be required.

Specification for printing of different documents: -

- I. Paper of OMR barcoded answer sheets should be of 65 GSM with 32 pages. OMR cover page should be of 110 GSM. Space for giving different data on cover page should be provided in consultation with Controller of Exams. It should be perforated and its making should be Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur, Bihar
- II. Paper of admit card, provisional certificate, migration certificate, mark sheet should be of 110 GSM along with water mark of Babasaheb Bhimrao Ambedkar Bihar University , Muzaffarpur, Bihar & handmade paper with water marks for original degree certificate.
- III. Paper of TR (in A3 size), Roll sheet, Attendance sheet, dispatch memo should be of 80 GSM. Sample of each paper should be enclosed with technical bid.

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ELIGIBILITY CRITERIA

Below mentioned is the minimum Eligibility criteria decided by the university to identify suitable/pro-elective bidders; whose technical criteria bids then financial bid will be opened.

| Sl.No. | Eligibility criteria for the Bidder | Documentary Evidence to be Attached |
|--------|--|---|
| 1 | 2 | 3 |
| 1 | Should be a Government organization/ Government Undertaking | Relevant Documents are to be Enclosed. |
| 2 | Bidder must submit ROC, PAN, GST, ITR and Balance sheet of Last 3 FY 2019-20, 2020-21, 2021-22 | |
| 3 | The organization need to have a minimum turnover of Rs. 350 Crore in the last three (3) financial years and should be profit making company (profit after tax) | i. Purchase Order/Agreement Copies. ii. Last 3 years audited balance sheet (i.e.F.Y.2019-20,2020-21,2021-22) |
| 4 | The organization should have worked with a minimum of 5 Universities/Board/ any state Government organization providing examination related works. | i. Purchase Orders or Agreement Copies/Proof of payment/copy of form 26 AS ii. University/Organization name iii. Scope of Work & value iv. Contact person's name and contact details |
| 5 | The bidder should have experience of EMIS Project in any 4 Universities in different department's modules in last 7 years along with admission, Counseling and Examination work. | i. Purchase Orders or Agreement Copies ii. University/Organization name iii. Scope of Work iv. Contact person's name and contact details |
| 6 | The bidder should have experience of minimum of 100000 students examination for any University/ Govt. Department. | i. Purchase Orders or Agreement Copies ii. University/Organization name iii. Scope of Work iv. Contact person's name and contact details |
| 7 | The bidder should have 9001:2015, 20000, 27001, CMM 3 certificate (Exempted for Government Organization) | Certificate/ supporting documents to be enclosed. |
| 8 | Bidder to submit non- blacklisting certificate on a non-judicial stamp of Rs. 1000/- | Certificate/ supporting documents to be enclosed. |
| 9 | Bidder should have a Local office in Bihar. | |
| 10 | Bidder to submit no fraudulent activities certificate. | Undertaking should be submitted. |
| 11 | The tenderers have their own Software professional with relevant experience. | Self-attested copy from authorized person. |
| 12 | Details of infrastructures, technical staffs Available for the said work. | Self-attested copy from authorized person should be submitted. |
| 13 | Paper of Mark sheet, Provisional certificate, Migration certificate, Attendance sheet, Dispatch Memo, Marks foil, TR, Barcoded Answer sheet as specification in NIT. | Sample with seal & signature of the bidder should be enclosed. |
| 14 | A right reserve to place the order of specific works only as per requirements. | |
| 15 | The organization should have CMM3 Certificate. | Certificate/ supporting documents to be enclosed. |

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i. Envelope-1:

It should contain two envelopes; one small envelope containing DD towards cost of tender documents Rs 5,000/- (Two thousand) only as well as EMD Rs. 5,00,000/- (Rs. Five Lacs) only. The Envelope should be written on top as "Tender Cost + EMD". The other envelope shall contain all material, documents as stated above like credential, turnover, reports, etc. in a sealed cover. The bid document along with its annexure downloaded from website shall be duly signed. on each page by the bidder and should be enclosed along with the envelope should be written on top as "Documents for Technical Bid". Both these envelopes should be placed in a cover envelope which should be written on top as "Envelope-1: Technical Bid". In case of no deposit of cost of tender document and EMD, the technical bid of the firm shall not be evaluate and the firm shall be kept out of consideration in further bid process.

ii. Envelope-2:

Financial bid as per the format enclosed in the Annexure-I should be packed in a separate envelope and sealed and written on top as "Envelope-2: Financial Bid". Financial bid of only those firms shall be opened who qualify in the technical bid and presentation evaluation.

iii. Envelope-3:

This will contain Envelope-1 and Envelope-2 and shall be sealed. This envelope should be super scribed with the name of the project, date & time of submission and either hand delivered at the Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) sent by Regd. Post/Speed Post/ Courier to reach Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) which should reach within prescribe time of submission.

Evaluation Process (Technical Bid)

| <i>Sl.No.</i> | <i>Particulars</i> | <i>Maximum Marks</i> | <i>Marks Scored</i> | <i>Remarks if any</i> |
|---------------|--|----------------------|---------------------|--|
| <i>1</i> | <i>2</i> | <i>3</i> | <i>4</i> | <i>5</i> |
| 1 | Bidder must be a Government Organization/Government Undertaking only. Must submit ROC, PAN, GST, ITR, Balance sheet and Turnover above Rs 350 crores in last 3 financial years. | 15 | | Supporting documents are to be enclosed |
| 2 | The organization should have worked at minimum 5 universities /Board /any State Government organization, providing examination related works. | 15 | | Supporting documents are to be enclosed |
| 3 | The bidder should have experience of EMIS projects in any 4 universities in different department modules in last 7 years along with Admission, Counseling, Examination works, any other similar works. | 20 | | Purchase order/Agreement copies to enclosed. |
| 4 | The bidder should have experience of minimum 100000 students for any Government University/Department. | 15 | | Purchase order/Agreement copies to enclosed. |
| 5 | The bidder should have ISO 9001:2015, ISO 20000, ISO 27001, CMM3 certificate. (Exempted for Government Organization) | 5 | | Supporting documents are to be Enclosed. |
| 6 | Demonstration of the proposed software | 30 | | PPT and Brief document of Implementation plan. |
| Total | | 100 | | |

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Note: A technical proposal should score at least 60 points out of 100 to be considered for financial evaluation. Financial offers of Agencies whose technical proposal score is less than 60 points may not be opened.

- i. **Financial bid:** Before opening of financial bids of those successful bidders in the technical evaluation their marks obtained shall be made public before them or their authorized representatives.

Financial bid shall be given scoring as below:

The bidder who has quoted the lowest price will be assigned a score of 100 in the financial bid. The other bidders will be allotted score relative to the score of bidders with the lowest quote as below:

$$F_s = 100 * F_1 / F$$

Where:

F_s = The financial score of the Financial Proposal being evaluated

F_1 = The price of lowest priced Financial Proposal

F = The quoted price of Financial Proposal under consideration

- ii. **Combined evaluation**

The score of technical proposal including presentation would be given 70% weightage, and the financial proposal would be given 30% weightage. The weighted combined score of the Technical bid including presentation (T_s), and Financial proposals (F_s) shall be used to rank the bidders on the basis of formula given as below:

$$\text{Combined Score} = 70\% * T_s + 30\% * F_s$$

The first ranked i.e. the highest scoring bidder is eligible for appointment.

Important Points

(A) Disqualification

The Selection Committee may disqualify bids on account of, but not limited to, the following reasons:

- If received after the last date and time.
- If the bidder disregards any of the terms & conditions of the bid and/or leaves any ambiguity in calculation of the consultancy fee.
- If the participant's attempts to influence any member of the selection committee.
- Receipt of Conditional bids.

The decision of the Selection Committee in the matter of disqualification shall be final and binding and no further correspondence shall be entertained from the disqualified bidders thereafter.

(B) Termination of the bid

- Against all expectation entertained by Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar), if none of the participating firms could be declared by the Selection committee as the winner of the bid, the bidding will be regarded as terminated.
- Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) reserves right to accept or reject any/ all bidders with-out assigning any reason (s) thereof.

(C) Award of work

The work of will be awarded as per recommendation of the Selection Committee on the basis of evaluation criteria mention earlier. The Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) have to do an Agreement with the selected agency by Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) for University work.

(D) Settlement of Disputes

The decision of the Selection Committee shall be final & binding on participating firms. In the event of any dispute related to the judging procedure or the recommendation of the Selection Committee the settlement will be done by sole arbitration of the Vice Chancellor, of Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar), or by any arbitrator appointed on his behalf without recourse to the legal authorities.

(E) (i) Babasaheb Bhimrao Ambedkar Bihar University shall take services in phases as per the requirement within a year from the date of contract.

(ii) Firm shall provide portal within 25 (twenty five) days from date of work order.

(F) Penalty Clause:

Company/firm should maintain safety, accuracy, confidentiality and secrecy while executing the job. For any laps in security, inaccuracy or mishandling/misuse, if any, penalty equal to 10% of the contract value payable will be imposed on the company/firm and contract will be terminated entailing forfeiture of Performance Security Deposit or will warrant any other action as deemed fit by Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar).

(G) Payment Terms:

- Payment will be made after successful completion of the work of the concerned exam within target dates.
- Payment may be made on the basis of the nos. of admit cards issued for each exam separately.
- 50% payment will be made after completion of pre examination work & rest 50% payment will be made after completion of post examination work of the concerned exam.

(H) Other Terms & Conditions:

- (i)** Printed terms and conditions of the bidders will not be considered as forming part of the tenders. No deviation shall be acceptable in the terms and conditions of the contract applicable to this invitation to tender.
- (ii)** Hypothetical and conditional tenders will not be entertained.
- (iii)** The Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) reserves the right to accept or reject all or any of the tenders without assigning any reason. There shall be no commitment of minimum quantity which can be ordered during currency of the contract. Work orders shall be placed on the firm against the Contract for such quantities as may be decided by the Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) as and when supply of software is required during the currency of the contact.

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ANNEXURE - I
COMMERCIAL PROPOSAL

| | | | |
|---|---|--|-------------------------|
| 1 | Complete work related to pre & post exam work through scanning & image processing method along with supply of barcoded OMR answer sheet as per specification in tender documents. | Price (Rs.) Per student per examination. (both in figure & in word) including pre & post exam work along with barcoded OMR answer books. | Total Price per Student |
|---|---|--|-------------------------|

Note:- Above quoted rate should be inclusive of entire items including stationeries, printing, Transporting, TA/DA etc. required for execution of the aforesaid work.

Signature with date

Name in block letters

Seal of the Company

Note: The offer will remain valid for 180 days from the due date of submission of the tender.

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ANNEXURE-II
UNDERTAKING TO BE SUBMITTED BY THE BIDDER

To
Registrar,
Babasaheb Bhimrao Ambedkar Bihar University,
Muzaffarpur, Bihar (INDIA).

Sub: Tender for Software Development Implementation and Processing Examination Management Information system regarding, Provisional certificate, Pass out certificate, Pre and Post Examination work.

Dear Sir,

I hereby confirm having read and understood the tender documents and the requirements of work under this tender.

I agree to abide by all the terms and conditions of the tender documents, in case the job is awarded to me.

I declare that none of my sister / group / partnership concerns is participating in this tender. It is further declared that our firm / company has not been disqualified during last five years by any other company/ organization in the past for participating in the tender process for any reason and we have no legal disqualification and nothing have been concealed in this regard. Declaration is to be given on Rs. 1000 non- judicial stamp paper.

I agree to cancel the contract and to debar me from future participation in this tender, in case any concealment of facts on my part is detected at any stage after the award of the contract.

I agree to carry out the work as per instructions of and to the full satisfaction of the University administration.

I agree to setup Centre in the universities for support and scanning work too.

I shall have no objection to the forfeiture of security deposit amount, in case I fail to execute the contract faithfully and the contract is terminated as per contract conditions.

I shall fulfill all applicable statutory requirements for and in connection with the execution of the contract.

I have fully acquainted myself / ourselves with the work conditions at the work place and have been fully satisfied.

Thanking you,

Yours faithfully,

(Bidder's Signature)
Along-with seal

CHECK LIST

1. Cost of tender documents: Demand draft of Rs. 5,000/-
2. Bid Security (Earnest money): Demand draft of Rs. 5,00,000/-
3. Contract Performance Security: Demand draft of Rs. 5,00,000/-
4. Relevant documents in case of exemption from deposit of cost of Tender documents and EMD.
5. Annexure-I Financial Bid with supporting documents
6. Annexure-II undertaking by the Bidder
7. Copy of Pan Card
8. Copy of GST number
9. P/L & audited, Balance Sheet of last three financial years 2018-19, 2019-20 and 2020-21.
10. Registration Certificates of the Certified Organization, ISO, CMMI & Other (Exempted for Government Organization).
11. Valid documents in case of exemption from deposit of Tender Documents Cost and EMD.
12. Non- blacklisting Certificate on a non-judicial stamp paper of Rs. 1000/-
13. No fraudulent involvement undertaking.
14. Related work order/PO/ Agreement and satisfaction letter.
15. Office Location in Bihar.
16. Turnover Certificates duly audited by CA for the last 3 FY.
17. ITR of Last 3 FY. (2019-20, 2020-21 & 2021-22)
18. Government organization/Government undertaking documents.
19. ROC (Registrar of Companies/Registrar Co-operative Societies) documents.
20. Technical Proposal.
21. RFP Quotation Acceptance.