



॥ अंतरी पेटवू ज्ञानज्योत ॥
Kavayitri Bahinabai Chaudhari
North Maharashtra University, Jalgaon

E-TENDER NOTICE

K.B.C. N.M.U., Jalgaon invites E-tender for Examination Various Work

1) Printing, Supply Scanning of OMR/OCR/ICR Answer Sheet
(Summer 2022 & Acedmic Year 2022-23) Short Tender Notice

2) On Screen Digital Evaluation System (OES)
[Descriptive Answer Book (May-2022 to April -2027)]

3) Online MCQ Examination (May-2022 to April -2023)

4) Question Paper Mangement System & Digital Examination
Paper Delivery System (DEPDS) (Acaedemic Year 2022-23)

From interested and qualified vendors for the competitive bidding process. For the detailed tender documents, interested bidder should visit <https://mahatenders.gov.in> and www.nmu.ac.in

The filled in tender must be submitted online on or before **Sr.No. 1 for 20/04/2022 and Sr. No. 2,3 & 4 for 04/05/2022 upto 17.00 hrs.** Any extension of tender, corrigendum or change in schedule will not be published in news paper; it will be published only on above mentioned website only. (Fill each Tender Separately)
Ref.:KBCNMU/7-A/ET/OEVarious Work/863,864-866/2022 (Prof. D.S. Dalal)

Date :12/04/2022

Offg. Director, Board of Exam.& Evaluation



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कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव
Kavayitri Bahinabai Chaudhari
North Maharashtra University, Jalgaon

POST BOX NO.80, UMAVINAGAR,

JALGAON- 425 004

Tel.No. (0257) 2257301, 325 & 326

Fax No. (0257) 2258407

E- TENDER DOCUMENTS FOR

**PRINTING, SUPPLY & SCANNING OF OMR/ OCR/ICR ANSWER SHEET,
READABLE ON OMR SYSTEM WITH IMAGE CAPTURING AND
PROCESSING OF RESULT FOR VARIOUS COURSES / SUBJECTS OF
UNIVERSITY EXAMINATION.**

**FOR THE PERIOD SUMMER EXAMINATION 2022 &
ACADEMIC YEAR 2022-23**

REF :- KBCNMU/7-A/ET/ Scanning of OMR /863/2022

FOR MORE DETAILS VISIT THE PORTAL OF

<https://mahatenders.gov.in> / www.nmu.ac.in

Total Pages - 01 to 25



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North Maharashtra University, Jalgaon

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UNIVERSITY EXAMINATION.
FOR THE PERIOD SUMMER EXAMINATION 2022 & ACADEMIC YEAR 2022-23

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Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

TENDER SCHEDULE AND CONTACT DETAILS

E-TENDER DOCUMENT FOR
PRINTING, SUPPLY & SCANNING OF OMR/ OCR/ICR ANSWER SHEET,
READABLE ON OMR SYSTEM WITH IMAGE CAPTURING AND
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UNIVERSITY EXAMINATION.
FOR THE PERIOD SUMMER EXAMINATION 2022 & ACADEMIC YEAR 2022-23

Sr. No.	Key Days of the tender	Start date & time	Closing date and time
01	Tender Release	13/04/2022 10.00 hrs.	---
02	Tender documents downloading	13/04/2022 10.00 hrs.	20/04/2022 17.00 Hrs
03	Online Submission	13/04/2022 10.00 hrs.	20/04/2022 17.00 Hrs
04	Pre Bid Meeting	18/04/2022 Zoom Meeting Timing 11.00 AM	ID- 88437702075 & Pass word- 372555
05	Technical Bid opening	22/04/2022 11.00 hrs. (if possible)	---

Contact below if any query to

1	Mr.Sumit Katkar, For any information/difficulty Regarding online submission of tender	7745827385 7843024910
2	Offg. Head, Computer centre, KBCNMU, Jalgaon	9881219994 0257-2257325,326
3	System Analyst, KBCNMU, Jalgaon	8999156427 0257-2257327
3	General Query	0257-2257236,237 (Purchase Dept.)



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Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

E- TENDER NOTICE OF
PRINTING, SUPPLY & SCANNING OF OMR/ OCR/ICR ANSWER SHEET,
READABLE ON OMR SYSTEM WITH IMAGE CAPTURING AND
PROCESSING OF RESULT FOR VARIOUS COURSES / SUBJECTS OF
UNIVERSITY EXAMINATION.
FOR THE PERIOD SUMMER EXAMINATION 2022 & ACADEMIC YEAR 2022-23

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites E-tender for Printing, Supply & Scanning of OMR/ OCR/ICR answer sheet, readable on OMR system with image capturing and processing of result for various courses / subjects of university examination. For Period Summer Examination 2022 & Academic Year 2022-23 from interested and qualified vendors for the competitive bidding process. For the detailed tender document, interested bidder should visit <https://mahatenders.gov.in> and www.nmu.ac.in.

The filled in tender must be submitted online on or before **20/04/2022** up to 17.00 hrs. Any extension of tender, corrigendum or change in schedule will not be published in news paper; it will be published only at above mentioned website only.

Ref. : KBCNMU/7-A/ET/Printing, supply Scanning of OMR/863/2022

Date : 12/04/2022

(Prof. Dr.D.S.Dalal)
Offg. Director
Board of Examinations and Evaluation

DISCLAIMER

1. Detailed schedule for the various activities to be performed in e-tendering process by the Tenderer for quoting their offer is given in this Tender Document under “Tender Schedule”. Manufacturer/ Distributors/ Authorized Dealers / Service Provider should carefully note down the cut-off dates for carrying out each e-tendering process / activity.
2. Every effort is being made to keep the Website upto date and running smoothly 24 x 7 by the K.B.C.N.M.U. and the Service Provider. However, K.B.C.N.M.U. takes no responsibility, and will not be liable for, the website being temporarily unavailable due to any technical issue at any point of time.
3. The K.B.C.N.M.U. will not be liable or responsible for any damages or expenses arising from any difficulty, error, imperfection or inaccuracy with this Website. It includes all associated services, or due to such unavailability of the Website or any part thereof or any contents or any associated services.
4. Tenderers must follow the schedule of e-tendering process and get their activities of e-tendering processes done **well in advance** so as to avoid any inconvenience due to unforeseen technical problem if any.
5. K.B.C.N.M.U. will not be responsible for any incomplete activity of e-tendering process of the tenderer due to technical error/ failure of website and it cannot be challenged by way of appeal, arbitration and in the Court of Law. Manufacturer/ Distributors/ Authorized Dealers/ Service Provider **must get done all the e-tendering activities well in advance.**

Instructions for filling of E-Tender

The Director, Board of Examinations and Evaluation Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites e-tender for Printing, Supply & Scanning of OMR/OCR/ICR Answer Sheet, readable on OMR system with image capturing and processing of result for various courses / subjects of university examination. for the period summer examination 2022 & academic year 2022-23

The details in this regard are given below:-

1. Procedure to submit the tender: All eligible/ interested tenderers are required to be enrolled on Portal <https://mahatenders.gov.in> before downloading tender documents and participate in e-tendering. The vendors should submit online tender in two bid system i.e. Technical Bid and Commercial/ Financial Bid. BOQ (BOQ Rate quoted inclusive of all taxes)
2. Technical Bid: The technical bid shall contain the following documents. The Bidder must Scan the documents and upload all these documents online with first page in technical bid Compulsorily. All the documents must be valid and self-attested by bidder. Non-submission of following requested documents may lead to rejection of offers.

Sr.No.	Name of Document
2.1	Information of the bidder as per Annexure –A.
2.2	Certificate of Incorporation / Registration.
2.3	Copy of GST Registration Certificate
2.4	Copy of PAN card
2.5	Copies of Income tax returns filed during last Five financial years.
2.6	Copies of SSI / NSIC/MSME registration certificate (In case of exemption in payment of Tender Fees / EMD is claims). The related G.R. /Circular must be uploaded.
2.7	Proof of Minimum annual turnover Rs. 50 lakh in the last Five financial years as per Annexure - B
2.8	An affidavit that the bidder has never been black listed by Government department / government under taking / Public Sector Unit / University /Education Board /any other agency as per Annexure- C
2.9	List of clients to whom the tendered services provide the name, address, Landline. No. / Mobile No. of the clients. & copy of experience certificate /work done certificate from the University / Board /Educational Institute / State or Central Government Departments for last Five financial years Annexure-E
2.11	Bidder's Declaration on letter head Annexure –F
2.12	Receipts of payment of Cost of tender and earnest money deposit paid through Internet Banking
2.13	Audited Balance sheets and Profit & Loss account statements of the company / firm duly audited by Chartered Accountant for last Five financial years.
2.14	Proof copies of ISO 9001:2015, ISO 27001: 2013 and CMMI Level 3 certification
2.14	Full set of tender documents with seal and signature of bidder or his authorized representative on each page of the tender. (full set uploading will be must)

3. Financial Bid: The tendering authority will first open the Technical Bid documents of all bidders and after scrutinizing these documents will shortlist the Bidders who are eligible for Financial Bidding process. Otherwise the tender may be disqualified. Financial bid should be submitted online by vendor in the form of BOQ excel sheet given over www.mahatender.gov.in, the supplier shall fill up the column of rate per unit offered by him.
4. Bidder should have valid Digital Signature Certificate (DSC) obtained from any Certifying Authorities.
5. The detail description of Printing, Supply & Scanning of OMR/ OCR/ICR answer sheet, readable on OMR system with image capturing and processing of result for various courses / subjects of university examination. For the period summer examination 22 & academic year 2022-23 provided in the tender documents.
6. The Technical and Financial bid shall be submitted online as per the tender schedule.
7. The Bidders are strictly advised to follow the dates and times allocated to each stage. As indicated in the time schedule. All the online activities are time tracked and the Electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and Time of the Stage as defined in the tender schedule. At the sole discretion of the Tender Authority, the time schedule of the Tender stages may be extended.
08. The University reserves the right to decide whether to open or not open the Commercial Bid of the supplier and no objection of any supplier shall be entertained on any ground what so ever it may be regarding this.
10. No Bid shall be accepted without payment by online earnest money deposit and cost of Tender.
11. The rate quoted in per Printing, Supply & OMR Answer sheet assessment BOQ form should be inclusive of GST., Levies, duty's delivery charges, VAT, Government Levies, Taxes Octroi. etc.
12. The University is not to bind to accept lowest tender and reserve the right to accept/cancel any or all tenders without assigning any reason thereof.
13. The accepted tender rates will stand good to the end of the contract and no hike in the said accepted rates will be permitted during the period of the agreement, unless it is specified in the Contract.
14. The entire work assigned to tenderer is highly confidential; hence the bidder should maintain absolute confidentiality while carrying out the work. The successful bidder shall not Outsource/ sublet any activity or process related to the entire process within the scope of tendered work.
- 15. The bidder should have the capability to carry out the work of total solution Printing, Supply & Scanning of OMR Answer sheet for all (Complete Sem.) Examination.**

16. The bidder should have facility to execute the work assigned to them with all facilities, Manpower & infrastructure, could not assign sub-contract for the said work.

1. The Technical bid will be opened first and evaluation will be done as per technical requirement and conditions along with the demonstration and those who fulfill the technical requirements, their financial bids will only be opened.
2. University shall reserve the rights to accept or reject the services, which do not confirm to the specifications laid down in the terms & conditions. Payments towards such defective services will be deducted from the bills of the tenderer in case of such acceptance, is so.
- 3. Tender submitted in part or in full, unsigned, incomplete, unclear, unreadable will not be considered and rejected outright through online.**
4. The Technical Envelope / Bid will be opened online first and evaluation will be done as per Technical Requirement and Conditions along with the demonstration and those who fulfill the technical requirements, their Financial Bids will only be opened.
5. A penalty worked out for delayed services shall be charged, and shall be recovered from the service provider. The amount of penalty shall be decided by University authority and decision in this regard shall be final & binding on tenderer.

Specification for implementing the process of scanning of OMR/ OCR/ICR answer sheet, readable on OMR system with image capturing and processing of result for various courses / subjects of university examination. For the period of 2021-22 (May-2022 Examination) & Academic Year 2022-23

Description of Services required	Period
Printing,, Supply & Scanning of OMR/ OCR/ICR Answer Sheet, readable on OMR system with image capturing and processing of result for various courses / subjects of university examination.	FOR THE PERIOD SUMMER EXAMINATION 2022 & ACADEMIC YEAR 2022-23

PRE-BID MEETING/CLARIFICATION OF BIDS:

1. Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon, will host a Pre-Bid Meeting for queries (if any) by the prospective bidders. The date, time and place of the meeting are given in this tender document.
2. **The representatives of the bidders may attend the pre-bid meeting at their own cost.** The purpose of the pre-bid meeting is to provide a forum to the bidders to clarify their doubts / seek clarification or additional information, necessary for them to submit their bid.
3. All enquiries from the bidders relating to this Tender must be submitted to the KBCNMU, Jalgaon as per Schedule. These queries should be emailed to _____ with subject line “Pre-bid queries”
4. The queries should necessarily be submitted in the following given format: -

Query Regarding Tender Notice Number

Request for Clarification	
Name and Address of the Organization submitting request	
Name and Position of person submitting request	
Contact detail of the organization / Authorized Representative	
Tel : Mobile : Email :	

Sr.No.	Document Page No.	Document Clause No.	Clause Title	Queries /Clarification Sought	Justification by bidder

Query Regarding Tender Notice Number

5. Queries submitted post the above-mentioned deadline, or which do not adhere to the above-mentioned format; may not be responded.

6. KBCNMU, Jalgaon will Endeavour to provide timely response to all the queries. However, makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been posed by the Bidders.
7. Any modifications of this Tender, which may be necessary because of the Pre-Bid Meeting or for any other reason, shall be made available exclusively through a corrigendum.
8. Any such corrigendum shall be deemed to be incorporated into this Tender. In case of any such amendment of the Tender, the Bid submission date may be extended in its sole discretion
9. Based on queries received, the KBCNMU, Jalgaon may amend the Tender/issue Corrigendum, if required on the website of KBCNMU, Jalgaon viz. <http://nmu.ac.in/links/tenders.aspx>. or e-tendering portal viz. <https://mahatenders.gov.in>.

AMENDMENT OF BIDDING DOCUMENTS :

1. At any time prior to the deadline for submission of bids, the Tendering Authority may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify, change, incorporate or delete certain terms and conditions in the bidding document.
2. In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids, the Tendering Authority, at its discretion, may extend the deadline for the submission of bids.

Terms & Conditions / Pre -Qualification Evaluation points /Marks Minimum Eligibility criteria to consider for the Technical Bid opening:-

1. The Bidder: The Bidder should be a company incorporated as private or public limited company under Indian companies act 1956 and should have minimum experience of 5 years in examination results processing jobs at UGC recognized Universities or State/Central Government Education Boards.
2. The bidder should participate as a single entity, no consortium or group of companies will be allowed. The service provider or Agency shall be single point of contact with the university and shall be solely responsible for the execution and delivery of the work.
Because of the confidential nature of work Joint Ventures and Sub-contracting of any items of work is prohibited.
3. The tenderer should have the experience of providing similar works for at least last Five years in the filled of Printing, Supply & OMR Scanning and image capturing readable on OMR and processing o results thereof with minimum two organizations of central /State Govt./Autonomous Institutions/ Universities/Public Service Commission's in each year with proven track record (Proof to this effect to be attached with technical bid)
4. The Tenderer should have successfully undertaken task of Scanning the OMR Sheets with Organizations for at least 3 lakh OMR sheets during last Five years.
5. The tender should have at least 5 scanners with capacity of at least 5000 papers per hour. Machines should be Heavy duty capable of working at least 8 hours a day.
6. The Bidder must have implemented the Scanning of OMR Answer sheets for at least 7,00,000 lakh or more in each semester.
7. Tenderer must handover the work performed by him to the authorized person of Unviersity on per day basis in soft/hard copy as may be desired by the competent authority.
8. An affidavit that the bidder has never been black listed by any Government department / government under taking / Public Sector Unit / University /Education Board /any other agency.
9. The bidder should have ISO 9001:2015 and ISO 27001:2013 CMMI Min. level 3 certificates.
10. The average turnover of the bidder in the last 5 financial years must be at least 50 Lakh.
11. The organization should have experience in successful implementation of the system in at least two Universities with an uptime of 99.50% for a recognized government university.

SCOPE OF WORK:

PRINTING, SUPPLY of OMR SCANNING ANSWER SHEETS

PRINTING, SUPPLY of O.M.R. Answer Sheets on 100-gsm paper of A-4 size and readable by Machines having capacity to read (single scan) at least 30000 O.M.R. Answer Sheets per day.

The O.M.R. Answer Sheets will be of single page. The details of O.M.R. Answer Sheet will be supplied by us. (As per University sample)

- 2) Reading of the filled up O.M.R. Answer Sheets as mentioned in 1(a) above at our site through O.M.R. Machine having capacity to read at least 10000 O.M.R. Answer Sheets (single scan) per day, preparation of database files of the read data and preparation of result. Each O.M.R. Answer Sheet has to be double scanned. The Tenderer should have capacity to install eight machines having such capacity so that in a day 30000 O.M.R. Answer Sheets can be scanned, whenever required.
- 3) **Scanning of OMR sheet and image capturing of OMR/OCR/ICR**
 - 3.1 Capture mark sense (Bubbles, checks, tick marks)
Discriminate between smudges
 - 3.2 A Separate report be prepared by the vendor in relation to the students who were absent for the examination as per JSR report.
 - 3.3 Process result subject wise /paper wise as per answer key provide by university.
 - 3.4 Provide data in CD/DVD or in such form as may be desired by the University.
 - 3.5 Sorting out data discrepancy if any, using scanned image.
 - 3.6 The University will provide course wise/subject wise and whenever required, the seat number master database and attendance database for this verification.
 - 3.7 The vendor has to capture and validate the marks as OMR/OCR/ICR from the image captured post-evaluation.
 - 3.8 The vendor should validate marks data preferably by capturing the marks obtained by the student in each question individually as well as total marks and by verifying the totaling marks.
 - 3.9 The vendor should provide the final error-free database containing seat number provided by University, marks obtained on the basis of answer key provided by university along with image error-free result processing and for easy retrieval and verification of the data, Seat Number, Subject Code, Test Booklet No., Test Booklet series, Total marks obtain in each question choice by student, college Code, Date of Exam.
 - 3.10 The transportation cost of any instruments / Machinery /Scanner etc. shall be borne by the vendor.
 - 3.11 The University will make necessary arrangements for the space, electricity and Connectivity for the execution of the work at CAP centre.
 - 3.12 Software should be provided for easy retrieval for correlation of data on the basis of Seat number, OMR Sheet Number, Test Booklet Number, Subject Code etc.
 - 3.13 The vendor shall provide the services at the centralized assessment programme KBCNMU, Examination Bhavan on working days between 10.00 am to 5.30 p.m. specified by the University.
 - 3.14 Vendor shall provide data verification & validation from Images.

- 4) **4.1** Each Answer Sheet shall have to be tested and certified for its correctness in conformity with the O.M.R. Machine. Thereafter, that will have to be packed and sealed in packets of 500, 100, 50
- 4.2 Entire Hardware and Software for O.M.R. is to be brought by the Firm, whose bid for Reading of filled up O.M.R. Sheets is accepted, to our site. KBCNMU, JALGAON.
- 5) Period of Completion of work :- Only PRINTING, SUPPLY of OMR from the date of placement of order. The scanning and generating of data should be completed as per given schedule and instruction of the University.
- 6) Technical Specification of paper of OMR Answer sheets having specially mentioned GSM size of the paper – Sample of OMR in university Office available

Activities and Responsibilities

S.No	Activity	Responsibility
01	Only for Scanning of OMR Answer sheets for at least 7,00,000 lakh or more in each semester. (ALL EQUIPMENT)	Service Provider
02	Providing the Infrastructure, like stabilized Electric Power, Air conditioning, Furniture etc.	University
03	Work flow management i.e., receiving the OMR Answer sheet bundles from the Examination Department. (Subject wise, & Examination wise bundles)	Service Provider
04	The activity includes providing the technical Manpower, scanning operators and Managerial staff for scanning and Answer sheets	Service Provider
05	Re-valuation of Answer Sheet and Scanning the already valued answer sheet.	Service Provider
06	To provide the dash board on the evaluation activities to the competent authorities of the university.	Service Provider
08	To provide certificate that Confidentiality of data is maintained by the Service Provider.	Service Provider
09	To return the scanned OMR Answer sheets to the university as required by the university.	Service Provider

General Terms and Conditions of the Tender : -

THE ONLINE TENDER IS CALLED SCANNING OF OMR/ OCR/ICR ANSWER SHEET, READABLE ON OMR SYSTEM WITH IMAGE CAPTURING AND PROCESSING OF RESULT FOR VARIOUS COURSES / SUBJECTS OF UNIVERSITY EXAMINATION. FOR THE PERIOD SUMMER EXAMINATION 2022 & ACADEMIC YEAR 2022-23 .

- 1) **Earnest Money Deposit & Cost of Tender:-**Vendors are required to pay **Rs. 50,000/-** (Rs. Fifty thousand only) and **Rs.3,000/-** (Rs. Three thousand only) towards EMD & Tender Fee respectively through Net banking .
- 2) **Security Deposit: --**The successful bidder to whom the work order is given shall be required to deposit an amount equivalent to 5% of total value of purchase order (inclusive of all taxes, duties etc) as security deposit within 7 days from the date of work order. The security deposit will not carry any interest which shall be refunded after successful execution of On Screen Digital Evaluation System (OES).If the bidder fails to keep the security deposit, then the second lowest quoted bidder will be issued the similar purchase order or the University with holds the total authority for the necessary action to be taken. The Security deposit will be forfeited if the supplier fails to execute the work order (Security Deposit Approximate University count to be paid by vender)
- 3) **Termination of Contract:** University reserves the right to terminate the work order bidder fails to services "within the examination period. The University also reserves the right to go for next lowest tenderer or other appropriate action will be taken.

If due to the above mentioned reason work order is terminated, security deposit shall be forfeited and also the tender may be allotted to the next lowest tenderer or the university reserves the right to take any other appropriate decision including legal action against the bidder to whom work order was awarded.

- 4) The Bid E.M.D. will be forfeited :
 - a) If the bidder withdraws his bid during the period of bid validity specified in the bid.
 - b) In case of successful bidder, if the bidder fails or refuses to accept the work order.
- 5) Conditional E-tender shall be out rightly rejected.
- 6) **Payment :-**100% after 45 days from the completion of satisfactory result declaration of all those OMR Answer Sheets in that examination event. The payment will be made by account payee cheque only or online Bank transfer to the successful bidder.
- 7) Only online tender submitted through Government of Maharashtra portal for e-procurement will be considered. (<https://mahatenders.gov.in>)
- 8) Tender offer must be valid for a period of minimum 120 days from the date of opening of commercial/financial bid. Any offer failing short of the validity period is liable for rejection.
- 9) **Agreement:-** The successful bidder will be required to submit an agreement on stamp paper of Rs.500/-within 7 days from the date of receipt of letter for awarding work order from University. **The agreement should be registered with notary.**
- 10) **Commencement of Rate Contract: The rate contract will commence from the date of submission of agreement along with amount of security deposit.**
- 11) **Jurisdiction:** The courts at Jalgaon alone will have the jurisdiction to try any Matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Jalgaon court shall have Jurisdiction in the matter.
- 12) The University reserves the right to accept or reject any or all the tenders from any or all the parties without assigning reason thereof.
- 13) Offer should be complete in all respect. Incomplete offers would not be entertained.

- 14) Paid accommodation as per rules will be provided by the University to the staff who have been engaged by the vendor for carrying out the work, if required.
- 15) The payment will be made only after successful completion of entire work.
- 16) The rate quoted by the vendor shall be final and no escalation whatsoever shall be admissible under any circumstances.
- 17) Penalty to the minimum 10% of the contract value shall be levied upon the vendor for the delay in submission of data or deficiency in the service.

(Prof. Dr.D.S.Dalal)
Offg. Director
Board of Examinations and Evaluation

Technical Proposals : -

1. **The Company/firm should have an average turnover of Min Rs.50 lakh last Five financial years**
2. Valid copy of Company/ Firm Registration Certificate.
3. If the Vendor has a valid MSME certification and NSIC registration, as per the directive of Central Government Vendor will be exempted from making EMD payment.
4. Copy of Experience Certificate/ Work done Certificate from the University/ Board/ Educational Institute/ State or Central Government Departments / Institutions for last Five financial years.
5. The Vendor should submit a Security Deposit of amount equivalent to 5 % (five per cent) of the total value of work.
6. The Vendor should provide audited Balance Sheets for the last Five financial years.
7. Declaration regarding Clean Track Record. on company / Firm's letter head. Valid copy of GST Registration, Permanent Account Number(PAN).
8. In case any of the above terms are not satisfied, the proposal will be considered invalid and it will be rejected for any further consideration.
9. It is mandatory that the vendor has ISO 9001:2015 & ISO 27001: 2013, Certification, CMMI Level 3 certification.

Information of the Bidder

Annexure- A

Sr. No.	Particular	
1	Name of the Vendor	
2	Registered office Address, Telephone no., and E-mail ID	
3	Correspondence / Contact Address. Details of contact person name, designation, address, mobile no & e-mail ID.	
4	Type of the Organization /(Proprietary / Partnership/ Pvt. Ltd./PSU/Govt./Public Ltd)	
5	Year of establishment and Experience in business (In number of years)	
6	Annual Turnover Last Five Years	
7	Audited Balance sheet for the last Five year	
8	GST Registration No.	
9	PAN Card No.	
10	Details of Bank :- Name of Bank Account : Name of Bank : Types of Account : Account Number : IFSC Code : MICR Code :	
11	Capacity in which bid is signed by the bidder each pages of the tender. (Proprietor/Partner/Director)	

Signature & Seal of the Tenderer

Annexure -B

Certificate of Annual Turn Over

Sr.No.	Financial year	Annual turnover (In Lacs)
	Last Five year	

Seal & Signature of the
Chartered Accountants

Seal & Signature of the
bidder authorized representative

Annexure –C

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING
PART IN TENDER.**

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

I / We _____ Manufacture / Partner(s)/ Authorized Distributor /agent of
M/S. _____ hereby declare that the firm/company
namely M/s. ----- has not been blacklisted or debarred or any criminal
cases or enquires pending against our company by Union / State Government / Public Sector Unit/
University or Education Board or by any other organization .

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

DEPONENT

Name _____

Address _____

Attested:

(Public Notary / Executive Magistrate)

Overall bid Evaluation procedure

- a) A three-stage evaluation procedure will be adopted for evaluation of proposals 1. Pre-qualification Evaluation, 2. Technical Evaluation and 3. Commercial/ Financial Evaluation.
- b) Pursuant to the pre-qualification criterion, bidders who are qualified as per pre-qualification criteria will be short-listed for technical presentation to the Committee on the approach methodology to implement the project as per scope of work.
- c) University / committee will assign points (quality of services score) to the bidder who qualified in Pre-qualification stage based on the technical evaluation criterion mentioned in the bid document.
- d) Bidders who will secure 80 marks or above in Technical evaluation stage will be qualified to open the commercial bids.

Bid Evaluation Committee :

The bid evaluation committee constituted by the University shall evaluate the bids. The decision of the bid evaluation committee in the evaluation of the Technical and Commercial bids shall be final.

A) Technical Evaluation :

Pre - qualification bid documentation shall be evaluated as under:-

- The evaluation committee will check if the Vendor has deposited the EMD along with the Technical Proposal and the same are found to be in order.
- The documentation furnished by the Vendor will be examined prima facie to see if the Vendor's capacity, skill base and other Vendor attributes as claimed therein are consistent with the needs of this project.
- University may ask Vendor(s) for additional information, and/or arrange discussions with their professional, technical faculties to verify claims made in bid documentation. If the Vendor fails to submit the additional supporting documents, the bid shall be rejected.
- Commercial bid of only those vendors who were found technically eligible will be opened

B) Commercial Evaluation :

The Price Score of the Vendor will be determined by the Committee, which will be used for overall evaluation.

C) Overall Score formula :

Evaluation criteria proposed to be adopted will be Quality cum Cost Based System (QCBS) where Technical Bid Score will get a weight age of 70% and Commercial Bid Score a weight age of 30%. The Vendor would be technically evaluated out of 100 marks. All the Vendors who secure overall minimum of 75% (75 Marks out of 100 across all the components together) will be considered as technically qualified. Final score of all Vendors will be calculated on the basis of the following formula:

$$Fs = (0.70 \times (Ts/100) + 0.3 \times (Cmin/Cb)) \times 100$$

Where

Fs= Overall score of Vendor under consideration.

Ts= Technical Score for the Vendor under consideration out of 100

Cb= Financial Bid Value for the Vendor under consideration

Cmin= Lowest financial bid value (Cb) among the financial proposals under consideration

The Vendor with highest Fs (overall score), will be awarded work.

1) Contract Finalization and Award Criteria :-

Issuance of LoI

University shall notify the selected Vendor, through a Letter of Intent (LoI), that its bid has been accepted. The letter of intent will be accompanied by the proforma for contract, incorporating all agreements between the parties.

Signing of Contract

Within 7 days of receipt of the LoI, the successful Vendor shall sign the contract and return it to the University. The selected Vendor will initiate the execution of the work as specified in the agreement.

2) Disclaimer : -

All information contained in this Tender have provided is in the good interest and faith. This is neither an agreement and nor an offer/ invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the presentation of this TENDER document, the interested Vendors shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Vendors are required to make their own enquiries and assumptions wherever required.

In case there are less than three valid bids the University reserves the right to award the contract from within the shortlisted vendors. Examination dates cannot be altered hence University reserves the right to award the contract to the most eligible vendor.

Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the TENDER document is complete in all respects and firms submitting their bids are satisfied that the TENDER document is complete in all respects.

University reserves the right to reject any or all of the applications submitted in response to this TENDER document at any stage without assigning any reason whatsoever. University also reserves the right to withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this TENDER . University reserves the right to change/ modify/ amend any or all of the provisions of this TENDER document without assigning any reason. Any such change would be communicated to the Vendors by posting it on the website of the University.

Vendor must follow the time table of e-Tendering process and get their activities of e-Tendering processes done well in advance so as to avoid any inconvenience due to unforeseen technical problem if any.

University shall not be responsible for any incomplete activity of e-Tendering process of the Vendor due to technical error/failure of web site and it challenged by way of appeal, arbitration and in the Court of Law. Vendor must get done all the e-Tendering activities well in advance.

Criteria for Technical Evaluation of Tender (Printing, supply & Scanning OMR Answer sheet)

Sr. No.	Criteria	Valid Supporting Documents/Information to be submitted as criteria Validation with Technical proposal	Marks
1	Average Turnover of the company /firm should be 50 Lakh for the last Five years (financial year)	CA certificate and audit reports to be submitted	1) Avg. turnover 50 Lakh 05 Marks 1) Avg. turnover above 50 Lakh - 10 Marks
2	Vendor's should have Scanning of OMR Answer sheet in central or State Govt. Education Depts./ UGC recognized Universities /Private Universities/Boards/Educational Institutions in India during the last Five Financial Years having minimum of 30,000 OMR per sheets in a day.	Copy of Experience Certificate/Work done Certificate from the concerned central or State Govt. Education Depts./ UGC recognized Universities/private Universities / /Boards/Educational Institutions in India. Number of OMR Scanning (minimum 30,000 OMR sheets scanning should be per day) mentioned in the Experience certificate/ Work done certificate.	1) 30,000 OMR Answer sheet - scanning 10 marks 2) above 30,000 OMR Answer sheet scanning -20 marks
3	The Vendor should have ISO 9001:2015, ISO 27001: 2013, CMMI level 3 certification	Self-attested Copies of Certificates	ISO 9001:2015, ISO 27001: 2013 = 07 Marks CMMI level 3= 03 Marks
4	Should have been in OMR based examination solution related work for at least 5 years upto the date of publishing Tender.	Work order/s completion certificates from all University/Institution/ Board / Government Department	1) below 5 years : 0 Marks 2) 5 years More : 15 marks
5	The Bidder should have implementation experience at least in Sem. Examination with average of 3,00,000 answer sheets scanning for any State Govt. Education Depts./ UGC recognized Universities /Private Universities/ Boards/ Educational Institutions in India during the last 5 Financial Years	Work order/s completion certificates from all State Govt. Education Depts./ UGC recognized Universities /Private Universities/ Institution/ Board / Government Department	Upto 3,00,000 Scanning of OMR Answer Sheets : 5 marks More than 3,00,000 Scanning of OMR Answer Sheets : 15 Marks

6.	Detail presentation of the proposal by the vendor before KBCNMU authorities on date and time decided by KBCNMU after technical Bid Opening	Vendor to give Presentation on Software Solution with Book scanning and other features	Maximum 30 marks
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Note: Self Certified copies of Supporting Documents/Information including Printing, supply of OMR sheets for technical evaluation are mandatory and should be mentioned in the covering letter with the page numbers of these documents indicated

List of Clients

Sr. No.	Name and Address of Clients	Contact Number	work order/s & Date from University /Institution/Board/Government Department	Exam conducted for Number of Students and Number of Answer Books

Note : The above information should be submitted on letter head of the bidder.

Date : / /2022

Name, Signature and Seal of the bidder

Annexure-F

PRINTING, SUPPLY & SCANNING OF OMR/ OCR/ICR ANSWER SHEET,
READABLE ON OMR SYSTEM WITH IMAGE CAPTURING AND
PROCESSING OF RESULT FOR VARIOUS COURSES / SUBJECTS OF
UNIVERSITY EXAMINATION.

FOR THE PERIOD SUMMER EXAMINATION 2022 &
ACADEMIC YEAR 2022-23

Bidder's Declaration

Ref.No. : **KBCNMU/7-A/Printing,supply & Scanning/863/2022**

I hereby certify that I have gone through all the information and terms and conditions stipulated in the tender document and hereby confirm to abide by the same. I also hereby certify that the rates quoted in financial/ commercial bid (BOQ) are not more than the rate charged to any other Institution/ Department / Organization.

Signature : -----

Name of signatory: -----

Name, Signature and
Seal of the bidder