

Request for e-Procurement Proposal for
Web Support and Data Processing of Pre-Post Examination work,
Answer Book Preparation and Degree Writing work for the year
2024-25 and 2025-26

by

Maharshi Dayanand Saraswati University, Ajmer

ई-बोली सूचना संख्या: 36
NIT No. F.2()/परीक्षा/सा.प्र./मदसविधि/2024/ 29600 Dated: 7/10/2024

Bid Inviting Authority (TIA): Registrar,

Maharshi Dayanand Saraswati University, Ajmer Rajasthan
Tel. No: 0145-2787057
e-mail: registrar@mdsu@gmail.com

Project officer In charge :

Controller of Examinations
Maharshi Dayanand Saraswati University, Ajmer Rajasthan
Tel. No: 0145-2787264
e-mail: mdsuce@gmail.com

Bidder information :

Name of the Firm _____

Address : _____

Contact Person: _____

(Authorized Bid Signatory)

Tel. No: _____

Fax No: _____

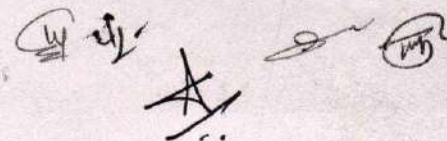
Mobile No. _____

E-mail address : _____

website: _____

Mode of bid submission :

Through eProcurement / eBidding system at
<https://eproc.rajasthan.gov.in>



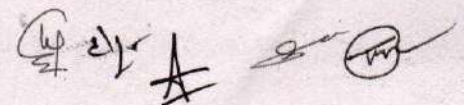
Important Dates			
S.No.	Events	Date	Time
1.	Date of Issue of Notice Inviting Bid (NIB)	8.10.24	13:00 hrs
2.	Document Sale Start Date	8.10.24	15:00 hrs
3.	Document Sale End Date	4.11.24	12:00 hrs
4.	Seek Clarification Start Date	8.10.24	16:00 hrs
5.	Seek Clarification End Date	14.10.24	15:00 hrs
6.	Pre Bid Meeting Date	16.10.24	13:00 hrs
7.	Pre Bid Meeting Place: Registrar's Chamber, ChankyaBhawan, MDS University, Kayad Road, Ajmer		
8.	Bid Submission Start Date	21.10.24	14:00 hrs
9.	Bid Submission End Date	4.11.24	16:00 hrs
10.	Last Date & Time of Submission of Hard Copy of Bid document at MDSU, Ajmer	5.11.24	12:00 hrs
11.	Technical Bid Opening Date	5.11.24	14:00 hrs
12.	Date & Time of Opening of Financial Bid	will be intimated to all the technically qualified bidders only	

Important Dates and information

Important Information		
S.No.	Detail	Amount
1.	Bid Document Cost (Non Refundable)	Rs.: 5000.00
2.	Estimated Bid Value (for 2 exam years)	Rs: 200.00 lacs
3.	Bid Security @ 2% of the estimated bid value	Rs.: 4.00 lacs
4.	Performance Security Deposit Amount	5% of Estimated Bid Value
5.	RISL Processing Fee (Non Refundable)	Rs.: 2000.00

Definitions and Acronyms

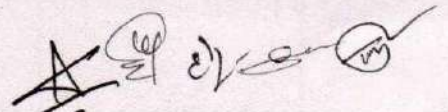
MDSU / University	MaharshiDayanandSaraswati University, Ajmer
BIDDER	The eligible firm who will participate in Bidding process
EMD	Earnest Money Deposit / Bid security
IT	Information Technology
BSD	Bid securing declaration
PURCHASER	MaharshiDayanandSaraswati University, Ajmer
RFP	Request for Proposal (Bid) Document
SUPPLIER	The bidder who will be finally selected and whose name the work order will be released
Exam Section	An office of C.E./Deputy/Assistant Registrar Examination in the MDSU.
Secy Section	An office of Deputy/Assistant Registrar Secrecy in the MDSU.
UG	Under Graduate Examination comprise of 3-4 year span.(annual and semester system)
PG	Post Graduate Examination comprises of 2-3 year span.(annual and semester system)



Brief Overview of the Project

The MDS University has approx. 3.60 lacs students registered per year to its 500 affiliated colleges under nearly 200 examinations schemes. These examinations are conducted on yearly pattern as well as on semester pattern. The maximum number of students registered in an examination can be as large as approx. 90000 while the minimum number of students can be as less as 5. The number of students registered, no. of examinations and the number of affiliated colleges may increase or decrease. This project involves providing web space for MDSU, designing, maintaining a secure website so that students, colleges and the University can access rights-based information pertaining to examination year from 2025 to 2026 (some work of exam years from 2016 to 2024 are also required to be done). From this web interface students will be able to fill their examination form, may communicate corrections in his/her particulars, and get their information remotely. This web interface should be capable of collecting different fees remotely like exam fee, duplicate marksheet fee, migration fee, and transcript fee etc by different modes of payment like debit card, credit card, netbanking, wallet etc. The work also includes answer book preparation for coding/decoding and all pre - post work of examination.

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

Handwritten signature and a circular stamp or seal.

Letter of Invitation and bidding process

For effective data capturing in online E-application in prescribed digital format, processing and supply of material in a time bound manner, MDSU intends to award the work to competent and professional firm under RTPP act 2012 and rule 2013

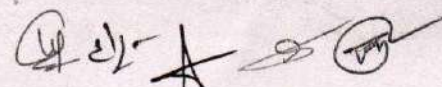
MDSU is issuing this Request for Proposal ("RFP") and the accompanying documents for inviting "bids" comprising Technical Proposal (or "Statement of Qualification") and Financial Bid from eligible individual company/firm ("Bidder") as to select the firm for online web application, processing and supply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

Single stage selection (two part bidding) procedure shall be adopted that will proceed as follows:

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

Instructions to Bidder

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



along with the online bid.

- iv- Before electronically submitting the bid, it should be ensured that all the bid papers including conditions of contract are digitally signed by the bidder.

2. Cost of Bidding

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

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

4. Packaging the Bid

The offer should be enclosed in a duly sealed envelope super scribed with bid reference number, work name, due date and bidder name. The envelope should contain two separate envelopes, the details of them are written below.

(i) Envelope-I –Technical Bid, Bid Document Fee, Bid Security and RISL Processing Fee. (Demand Draft of RISL processing fee should be in favour of "Managing Director, RISL" payable at Jaipur), annexure 1 and authority letter(legal power of attorney) should be submitted in hard copy also.

(ii) Envelope-II - Financial Bid (to be submitted online only)

5. Number of copies of the bid

The Bidder is required to submit one copy of the Technical Bid through eproc.rajasthan.gov.in by uploading all required and relevant documents. In addition to this all these document should also be submitted in hard copy physically in sealed envelope, clearly marking envelope as "Technical Bid". In the event of any discrepancy between the hard copies and/or the softcopies uploaded, the information submitted in hard copy shall prevail.

6. Authentication of Bid

The original and all copies of the Bid Document shall be computer laser printouts and shall be signed by a person or persons duly authorized to bind the Bidder to the Contract. A duly stamped Power-of-Attorney accompanying the Bid Document shall support the letter of authorization. The person or persons signing the Bid Document shall initial all pages of the Bid Document.

7. Last date and time for receiving sealed offers

The sealed offers should reach by the messenger or by speed post to the address and upto the time mentioned in the "Important dates and Information".

8. Pre-bid Meeting (PBM)

MDSU, Ajmer shall make best efforts to respond to any request for clarification for the Bid Document to the prospective Bidders. Such requests are to be made in writing and are to be received by the office of Deputy Registrar/Asstt. Registrar (GAD) MDSU, Ajmer at least 5 working days before the Pre-Bid Meeting as per the date and time mentioned in the important dates and Information. The clarification shall be made in writing to the extent possible. The format for request for clarification is given below.

Bidder Name and Address			
Date:		Bid Reference No:	
Sr. No.	Section Reference Number (SRN) and Description from RFP	Clarification Sought	
	SRN	Description	
1	2	3	4

Queries not adhering to the format above or queries not received within the mentioned deadline shall not be taken up at the Pre Bid Meeting. MDSU, Ajmer shall not be responsible for any delay in receiving the clarification document including but not limited to any delays like postal delays.

9. Amendment of BID DOCUMENT

- (i) Amendment of Bidding Document-- Any amendment issued shall be part of the Bidding Document and shall be communicated by uploading on the State Public Procurement Portal and the Procuring Entity's web site for prospective Bidders to download.
- (ii) To give prospective Bidders reasonable time in which to take an amendment into account in preparing their Bids, the Procuring Entity may, at its discretion, extend the deadline for the submission of the Bids and also by uploading it on the State Public Procurement Portal and its official website.

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

11. Financial Bid (**Envelope II**)

Financial Bid should only indicate price as mentioned in Financial (financial) Bid without any condition or qualification whatsoever. Financial Bid should contain the bill of quantity - BoQ (Exactly in the excel format given on the eproc portal) and should be submitted only online as described above. The financial offers should be complete in all respects and it should not contradict with the Technical Offer in any manner.

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

13. Validity of Bids

Bids shall remain valid for 90 days after the last date of bid submission. A Bid valid for a shorter period shall be rejected as non-responsive. The validity of the said bid may be extended as per mutual consent.

14. The provisions of RTPP Act 2012 and Rules 2013(with amendments issued) thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with RTPP Act 2012 and Rules thereto, the later (RTPP act and rules) shall prevail.



Scope of the Work

Scope

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

The Bid period which is two exam years could be extended to another one exam year by mutual agreement of both the parties, if work done satisfactorily by the firm. In the case of extension the documents/services mentioned at 'point no.9:Value added services' of "Deliverables" be provided for earlier year(s) too along with current year.

Key Features required for project:


- The firm should have knowledge of New Education Policy (NEP 2020) so as to work for various activities accordingly. The firm is required to capture and e-validate ABC-ID.
- Firm will develop and maintain the website as per guidelines of the Supreme Court, government issued from time to time. Firm has to make security audits of online services as per state / central government guidelines. Website should be capable for especially abled persons. Firm will maintain secrecy of whole Data and protect any misuse of whole data.
- Designing of e-forms for various examinations. The application should be browser independent and dynamic in nature. The labels on the form should be bilingual (Unicode based) wherever required i.e. in Hindi(devnagriliipi) as well as in English.
- In the e-form Name of Candidate, Father's name and mother's name must be captured in bilingual (Unicode based) i.e. in Hindi (devnagriliipi) as well as in English and it should be preserved for the use of degree preparation.
- During e-form filling the sub category of the students for specially enabled students like blind, deaf & dumb, Mandbuddhi, asthidivyang, percentage of disability must be captured.
- The University is registered with National Academic Depository (NAD) and Academic Bank of Credits (ABC), where the various documents like marks sheet, provisional certificate, degree, transcript etc. will be pushed to the NAD through DigiLocker for secure public use. To accomplish this, the firm has to upload data in the desired format to the designated website/portal. The firm has to acquire necessary digital signatures(if required) and other official formalities required to complete this task.
- On-line filling up of examination forms and enrolment/eligibility forms considering eligibility criteria and validation. Printing of Payment invoice with unique control number to enable the student deposit fee at E-Mitra/RPP or/and online banking. After depositing the fee the student will print the exam form/RE form from the portal. For this purpose online application should be capable of handling this method of fee collection.



- To upload photo, signature and eligibility document (if required) of the applicant.
- Providing **web Support** for getting admission card online and providing an interface to the college so that they can verify forms and print examination material of their college login in the event of material not reached.
- **Portal** should have related training material like how fill ONLINE forms, eligibility criteria's etc. in PDF or PPT form
- Portal for Exam Form filling and different activities of students should be '*student login*'driven.
- Reflection of class 12 data of RBSE/CBSE for Ist year and last year data for 2nd year, 3rd year and final year candidates in e-forms to provide ease for form filling. Data required for form filling may be captured from colleges online, if required. (if required, data of last year examination will be provided to the firm)
- Providing necessary training to the University officials and college principal's/ representatives at the University to handle web based working at their end. (if required)
- Providing an interface to view college wise/ exam wise different types of examination statistical information on the portal.
- There should be separate section/explicit box on website for publishing general information like syllabus, time table, press notes, circulars, RTI information, merit lists, results, MIS reports and other information of student/college interest like location of examination centre, e-admit card, advisory for any pandemic, result declaration etc. This information should be available on the website from exam year 2015-16 (last years data will be provided by the university, if required).
- Prepare and supply of data and examination material in the manner as mentioned under the '**Deliverables**'
- It is expected that there will be approximately one Lakh new students enrolled each year. Unique Enrolment numbers will be generated for Regular and Non collegiate (NC) separately for the class wise duly checked data of all Ist year, Previous year/Ist semester examinations in the order of ROLLNO. Starting digit for regular and NC student's enrolment number will be received by the examination/enrolment section by the firm. In the Roll list, admission cards and other relevant documents, this enrolment number must be printed.
- The firm will register/renew at least two domain names for the websites and acquire requisite server space. The firm will submit details and related documents of domain name registration/renewal and server space acquisition to the University. However related bill payments will be borne by the firm. The ownership of domain names so acquired will be of the University.
- The system shall be scalable to incorporate additional requirements, high volume of transactions / simultaneous operations etc. The software should be load tested and fine-tuned for performance to accept at least 50000 to 75000 applications per day. It should be able to serve minimum of 1500-2000 concurrent users.
- Unique Roll Number should be generated in the order of Centre→Institute→Category→ Ordinance→ NameOfCandidate→ Father's name→ Mother's Name
- Firm will be required to evaluate through double scanning of OMR 'answer sheets of

compulsory papers. The firm will also post awards generated as a result of preparation of answer book (coding) process. Preparation of answer books means that answer books are verified, shuffled, marked with fictitious code and packed into bags etc.

- Firm should have ability to organize gathered data/information in the format desired by the University also the application software should provide for proper audit trail for any change made in the data by any stake holder.
- Final data must be submitted in two copies to MDSU in prescribed formats and on proper media i.e. CDR/DVDR as per time schedule of project along with declaration mentioned under deliverable.
- Comply with any other instruction / direction / work etc. given by the University.
- **SMS to all the students regarding their examination, centre and result status. SMS for different kind of activities as directed. E-mail to colleges for various activities.**
- **A help line station (at least with 2 dedicated telephone numbers) is also to be setup to assist the students, colleges, centres as well as the University officials from 9 am to 6 pm daily except Sunday and national holidays. A help desk e-mail Id. should also be provided by the firm and it has to be monitored day to day basis.**

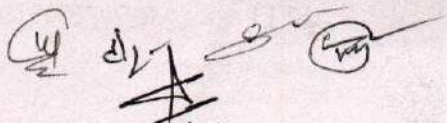


Deliverables

1. Pre Conduct of Main Exam.

S.No.	Processes/Reports Required for Pre Exam. (main) Work	Type of Stationery /Part
1.	Uploading Syllabus, Online filling short profile of colleges and printing of examination scheme with subjects (and their allowable papers, groups if applicable) drawn from Syllabus for approval from MDSU. Preparation of College/Centre list	A4 cut sheet
2.	College wise/Exam wise fee collection report with fee heads and control No. etc. (only live cases)	15x12x2
3.	Check list of Forms filled with full data captured online, exam wise college wise. (only live cases-fee deposited). Separate check list for enrollment purpose.	15x12x2
4.	Update List of check list	15x12x2
5.	Basic roll list	10x12x1
6.	List of Exam wise Registered number of students Seeking Roll No. series from MDSU	15x12x2
7.	Roll list 3 copies after generation of unique roll no and enrolment numbers	15x12x3
8.	Preparation and provide ONLINE of attendance sheet subject wise/centre wise	ONLINE
9.	Provide Admission cards online (student and centre copy) with Photo along with Time Table of Examination as approved by the University.	ONLINE
10.	Enrolment Certificate Packed College wise.	10x12x1
11.	Enrolment Register separate for Regular/Ex. and Non Collegiate students with proper space between 2 candidates (as per sample)	15X12X1 (100 GSM) Pre printed
12.	Final List of Enrolment for despatch to Colleges	10x12x3
13.	QP Statement (3 copies) with nomenclature and code numbers.	15x12x3
14.	N.R. Statement (3 copies) with nomenclature and code numbers.	15x12x3
15.	Provide online Sitting statement (Plan) class-wise/ Centre-wise/ subject-wise /paper-wise/ Roll numbers-wise	ONLINE
16.	Various Statistical reports i.e. exam wise, faculty wise, category wise like SC, ST, OBC, Gen., Male, Female, Total etc. Other Registration summary(statistical statement) as required by the University.	15x12x3
17.	Fee collection statement day/month wise /college wise/exam wise with mention of all fee heads, all sub heads to reconcile from bank statement. ** above statement is required day to day basis. It should be login based online with view and print option in addition to hard copy.	online and on computer stationery
18.	In case, if fee is to be refunded to the candidate(due to duplicate fee or any other reason) as per list provided by the firm an online form is to be developed by the firm so that a candidate can fill necessary details i.e. reason to refund, bank detail with provision to upload cancelled cheque etc. required to refund the fee. In addition to this firm has to prepare online challan and provide copy of refund cases to AR(A&F).	online and on computer stationery
19.	College wise/roll no wise/subject wise list of (excluding compulsory subjects) ex and non collegiate students to fill practical awards for carry forward purpose	10x12x2
20.	Statement of Centre wise/ subject wise/ paper wise/ date wise/ inning wise registered candidates for load assessment of particular date and inning.	A4 cut sheet
21.	Any other process & report required by the University.	

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



2. Pre Conduct of Supplementary Exam.

S.No.	Processes/Reports Required for Supplementary Exam.	Type of Stationery /Part
1.	Extracting data from Main Exam data file for Supplementary and other relevant cases, this data will be used for on line form filling.	data processing
2.	Work / Reports mentioned under the table No. 1 Pre conduct of Main exam. from s.no. 2 to 9 and s.no. 13 to 18.	as mentioned in the table
3.	Any other process & report required by the University.	

3. Pre Conduct of Re-evaluation and Scrutiny Exam.

S.No.	Processes/Reports Required for RE/Sct. Exam.	Type of Stationery /Part
1.	Online Form filling	----
2.	Supply of Check List of forms	15x12x2
3.	Work / Reports mentioned under the table No. 1 Pre conduct of Main exam. from s.no. 17 to 18.	as mentioned in the table
4.	Any other process & report required by the University.	

4. Post Conduct of Main Exam:

S.No.	Processes/Reports Required for Post Exam work (Main)	Type of Stationery /Part
1.	Updation of Roll List	----
2.	Supply of Roll updation List	15x12x2
3.	Making final correction in Roll Data	----
4.	Preparation of Answer book work i.e. putting fictitious roll number (code no.) on answer books etc. (detail mentioned in table no. 4.1)	----
5.	Prepare and supply of exception list (exam wise)	15x12x2
6.	Supply of exception list (subject/ paper wise for use of secrecy section)	10x12x2
7.	Resolve Exception	----
8.	Implementing Grievance committee recommendations/ RW-EX/ RW-EN/ UM/ RL	----
9.	Supply of compilation marks with roll nos. for final year/semester examinations.	10x12x2
10.	Result Processing	----
11.	Supply of Press Release.	15x12x2 (8 copies)
12.	Display of result status of the student on website.	----
13.	Supply of Tabulation Register (TR)	15x12x3 (80GSM)
14.	Supply of Marks Sheets (packed college wise) (note: All final year exam marks sheet will be printed with student's photo)	As per sample (100 GSM)
15.	Supply of provisional certificate for all final year successful candidates	as per sample
16.	Various Statistical reports i.e. exam wise, faculty wise, category wise like SC, ST, OBC, Gen., Male, Female, Total, result status etc. Other Registration summary (statistical statement) as required by the University. These reports should be available on the website for all times(updated)	15x12x3
17.	Scanning and providing soft copy of assessed answerbook required by the candidate under RTI act through university portal or e-mail. A separate online form be provided for capturing data in this regard and RTI fee should be collected online.	soft copy online system
18.	Exam centre charges billing system and related accounting management. Separate panel for exam/secrecy and Account department.	online system
19.	Theory and practical examiners billing system and related accounting management.	online system

(Handwritten signature and stamp)

	Separate panel for exam/secretary and Account department.	
20.	Supply of Check List of Merit List with address of the student as per University rules	A4 size cut sheet (in 2 copies)
21.	Supply of Provisional Merit List with address of the student after making correction.	A4 size cut sheet (in 2 copies)
22.	Supply of Final Merit List with address of the student after making correction (if required)	A4 size cut sheet (in 2 copies)
23.	Display of Provisional and final merit list exam wise on website (as per requirement of the University)	----
24.	Any other process & report required by the University.	

4.1. Preparation of Answer Books i.e. putting fictitious no. and scanning etc.

1. Answer books are to be packed in cloth bags each having 300 answer books. These bags shall be supplied in different colours in each faculty at UG/PG exam by the contractor at his own cost. The bags should confirm the quality as per sample.
2. The work is of confidential nature, Particulars and details of the workers have to be produced by the agency in the prescribed format.
3. All the supervisory staff should possess working knowledge of English.
Minimum Qualification:- a) Managerial staff – Graduate. b) Clerical staff – 10th Pass.
4. (i) Contractor/firm will employ one manager who will be the leader of the whole team. There will be two assistant manager level persons who will be heads of evaluation of answer books.
(ii) There will be sufficient technical, clerical and peon level staff in appropriate ratio as decided by the Manager/University in team working for preparing answer books. However, the number of employees depending upon requirement of work may be adjusted. In addition to above, four computer operator / data entry operators will be employed by the firm for clearing the exceptions related to flaps and they will remain under the direct control of C.O.E.
(iii) The contractor/firm will make arrangements for a minimum of 5 PCs with printer for data entry work, if required.
(iv) In order to maintain security, the contractor shall arrange a necessary CCTV system for this work.
5. Approximately 40000 answer books per day with an average of 2lacs answer books weekly will be required to be prepared. Firm will ensure to arrange at least four fict.no. printing/scanning machines for this job.
6. Preparation of answer books means:
 - i. Collection of written Answer books packets with attendance sheets from secrecy section
 - ii. Counting and verification of Answer books received with attendance sheets.
 - iii. Answer books are shuffled, Printing of fictitious roll numbers at 3 specified places on the cover page of each answer book.
 - iv. Tearing roll number flap from the Answer books.
7. Supply of good quality polythene packets with following material:
 - a.
 - i. Packet slip: Packet number and fictitious roll no. range printed on a slip
 - ii. Instruction to the examiners for online marks filling.
 - iii. Password of the packet and the website link to fill the marks.
 - iv. Draft award sheet of fictitious roll no. for examiners to fill the marks manually before uploading the marks online.
 - v. Instructions to examiners for filling the profile for the first time.
 - vi. One envelop of A4 size for final award sheet printed from website.
 - vii. Polythene bag containing the above instructions/articles.
 - b. Sticker for placing in the transparent packet of the bag with following information:
 - i. Packet no.
 - ii. Examination Name
 - iii. Paper code

(W)

Handwritten signature and stamp.

	iv. No. of Answer books.
	c. One polythene envelope containing sticker with above details, award sheet, question paper, Examiner bill form and any other forms supplied by the University.
8.	Preparation and providing secured facility to capture awards online from examiners with option for printing required reports.
9.	Placing the polythene envelope in the bag along with the Answer books and packing / strapping the bag.
10.	Marking the packet no. / Subject / paper code on the bag.
11.	Scanning / feeding of the Answer book flap having original and fictitious roll number.
12.	Supply of coding number allotment registers examination wise/paper wise.
13.	Supply of good quality bags for Answer book sized 18"/24"/36" long bags and a transparent polythene packet of 4"x6" size on the bag.
14.	Preparation of awards with actual roll no.
15.	The work is seasonal in nature may not be spread throughout the year. The capacity is an indicator of maximum. However, the work shall be allotted as and when available. The University does not guarantee any minimum work and bidder is required to work on the basis of exigency & urgency of the work.
16.	The University will provide rent free place for the work with free electricity, furniture etc.

5. Post conduct of Supplementary Exam.

S.No.	Processes/Reports Required for Post Exam work (Supp)	Type of Stationery /Part
1.	Work mentioned under the table No. 4 Post Conduct of Main exam from s.no. 1 to 19.	As per table
2.	Any other process & report required by the University.	

6. Post conduct of Re-Evaluation and Scrutiny Exam:

S.No.	Processes/Reports Required for Post Exam work (RE &Sct.)	Type of Stationery /Part
1.	Updation of Check List	----
2.	Supply of updation List	15x12x2
3.	Making final correction in registered candidate Data	----
4.	Supply of Answer book requisition statement	10x12x2
5.	Supply of OMR award sheet (pre printed detail of student)	as per sample
6.	Scanning of OMR Award Sheet/ double feeding of manual award sheet, checking and updation of awards.	----
7.	Implementing Grievance committee recommendations.	----
8.	Result Processing	----
9.	Display of result status of the student on website.	----
10.	Supply of Tabulation Register (TR)	15x12x2 (80 GSM)
11.	Supply of revised Marks Sheets for change result cases (note: All final year exam marks sheet will be printed with student's photo)	as per sample (100 GSM)
12.	Supply of revised provision certificate for all final year successful candidates for change result cases	as per sample
13.	Letter with address to be sent to the candidates	10x12x2
14.	Supply of Form 77E statement	15x12x2
15.	Statistical reports regarding result change, no change status etc. Other statistical	15x12x3

(Handwritten signatures and stamps)

	statement as required by the University.	
16.	Any other process & report required by the University.	

7. Supply of OMR Answer (Response) sheet (MCQ)

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

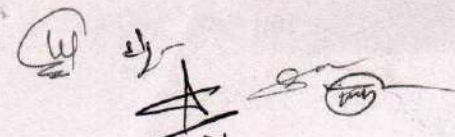
Note: The firm is required to provide online facility to the University/college panel for correction the student data, filling absentees, practical marks, printing of statements in addition to supply the material

8. Degree Writing

S.No.	Processes/Reports Required for Degree work	Type of Stationery /Part
1.	Data retrieving of successful candidates from main exam data	----
2.	Preparation of data with the help of TR, exam form, main exam data, RE/Sct. data and data entry	----
3.	Showing such data as prepared as per point no. 2 above on the website for seeking corrections, if any, from the students.	----
4.	Supply of Check List in Hindi(Devnagriliipi) and English both	15x12x2
5.	Supply of Updation of Check list	15x12x2
6.	Supply of List of successful candidates	10x12x3
7.	Printing of Degree on Pre Printed stationery with Laser jet printer (Paper of degree will be supplied by the University)	----
8.	Degree writing work of Ph.D. students	
9.	Any other process & reports required by the University.	

9. Value added services

S.No.	Details of Activities	Duration of the work
1.	Correction in T.R. Data and recalculation of result as per correction at the University premises.	throughout the Bid period
2.	Preparation and printing of Revised Marks Sheet, Duplicate marks sheet, Advance marks sheet, Provisional certificate, migration certificate at the University premises as per requirement of the University.	
3.	Correction of R.L. results in data and printing of corrected RL marks sheet at the University premises as per requirement of the University.	
4.	Availability of corrected Data of the student on the University web site in prescribed format for verification.	
5.	Provide various statistical/MIS reports required by the University, Govt, UGC, under RTI or other agency as and when required.	
6.	Online fee collection for different type of documents issued by the university i.e.	



	duplicate marks sheet, migration, PC, transcript etc. A separate online form has to be developed for this purpose.	
7.	Firm is required to do above mentioned work from exam year 2015-16 (last updated data files will be provided by the university to the firm but minor corrections may be made, if required, by the firm)	
8.	Work / Reports mentioned under the table No. 1 Pre conduct of Main exam. from s.no. 17 to 18.	as mentioned in the table

10. Work relating to National Academic Depository (NAD) and Academic Bank of Credits (ABC)

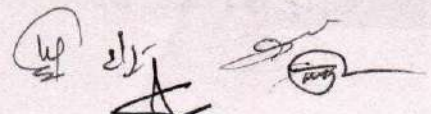
S.No.	Details of Activities	Duration of the work
1.	Preparing the data as per need of NAD (presently as per DigiLocker need) and ABC in the required format like XML, .dbf, ", "separated files or other format.	throughout the Bid period
2.	Validating/checking/correcting the data before uploading on NAD / ABC	
3.	Uploading the required courses/documents/marks sheet/degree/ transcript/ templates/data/PDF on NAD / ABC as per their need. (Class wise / students wise)	
4.	The firm is required to do the entire process by using digital signature(where ever it is required)	

Note:

1. Where GSM of paper is not specified, minimum 60 GSM paper should be used.
2. Printing on cut sheets should be done through Laser Jet printer and original toner cartridge should be used for printing
3. **Data:** Submission of final data as mentioned in section "Data Format" in two copies on CDR/DVDR/HDD (No payment will be made to the firm for media)
4. **Online version of reports:** Firm should also provide the above mentioned reports in online format (if required, as per requirement of the University)
5. Existing reports samples can be seen from AR(Exam UG/PG), MDS University, Ajmer in any working day.
6. Two qualified and expert computer operators will be deputed by the firm at the university office to resolve day to day technical problems of the students on the spot.

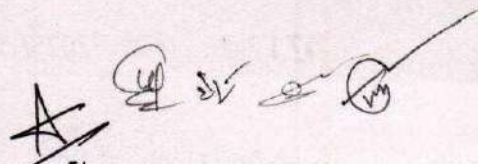
Implementation Methodology

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



Data Format

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

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Roles

Role of Maharshi Dayanand Saraswati University

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

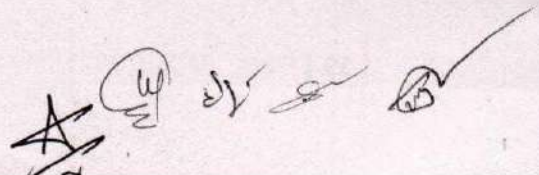
Role of bidder:

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



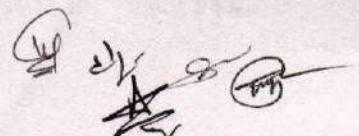
Eligibility Criteria

The eligibility criteria for the bidder is given at '7:Eligibility Criteria table' under the heading "Technical Bid".



Bid Evaluation Process

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

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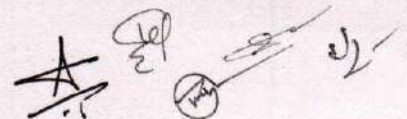
Disqualification

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

- Submitted the Bid after the schedule date and time.
- Firms not meeting eligibility criteria mentioned in the section 'Eligibility criteria'.
- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- Found to have a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation or financial failures, etc.
- Submitted Bid which is not accompanied by Bid document cost, RISL fee and Bid security deposit as mentioned above.
- Failed to provide clarifications related thereto, when sought.
- Submitted more than one Bid. This will cause disqualification of all Bids submitted by such bidders.

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

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

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Performance Security deposit & liquidated Damages

1. Selected firm shall carry out the services in conformity with generally accepted professional and technically accepted norms relevant to such assignments that are required for the project and which are to the entire satisfaction of the Bidding Authority.
2. In the event of any deficiency in services, the selected firm shall promptly take necessary action to resolve it, at no additional fees to the Bidding Authority.
3. Successful bidder will have to **execute an agreement on a Non-Judicial Stamp of Rs. 500/- (Rs. Five Hundred only) value within a period of 7 days from the date on which letter of acceptance or letter of intent is despatched to successful bidder and performance security deposit within 7 days from the date of dispatch on which acceptance of the bid is communicated to him.**

4. Successful bidder shall deposit the performance security deposit as follows:

FIVE PERCENT (5%) of estimated Bid value mentioned in "Important dates and information" header.

The form of performance security money shall be as **Bank Draft/ Bankers Cheque in favour of Registrar Maharshi Dayanand Saraswati University Ajmer, Rajasthan.**

5. No interest will be paid by the purchaser on performance security deposit.
6. Failure of the selected firm to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the performance Security deposit.
7. **Liquidated Damages:**

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

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

- Fraction of a day in reckoning period in supplies shall be eliminated if it is less than half a day.
- The maximum amount of liquidated damages shall be 10%.
- If the selected firm requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but

not after the stipulated date of completion of supply.

- Delivery period may be extended with or without liquidated damages if the delay in the supply of goods/completion of work is on account of hindrances beyond the control of the bidder.
- Also Liquidated Damages would be deducted from the payment due for that milestone as mentioned in the section 'Terms of Payment'.


8. Forfeiture of performance Security deposit

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

- a. When the terms and conditions of contract is breached.
 - b. When the bidder fails to make complete work satisfactorily.
 - c. When contract is being terminated due to non-performance of the selected firm for consecutive two quarters of a year.
 - d. Hiding of facts by the bidder if revealed at any stage, would amount to forfeiture of security and subsequently the bidder may also be black listed.
- ii. Failure of the successful bidder to comply with the requirement of the contract, shall constitute sufficient grounds for the annulment of the award and forfeiture of the performance security, in which event the purchaser may make the award to the next lowest evaluated bidder or call for new bids on the risk and cost of the successful bidder.

9. Release of Performance Security deposit

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



Terms of Payment

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

S.No.	Milestone (Yearly basis)	Amount Payable
1	If the task completed successfully as mentioned in "Deliverables" at point <i>No.1:Pre conduct of Main Exam.</i>	$N \times R \times 15\%$
2	If the task completed successfully as mentioned in "Deliverables" point <i>No.4:Post conduct of MainExam.</i>	$N \times R \times 40\%$
3	If the task completed successfully, as mentioned in "Deliverables" point <i>No 2, 3, 5, 6 & 7: Pre conduct of Supplementary Exam., Pre Conduct of Re-evaluation and Scrutiny Exam., Post Conduct of Supplementary Exam., Post conduct of Re-evaluation and Scrutiny Exam. & Supply of OMR Answer (response Sheet)</i>	$N \times R \times 20\%$
4	If the task completed successfully as mentioned in "Deliverables" point <i>No. 8, 9 & 10: Degree writing, Value added services, NAD/ABC work and delivery of data with declaration of this effect.</i>	$N \times R \times 15\%$
5.	After 2 months of completing all work.	$N \times R \times 10\%$

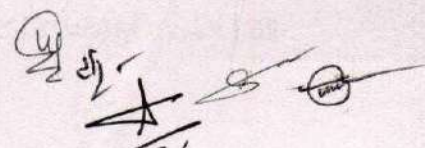
N = Number of candidates* registered in the Roll List of the main examination

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

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

Note:

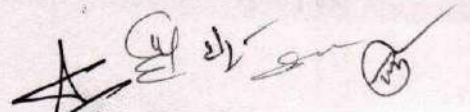
1. No Advance Payment will be made.
2. Before bidding, firm has understood the nature of working of the University, different schemes, syllabus, examination pattern etc.
3. The firm is required to quote the consolidated rate including all levies, taxes (other than GST) and all other expenses, manpower, material etc. and FoR University office. Only GST will be paid extra as per actual by the University.



General Terms and Conditions of Bid

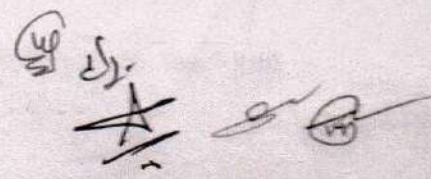
Note: Bidder must read these conditions carefully and comply strictly while sending/submitting their Bids.

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



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

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



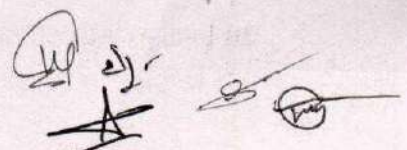
22. Use of online documents and information
- The bidder shall not, without the Bidding Authority's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Bidding Authority in connection therewith, to any person other than a person employed by the bidder performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance.
 - The bidder shall not, without the Bidding Authority's prior written consent, make use of any document or information enumerated in this document except for purposes of performing the contract.
 - Any document, other than the contract itself, shall remain the property of the Bidding Authority and shall be returned (in all copies) to the purchaser on completion of the Bidder's performance under the contract, if so required by the purchaser.
23. Rejection:
- Various reports mentioned in the section 'Deliverables' should be stipulated format and consistent with data.
 - Final data submitted in corrupt or unrecognisable or incomplete in terms of part fields or containing any security threats will not be accepted and will have to be resubmitted by the firm at his own cost to MDSU
24. The bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by rail and road or air and delivery of the student data (CD/DVD/HDD) in the good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the time of checking/ inspection by the consignee. No extra cost on such account shall be admissible.
25. The Contract for the supply can be repudiated at any time by the Purchase Officer, if the supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording the reasons for repudiation. In case of failure security deposit can be forfeited.
26. Delivery:
- The bidder whose Bid is accepted shall arrange to supply the ordered data/reports as per specifications mentioned in this document and within time period.
 - Declaration of result (with students less than 10000) has to be done within 4 days after last awards are provided. Declaration of result (with students more than 10000) has to be done within 7 days after last award are provided.
 - Warranty/Guarantee Clause: **Bidder will have to resubmit the report/data to MDSU within TWO days of notice if such condition arises after final submission of the same. This clause will be valid for one year term after final submission of data/reports.** Otherwise the bidder shall pay such damages as may arise by the reason of the breach of condition herein contained. Nothing herein contained shall prejudice any other right of the Purchase officer in that behalf under this contract otherwise.
27. Insurance: The data/reports will be delivered at the destination office in perfect condition. The selected firm, if he so desires may insure the goods (data, web application and




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

28. The time specified for delivery by the University shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies within the specified period.
29. Recoveries: Recoveries of liquidated damages, short supply, breakage, rejected data shall ordinarily be made from bills. Amount may also be withheld to the extent of short supply, breakage, rejected data and in case of failure in satisfactory replacement by the selected firm along with amount of liquidated damages shall be recovered from his dues and performance security deposit available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.
30. The Bidding Authority reserves the right to carry out the capability assessment of the Bidder and the Purchaser's decision shall be final in this regard. The individual signing the Bid or other document, in connection with the Bid must certify as to whether he or she has signed as:
 - a. A "Sole proprietor" of the firm or constituted attorney of such sole proprietor.
 - b. A partner of the Bidder, if it be partnership, in which case he must have authority to refer to arbitration disputes concerning the business partnership either by virtue of the partnership agreement or a power of attorney.
 - c. Constituted attorney of the Bidder, if it is a company.
31. **Standard of Performance:** The selected firm shall carry out the tasks; Services assigned and carry out its obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted norms techniques and practices used in the industry.

The selected firm shall also adhere to professional engineering and consulting standards recognized by international professional bodies and shall observe sound management, technical and engineering practices. It shall employ appropriate advanced technology and safe and effective equipment, machinery, material and methods. The selected firm shall always act in respect of any matter relating to this contract, as faithful advisors to the Purchaser and shall, at all times, support and safeguard the Purchasers legitimate interests in any dealings with the third party.
32. Firm will be required to attend any problem raised at any level i.e. data capturing, data entry, submission and data processing. Any call will have to be attended/rectified within an hour.
33. **Schedule of Payment:** Payment shall be made as per 'Terms of Payment' of the Bid and to the entire satisfaction of the Bidding Authority or any other agency nominated by him.
34. **Taxes and Duties:** The selected firm shall be entirely responsible for all taxes, duties, license fees etc. incurred until delivery of the contracted Goods (student form data) to the Bidding Authority. Only GST(paid to government) will be paid extra by the MDSU.
35. **Termination For Default:** The Bidding Authority may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the bidder, terminate the contract in whole or in part if:
 - a. The bidder fails to deliver any or all of the obligations within the time period(s) specified in the contract, or any extension thereof granted by the Bidding Authority.
 - b. The bidder fails to perform any other obligation(s) under the contract.



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



University.

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

Declaration

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

Signature of bidder
Address
Telephone / mobile



Technical Bid(Envelope-1)


1. Addressed To:

Name of the Bidding Authority	Registrar, MaharshiDayanandSaraswati University Ajmer (Rajasthan)
Address	MaharshiDayanandSaraswati University Ajmer 305009 (Rajasthan)
Telephone	0145-2787056
Fax	

2. Other Related Details

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

3. The Biddocument Fee amounting to Rs _____ (Rupees _____ Only) vide DD/Banker's Cheque no. _____ dated _____, RISL processing fee Rs. _____ (Rs _____) vide DD/Banker's Cheque no. _____ dated _____ and bid security deposit Rs _____ (Rupees _____ Only) vide DD/Banker's



Cheque no. _____ dated _____ has been deposited.

4. We agree to abide by all the conditions mentioned in this Bid Notice issued by the Bidding Authority and also the further conditions of the said Bid. Notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein).
5. Reproduced / re-word-processed formats or Bidder's own formats for the price bids will disqualify the Bid.
6. GST return submitted copies:(GSTR-9 and latest GSTR-3B with ARN)

Sno	Type of Tax	Whether GST return copy enclosed(Yes/no)	GST return filing detail no....dt....

7. Eligibility Criteria table:

S.No.	The following criteria must be fulfilled by a Bidder:	Remarks	Mention page number where related document is attached
1.	An Individual organization shall submit the Bid. No consortium is allowed.	Attach self declaration	
2.	The bidder should be an ISO:9001/ISO:27001 certified company/firm in the area of examination processing.	Attach certificate issued by the competent authority	
3.	The bidder should be established, reputed and reliable firm in the field of IT and data processing in particular. Minimum experience in providing this services for University (UG/PG/Prof.) examination work shall be minimum 03 years of two state funded Universities in the period 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24.	Attach related documents regarding exam year of two Universities	University-1 University-2
		Attach related documents regarding exam year of two Universities	University-1 University-2
		Attach related documents regarding exam year of two Universities	University-1 University-2
		Attach related documents regarding exam year of two Universities	University-1 University-2
		Attach related documents regarding exam year of two Universities	University-1 University-2

	<p>*The bidder should have completed the work of at least 2 lacs candidates per year</p> <p>*The experience should include pre examination, online work, post examination, revaluation work, OMR scanning and evaluation etc. of the University.</p> <p><u>The bidder must attach copies of the work orders/contracts and Work Completion certificates(issued by concerning authority) clearly indicating total value of work, deliverables and scope of work for the projects without which the firm's bid will be liable to be rejected.</u></p>	<p>Attach related documents regarding exam year of two Universities</p>	<p>University-1</p> <p>University-2</p>
4.	Firm has at least three years experience, in the area of answer book preparation related works like putting fictitious number, scanning flaps, decoding etc. of the state funded University	Attach a copy of document showing experience.	
5.	Annual turnover should be Rs. 200 lacs per year for last three financial years i.e. FY 2021-22, 2022-23 & 2023-24. Audited copies of Balance Sheet & P&L account of last three financial years must be enclosed with the Technical Bid. In case of audited accounts for financial year 2023-24 is not available, certificate from CA must be enclosed with technical bid.	Attach copy of audited Balance Sheet & P&L A/c for FY 2021-22	
		Attach copy of audited Balance Sheet & P&L A/c for FY 2022-23	
		Attach copy of audited Balance Sheet & P&L A/c for FY 2023-24	
		Attach certificate from CA for FY 2023-24 (if required)	
6.	The bidder must not be black listed or debarred by any government/ PSU/ Board/ University. Bidder has to submit undertaking in this regard.	Attach notarised undertaking on non judicial stamp of Rs. 100 (Annexure-1)	
7.	The bidder has to provide a copy of self attasted GST registration certificate and PAN card. The GST registration number should be quoted and GST returns submitted shall be attached for 2023-24. GSTR-9 of 2023-24 and latest GSTR-3B with ARN	Attach copy of the following :	
		GST registration certificate No. _____	
		PAN card No. _____	
		GST returns submitted copies	
8.	The bidder has to execute and complete the awarded work in the specified time period and also upload the data in	Attach undertaking on firm's letterhead	

	DigiLocker for NAD in their specified format. <i>The bidder has to submit undertaking in this regard.</i>		
9.	The bidder has to submit the proposed team structure with roles and responsibilities of key top management and technical staff.	Attach team structure	
10.	(i) Attested copy of Partnership deed in case of partnership firm. (ii) Registration number and year of registration in case of partnership firm is registered with registrar of firm.	Attach relevant copies	
11.	The bidder must submit at least three reference/work completion certificate for satisfactory services from the Universities where they have carried out the examination work during past four years.	Attach first reference	
		Attach second reference	
		Attach third reference	
12.	Authority letter (legal power of attorney) should be attached, if applicable.		

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

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

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

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

Dated: _____

Name of Bidder: _____

Details of main work orders and completion certificates of the State funded University regarding on line work / examination work

Year of Examination	Name of the University	No. of students	Total value of work done (Rs.)	Nature of work	Completion certificate letter no. and date
Examination year	1.				
	2.				
	3.				
Examination year	1.				
	2.				
	3.				
Examination year	1.				
	2.				
	3.				
Examination year	1.				
	2.				
	3.				
Examination year	1.				
	2.				
	3.				

Notarised undertaking/Declaration

Name of Work.....

(on the non judicial stamp of GoR of Rs. 100/-)

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

hereby declare in favour of the Registrar, MDSU, Ajmer, Hereinafter called as the "Bidding Authority" and agree to abide by the following:

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

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

4. We have organisation/service setup given below.

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

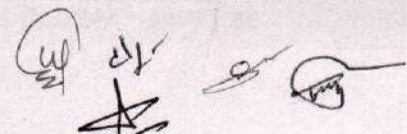
5. We have manpower setup as given below.

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

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

Turn Over of the Firm for India (Rs. In Lac.)	2021-22	2022-23	2023-24

7. We agree to accept partial Order if placed.
8. We shall give benefit of any price reduction found by the time of placing the supply order.
9. We have never been convicted / declared insolvent / blacklisted / debarred for bidding by any government department / autonomous body.



10. We will abide by all the provisions of section 7 (2) and 11 of RTPP act 2012 and RTPP rules 2013.
11. The above document is executed on ___ / ___ / ___ place ___ and we accept that if any thing out of the information and documents submitted as stated above found wrong or forged, our Bid is liable for rejection and we will be liable for any legal action deemed fit.

Name of Person: _____

Complete Address: _____

Dated: _____

Notary Public

Attachments of Documents in the Bid – Checklist

S.No	List of Documents	Whether enclosed (Yes or No)	Annexed as (Page No.)
1.	Cover Letter		
2.	Certificate of Incorporation/ Articles of association/ Partnership Deed, etc.		
3.	Details of the authorized contact person of the Bidder		
4.	Documentation showing the proof of having fulfilment of eligibility conditions and work experience certificate.		
5.	Proposed methodology for undertaking this assignment.		
6.	Bid security as mentioned above		
7.	A declaration of any actual or potential conflict of interest.		
8.	Bid document (with technical bid, annex.-1 and authority letter, bid document fee, Bid security, RISL fee) duly signed & sealed in token of acceptance of terms and conditions of the Bid. Sealed envelope marked as "Technical Bid"		
9.	Financial bid signed and sealed by the bidder in a separate online envelope.		
10.	Notarised Declaration must be furnished by the bidder.		
11.	Address of the bidder's office in Rajasthan		
12.	A sealed envelope marked "Web Support & Data Processing of Pre-Post Examination work, Answer Book Preparation and degree writing work for the year 2024-25 & 2025-26 and address to <i>The Registrar, MaharshiDayanandSaraswati, University, Ajmer</i> containing separate sealed envelope mentioned at s.no. 8 in this table.		

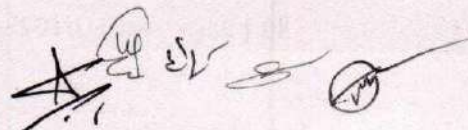
Handwritten signatures and initials are present at the bottom right of the page.

Draft of AGREEMENT

1. An agreement has been made this.....day of between(hereinafter called "the approved Service Provider", which expression shall, where the context so admits, be deemed to include heirs, successors, executors and administrators) of the one part and the MaharshiDayanandSaraswati University (hereinafter called the "MDSU" which expression shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.
2. Whereas the approved Service Provider has agreed with the MDSU to provide services to the MDSU, Ajmer, at its head office as well as branches offices throughout Rajasthan, all those articles set forth in the schedule appended hereto in the manner set forth in the conditions of the Bid and contract appended herewith and at the rates set forth in column.....of the set schedule.
3. And whereas the approved Service Provider has deposited a sum of Rs.....in.....Bank Draft/Banker Cheque no.....dated.....
4. Now these presents witness:
 - a. In consideration of the Payment to be made by the MDSU through.....at the rates set forth in the schedule hereto appended approved Service Provider will duly perform the said services set forth inandthereof in the manner set forth in the conditions of the bid and contract.
 - b. The conditions of the bid and contract for open competitiveBid as given in Bid document number.....dated.....and also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.
 - c. Letter nos.....received from the bidder and letters nos.....received by the MDSU and appended to this agreement shall also form part of this agreement.
 - d. The MDSU do hereby agree that if the approved Service Provider shall duly perform the said services in the manner aforesaid observe and keep the said terms and conditions, the MDSU will through.....pay or cause to be paid, to the approved Service Provider at the time and the manner set forth in the said conditions, the amount payable for the work.
 - i. The mode of payment will be as specified below:
 1.
 2.
 3.
5. The delivery shall be affected and completed within the period noted below from the date of work order:-

S. No	Items Qty	Delivery period

6. (1) In case of extension in the execution period with liquidated damage, the recovery shall be made on the basis of as mentioned in the Bid document.
- (2) Delivery period may be extended with or without LD if the delay in the delivery of services is on account of hindrances beyond the control of the SP.



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

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

In witness whereof the parties hereto have set their hands on theday of.....20.....

Signature of the approved

Signature for and on behalf of MDSU

Service Provider

Designation

Adhar No.....

Date:

Date:

Witness No 1

1. Witness

Adhar No.....

Witness No 2

2. Witness

Adhar No.....

ANNEXURE (A)

Compliance with the code of integrity and no conflict of interest

Any person participating in a procurement process shall-

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

Conflict of Interest:-

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

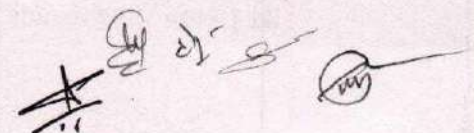
A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

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

Place:

Date:

Signature of the Bidder



ANNEXURE (B)

Declaration by the bidder regarding qualifications

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

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

Date:

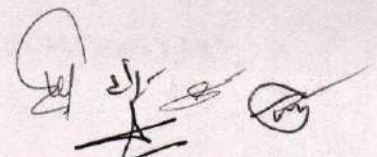
Place:

Signature of bidder

Name:

Designation:

Address:



Grievance redressal during procurement process

The designation and the address of the first Appellate Authority is Registrar, MDSU, Ajmer.

The designation and the address of the second Appellate Authority is Hon'ble Vice Chancellor, MDSU Ajmer.

(1) Filing an appeal

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

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

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

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose of it within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidder Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.
- (4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) Determination of need of procurement;
- (b) Provisions limiting participation of Bidders in the Bid process;
- (c) The decision of whether or not to enter into negotiations;
- (d) Cancellation of a procurement process;
- (e) Applicability of the provisions of confidentiality.

(5) Form of Appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.

(c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through a registered post or authorized representative.

(6) Fee for Filing Appeal

(a) Fee for first appeal shall be two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.

(b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

(a) The First Appellate Authority or Second Appellate Authority, as the case may be upon filing of appeal, shall issue notice accompanied by a copy of appeal, affidavit and documents, if any, to the respondents and fix the date of hearing.

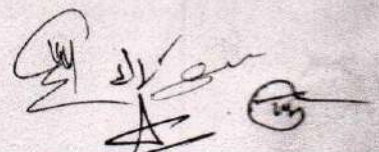
(b) On the date of fix hearing, the First Appellate Authority or Second Appellate Authority, as the case may be shall,-

(i) Hear all the parties to appeal present before him; and

(ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.

(c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.

(d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.



ANNEXURE (D)

Additional conditions of contract

1. Correction of arithmetical errors

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

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

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

2. Procuring Entity's Right to vary Quantities.

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

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

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



Annexure-E

(see rule 83)

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

Appeal No of

Before the (First/Second Appellate Authority)

1. Particulars of appellant :

(i) Name of the appellant;

(ii) Residential Address :

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

(i)

(ii)

(iii)

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

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

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

6. Grounds of appeal;

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

7

.....
.....
.....

Place

Dated

Appellant' Signature

Financial Bid (to be submitted online only)

Item Rate BoQ

Bid Inviting Authority: Registrar, MDS University Ajmer

Name of Work: Web Support and Data Processing of Pre-Post Examination work, Answer Book Preparation and Degree Writing work for the year 2024-25 and 2025-26

NIT No:

Bidder Name :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this Bid. Bidders are allowed to enter the Bidder Name and Values only)

Sl. No.	Item Description	Approx. Number of Units in the roll list (for two years)	Units	Approximate rate	Rate per candidate Inclusive of all taxes other than GST (GST will be paid extra by the university as per actual) (to be filled by the firm)	Total Amount In Figures	Total Amount In Words
1	2	3	4	5	6	7	8
1	Pre, Post, Supp examination work, preparation of Answer books work, RE, Sct. Examination work and degree writing of UG/ PG/ Professional/ semester for examination as mentioned in the section 'Scope of work' and 'Deliverables' as per terms and conditions mentioned in the Bid document.	11,00,000 00	Candi- date	Rs.: 00		0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words	INR Zero Only						

Signature of Bidder

Mobile No:

& Full Address

Signature of Registrar

(Handwritten signatures and stamps)