

Kolhan University Chaibasa, Jharkhand

Memo No. – KU / R/1311/17

Date:- 06.10.2017

(Examination Department)
SECTION - A – NOTIFICATION

Notice Inviting Tender (NIT)

For complete digitalization of Examination process, Online Admission, Registration and all allied activities/process with the use of OMR barcoded answer books for examination, facility of online availability of Admit Card, Result, Mark sheets, Printing of Provisional/Final Degree Certificates and also for online Display of answer-scripts and Grievance redressal to examinees/students of Kolhan University, Chaibasa.

Expression of Interest is hereby invited in two parts (Technical and Financial part) for all pre & post examination work (confidential works) with the use of OMR barcoded answer books of different exams of Kolhan University, Chaibasa from the academic year 2018-19 onward for three academic sessions. The information and specifications are as given below –

1. Size of OMR barcoded answer books should be 27 cm x 22 cm of 80 GSM with 32 pages (110 GSM for OMR cover page)
2. Approximate numbers of students of all exams may vary up to 10,000 or more.
3. Total numbers of exam are more than 100 types which include Semester as well as yearly exam of Professional & Technical courses also.
4. In UG level exam each student will be required minimum 04 OMR bar-coded answer books while in PG level minimum 08 OMR bar-coded answer books will be required.

Only confidential working firms having minimum 5 years' experience of similar nature of works in minimum 3 recognized Autonomous Colleges/Universities within India should submit their bids along with all supporting documents and a non-refundable **A/c payee bank draft of Rs. 10,000/- of recognized bank in favour of "The Registrar, Kolhan University"** payable at **Chaibasa on or before 15th November, 2017 till 02:00 p.m.** The details of the works, terms and conditions can be downloaded from 12.10.2017 onwards from the University website www.kolhanuniversity.ac.in.

The undersigned reserves the right to cancel/amend the tender at any stage without assigning any reason thereof.

- (1) Filled tender documents should reach
to the Registrar's office :- Upto 02:00 p.m. on 15/11/2017
- (2) Technical Bid will be opened :- At 03:00 p.m. on _____

- (3) Price Bid of successful bidders will be opened on a date after evaluation of Technical bid by the Tender Committee. Date of opening of price bid will be intimated through e-mail/Fax/Mobile to the successful bidders.
- (4) Earnest money deposit Rs. 5,00,000/- (Five lakh) only in the form of Bank draft of any nationalized bank in favour of "Registrar, Kolhan University" payable at Chaibasa.
- (5) Venue of the opening of the Tender :- Kolhan University, Administrative Building, Chaibasa

Section –B-Details of the work

(a) Pre-exam work:

- I. Online Admission/Registration/Online Transaction of all kinds. Enrolment of the students admitted in different courses running under Kolhan University, , Chaibasa.
- II. Scrutiny of the online registration as per regulation.
- III. Issue of checklist for correction or wrong entry, issue of registration slip, uploading of registration slip of each student on the Website of Kolhan University for downloading.
- IV. Correction of Data as per original documents, issuance of the statement of the Students College & subject wise.
- V. Cropping of photo, signature of the candidates into jpg files stored against candidate's Registration No.
- VI. Issuance of printed examination form of each student with their details college wise, subject wise.
- VII. Issuance of admit card, attendance sheet, dispatch memo, roll sheets, marks foil of allexamination 21 days before from the date of commencement of the concerned exams.
- VIII. Design of proper admit card in consultation with Controller of examination of Kolhan University, Chaibasa.
- IX. Allotment of roll numbers and exam centres as per suggestion of Kolhan University, Chaibasa.
- X. Connect all candidates' images with assigned roll number.
- XI. Issuance of details of numerical/statistical data of the examinees, centre wise, collegewise & subject wise of each exam for question packing 7 days before from the commencement of the concerned exam.
- XII. Hosting of admit card of each student on the websites of Kolhan University for downloading.
- XIII. Supply of OMR barcoded 32 pages' answer books for each student of each paper of the concerned exam to the College Head Quarter, Chaibasa in consultation of Controller of Examination. If a student demands 2nd answer book after writing of all pages of main answer book, then 08 pages additional bar-coded OMR answer book will be provided.

(b) Post examination work

- I. Preparation of OMR barcoded answer books for evaluation. Making of bundle subjectwise, paper wise, college wise for evaluation. Tearing of C part containing details of examinees before the evaluation work immediately after completion of examination will be done on the basis of paper wise. After tearing, OMR answer books handing over it with details sheet to the Director/Co-ordinator of Evaluation Centre for evaluation.
- II. Scanning of the C part of the OMR cover page for making data bank of each student.
- III. After evaluation tearing of B part of the OMR cover page for posting of marks & processing of result will be done.
- IV. Preparation of result & publishing of result within 10 days after completion of evaluation work.
- V. Publishing of result in all newspapers & websites along with providing subject wisemarks of each students on websites & through SMS on Registered Mobile Number (RMN)
- VI. Issuance of mark sheet, 3 copy of TR (A/3 size) subject wise, college wise, provisional certificate (if needed) within 3 days after publishing the result.
- VII. Issuance of merit list within 10 days after publishing the concerned result.
- VIII. Issuance of statistical data of appeared, passed, failed students along with details categories wise like girls, boys, SC/ST/OBC, general & their % to each concerned exam.
- IX. All work will be done under the supervision & as per instruction of the Controller of Examinations, Kolhan University, Chaibasa.
- X. Providing of the answer sheet for clearance of pending result and scrutiny within 2 days after receipt of the requisition letter.
- XI. Publication of result after scrutiny & clearance of pending result immediately if needed.
- XII. Maintenance of all OMR answer sheets at all evaluation centres up to 3 (Three) years. 02 (Two) or 03 (Three) evaluation centres may be made in each UG & PG exam.
- XIII. Above noted all works are time bound and will be completed within the stipulated time as per instruction given by the Controller of examinations from time to time.
- XIV. All work will be done as per regulations of the Kolhan University, Chaibasa; hence, the software should be configured as per regulation.
- XV. All work will be done under the supervisions & as per instructions of the Controller of examinations.
- XVI. After completion of the publication of the result all the data of each concerned exam should be handed over to the Controller of examinations in C.D as well as in pendrive with detail labelling one copy in PDF form & one copy in general form.

XVII. All work will be done in the premises of the Kolhan University, situated at Chaibasa with tearing of OMR of cover pages of the answer books except maintenance.

(c.) Detail specification for printing of different documents

I. Paper of OMR barcoded answer sheets should be of 80 GSM with 32 pages. OMR cover page should be of 100 GSM. Space for giving different data on cover page should be provided in consultation with Controller of Exams. It should be perforated its making of Kolhan University.

II. Paper of admit card, provisional certificate, migration certificate, mark sheet should be of 100 GSM along with water mark of Kolhan University.

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.IV.

Section-C (General terms and Conditions)

Introduction

Kolhan University, Chaibasa is located at Chaibasa, Jharkhand - 834001.

Objective

The Kolhan University intends to outsource its entire Pre-Examination & Post Examination work along with supply of OMR bar coded answer books through scanning & image processing system through a trusted and reputed firm/company which has a minimum 05 years' experience in handling of similar kind of work in recognized of Jharkhand & Bihar of same nature of work, will be preferred.

The objective of the proposed work is to ensure seamless access to data of all appearing candidates after the online/offline form submission such as ICR & OMR to ensure smooth examination through the use of ICT tools and techniques. The work involves printing of OMR bar-coded answer books, scanning of candidate, biometric information, validation checks and various MIS report. In order to do the aforesaid tasks, the requests for proposal from eligible bidders who shall study, design, develop and implement a suitable system which shall ensure procedural transparency, absolute data security and timely delivery of the desired and agreed deliverables

The general overview of the work to be performed includes handling of offline and online database, development of the software, capturing of all relevant data efficiently and in a cost effective manner, implementation and maintenance of the system for an agreed upon period.

Information to Bidders

Cost of Bidding

The Bidder shall bear all the costs associated with the preparation and submission of the Bid and Kolhan University, Chaibasa will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

Tender Document

Bidder is expected to examine all instructions, forms, terms and requirements in the Tender document. The invitation of Bid together with all its attachments thereto, shall be considered to be read, understood and accepted by the Bidder unless deviations are specifically stated in seriatim by the Bidder. Failure to

furnish all information required by the Tender document or a Bid not substantially responsive to the Bid document in every respect may result in the rejection of the Bid.

Amendment in Tender Document

At any time before the deadline for submission of bids, Kolhan University, Chaibasa for any reason, whether at its own initiative or in response to the clarifications requested by bidders may modify the Tender document by amendment thereto.

Any amendment to the Tender document shall be notified in the form of a corrigendum to be published on Kolhan University website. All prospective bidders should keep track of any such corrigendum publication. Such modification once published in the specified website will be binding on all prospective bidders.

Modification and withdrawal of Bids

The bidder may withdraw its bid after submission, if written notice of the withdrawal is received by Kolhan University, Chaibasa before the deadline prescribed for bid submission. A Bidder wishing to withdraw its bid shall notify Kolhan University, Chaibasa in writing prior to the deadline prescribed for bid submission. A withdrawal notice may be sent by post or by telefax followed by post confirmation postmarked no later than the submission of bids. The notice of withdrawal shall be addressed to Kolhan University, Chaibasa as mentioned/stated in the documents, bear the tender reference number and the words "BID WITHDRAWAL NOTICE".

Submission of Proposals

The proposals in the form of hard copy as well as soft copy (in CD media) shall be submitted in two separate sealed envelopes superscribed as "Technical" and "Financial" respectively, has to be deposited in the office of the Registrar, Kolhan University, Chaibasa on any working day up to the deadline specified in section A. Both Technical & Financial envelope should be kept in a big envelope.

Any tender received after the specified last date & time of submission of bid will not be considered. In the event of the specified date for submission of bid being declared as holiday, or if there is a sudden strike or bund the bids will be received up to the appointed time on the next working day at the Kolhan University.

1. The original and one Hard copy and one soft copy in CD media of the Technical shall be placed in an envelope and properly sealed and clearly marked "TECHNICAL Bid" followed by the name of the firm. The original and one Hard copy and soft copy in CD media of the financial Proposal (Price schedule as per tender) should be and kept in separate envelope in similar manner and marked as "FINANCIAL BID" followed by the name of the firm. Kolhan University shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated in which case the proposal may be rejected. If the financial

proposal is not submitted in a separate sealed envelope duly marked as indicated above, the entire proposal shall be rejected.

2. All pages in the price bid and technical bid should be signed with Company Seal and date, Technical specification sheet enclosed in the bid document should be returned by the bidder with the word 'Noted & Complied' marked at the bottom of each page. In case of any deviation, the bidder should mention the same with "Asterisks" on the specific line and numbered item should be enclosed along with the technical bid.

3. The Financial Bid and the Technical bid document should be properly bound and separators should be used to mark, each section of the bid. Any loose sheet enclosed along with the bid will be treated as not part of the bid.

4. Each proposal should be marked "Original" or "Copy" as appropriate, If there are discrepancies in the 'Original' and "Copy" the 'Original' shall prevail.

Proprietary Information/ Public Disclosure

1. Materials submitted in response to this competitive procurement shall become the property of the Kolhan University, Chaibasa.

2. All proposals received shall remain confidential till the contract, if any; resulting from this tender is awarded i.e. signed and approved by all parties. Thereafter the proposal shall be deemed public records.

3. In the event a Bidder desires to claim portions of their proposal as exempt from public disclosure, the Bidder must identify those portions in the proposal cover letter. Each page of the proposal claimed to be exempt must be clearly identified as "CONFIDENTIAL", Kolhan University has the authority to decide whether any or all of the claimed exemptions are appropriate or not. The entire proposal cannot be marked as proprietary.

Validity of Proposal submitted

The proposal shall remain valid for a period of 180 days from the scheduled date for submission of bids. All prices quoted must be firm and valid for this period.

All prices quoted shall not be affected by any escalation in prices of labour or materials, services, machinery, equipment etc. or in rupee exchange rate during the price validity period whatsoever. However, direct duties, levies, or taxes in respect of finished products will be at the rate prevalent at the time of delivery.

Income Tax & Sales Tax / GST Certificates

Attested copies of the following documents must be submitted along with the Tender.

- Latest Income Tax Clearance (the original of which may have to be produced by the successful bidder before the issue of the firm work order).
- Valid VAT / GST Registration Certificate and Clearance Certificate.
- Copy of PAN.

Earnest Money Deposit (EMD).

1. Earnest money should be in the form of Bank draft of Rs. 5,00,000/- of any nationalized bank as per specification in section A and should be kept in the envelope of Technical bid.
2. Technical bid not accompanied with prescribed Earnest Money Deposit receipt will be out rightly rejected.
3. The EMD of the unsuccessful Bidder shall be refunded after final acceptance of the tender and within reasonable time not exceeding six months from the date of opening of the tender. The EMD will carry no interest.
4. In case of the successful bidder, the EMD shall be refunded after successful completion of the project.
5. The EMD will be forfeited if a Bidder withdraws his offer before finalization of the tender or if the Bidder fails to sign the prescribed agreement within the specified period.

Tender opening date and venue

Tenders (Technical Bid part only) will be opened at the appointed time and date at the venue mentioned in section A of this Tender Document in presence of the bidders or their authorized representatives. The tender responses will be scrutinized on the same day in presence of all the present bidders. The scrutiny will cover the mandatory compliance criteria as mentioned in the bid. All such tenders, which are found complete and conform to the mandatory compliance criteria, shall be declared as valid bids. The valid bids will thereafter, be evaluated by a Tender committee of the Kolhan University, Chaibasa. The evaluation may require the bidders to present their presentation before the tender committee on a date to be intimated to them through E-mail/mobile provided by the bidder. **The Bidder shall have to demonstrate his expertise before the Technical Committee at very short notice.**

Facility Provided by the University

University will provide only space, electricity & one AC only to the firm for aforesaid work.

Discrepancies in Bid

In case of discrepancies in bids, the following will be adopted to correct the arithmetical errors for the purpose of evaluation.

- In case of discrepancy between the Original and Copies of bid, the Original bid will be considered correct.
- In case of discrepancy between figures and words, the words will be considered correct.

Tender Acceptance & Rejection

- Bidders must provide a response to all sections and requirement of this bid documents to be considered complete. Bidder's failure to comply with any part of the bid document may result on the Bidder's proposal being disqualified for being non-responsive.
- Kolhan University, Chaibasa reserves the right to reject any tender without assigning any reason whatsoever at any stage of the tender process.
- All components in tender must qualify in technical specification. If any component fails to qualify in technical evaluation this will lead to rejection of the technical bid.

Authorized Representatives

Any action required or permitted to be taken, and any documents required or permitted to be executed, under this contract by Kolhan University, Chaibasa or the Bidder may be taken or executed by the officials authorized for the purpose.

Bid Evaluation Process

Bid security

Only Bidders who have submitted the valid bid security as per the format shall be considered for further evaluation subsequently, a single step two-envelope bidding procedure will be used for the evaluation. Under this process, the technical proposal will be opened and evaluated prior to opening and evaluating the financial proposal.

1. General Examination of Bids:-

After completion of preparatory scrutiny by Kolhan University, Chaibasa, the technically valid bids will be sent to the tender committee for general evaluation.

The tender committee will decide which deviations (including omissions and variations) or reservations identified at this point is material and therefore which bids should be declared as not substantially responsive. If a bid is not substantially responsive, it can be rejected and cannot be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

At the end of this stage, the committee will agree upon: -

1. Those bids which should not be considered for further evaluation.
 2. Any clarification that should be requested from qualified bidders.
2. Financial Bids will be opened only for those firms which will qualify in technical Bid.

Section – D – Technical Bid

Technical Bid details: - Eligibility of technical bid is given below. -

S.No.	Criteria	Documentary Evidence
1	Earnest Money Deposit of Rs. 500000/-	Original demand draft
2	Bidder Must have minimum 5-Years' experience in implementing similar work in any three(3) recognized Autonomous Colleges/Universities with use of OMR barcoded answer books through scanning image processing method and complete Online features presently working.	Certificate of incorporation and Memorandum and Articles of Association 5-years old PO/ Work order confirming that firm in similar business for last 5-years.
3	Income Tax, GST and VAT Clearance.	Income Tax return, GST/Vat Clearance Certificate of last 3-years.
4	Bidder's turnover should be INR 100 Crores in each of last 3-years	Audited Balance sheets for last 3-years
5	Experience of having executed at least 5-years similar works at minimum 3(Three) recognized Universities of Jharkhand/Bihar in last 5-years (with supporting documents to substantiate the claim) will be preferred.	Work Order and Project Completion Certificate from the concerned Universities.
6	The tenderers have their own Softwareprofessional with relevant experience.	Self-attested copy from HR head/authorized person.
7	Details of infrastructures, technical staffs available for the said work.	Self-attested copy from HR head/authorized person should be submitted.

8	Before finalization of the responsive bidder for evaluation of technical bid, College at its discretion may send a team of officer for verification/evaluation of the infrastructure, human resources, necessary facilities for conducting the aforesaid work at the Office/work place of bidders or the university where the same process is implemented.	
9	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.

<u>Section – E Financial Bids (to be submitted separately)</u>			
1	Complete work related to pre & post exam work through scanning & image processing method along with supply of bar-coded OMR answer sheet as per specification in tender documents.	Price (Rs.) Per student. (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. Taxes & duties should be shown separately in financial bid. Bidder has to produce documentary evidence regarding taxes & duties paid. Lowest tenderer will be the decided on the basis of overall cost including taxes & duties, VAT etc.)

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.

Section-F: Contract Negotiation & Terms of payment

Work order & payment condition after finalization of tender: -

1. Contract negotiation

The aim of the negotiation is to reach an agreement on all points with the Consultant and initial a draft by the conclusion of negotiation. Negotiations Commence with a discussion of Consultant's proposal, (the proposed work

Plan, staffing and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final terms of reference, the staffing and the bar chart, which indicate personnel, periods in the field and office, man-months, and reporting schedule.

2. Terms and payment

- I. Payment will be made after successful completion of the work of the concerned exam within target dates.
- II. Payment may be made on the basis of the nos. of admit cards issued for each exam separately.
- III. A penalty charge not more than 2 % may be imposed for mistake of data & delay of the work.
- IV. 30% payment may be made on request of the firm as advance after completion of pre examination work of the concerned exam.

General proposals must accompany the document as stated below: -

1. Letter of submission must be made on official Bidder letter head, and must be signed by a person authorized to bind the organization to a contract with Kolhan University, Chaibasa if selected. The letter of submission must include the following in the order given: -

- a) Bidder's Name:
- b) Name & title of the Bidder's :
- c) Authorized Representative
Address :
- d) Mobile No. :
- e) Telephone No.:
- f) Fax No. :
- g) E-mail :

2. Description of the firm/organization and an outline of recent experience on assignments/projects of similar nature executed during the last 5 years.

3. Understanding of scope of work along with approach note on implementation of the same.

4. Description of the Implementation plan along with Time Schedule. The methodology proposed for carrying out the required work is necessary.

5. As per table given in the Technical Evaluation Criteria and point system with description therein.

Sd/-
Registrar
Kolhan University, ,Chaibasa