



# ALAGAPPA UNIVERSITY

(A State University Established in 1985)

KARAIKUDI - 630 003, Tamil Nadu, India

[www.alagappauniversity.ac.in](http://www.alagappauniversity.ac.in)



2017



Accredited with  
A+ Grade by  
NAAC  
(CGPA : 3.64)

2018



MHRD  
Govt. of India



UGC  
University Grants Commission

Graded as Category-1  
&  
Granted Autonomy

2018



Rank : 27

2018



Swachh Campus  
Rank : 4

2019



India Rank : 20  
BRICS Rank: 104  
Asia Rank : 216

Tender Ref. COE/DEP/Tender/19

Date: 06.03.2019

**Tender document inviting from reputed ITES companies for implementation of Automated Examination Processes (Digital Evaluation process) through an Enterprise solution in respect of examination works of Alagappa University for a period of one year**

## TENDER NOTIFICATION

SEALED TENDERS "under two cover system" are invited from reputed ITES companies for implementation of **Automated Examination processes (Digital Evaluation process)** through an enterprise solution in respect of examination works of Alagappa University for a period of one year to reach THE REGISTRAR, ALAGAPPA UNIVERSITY, KARAIKUDI-630003 **on or before 3.00 p.m. on 25-03-2019** and should be superscribed as **Tender Ref. COE/DEP/Tender/19** dated 06-03-2019 due on 25-03-2019 at 3.00 p.m. The same will be opened by the Registrar or any of his authorized representatives at 5.30 p.m. on the same day in the Registrar's office in the presence of such of those tenderers or their duly authorized agents who may be present at that time. The person attending the tender opening shall produce an authorized letter issued by the authorized signatory of the bidding company.

### Cost of the Tender:

- 1) Any interested tenderer can obtain the tender documents from the office of the Registrar, Alagappa University, Karaikudi-630003 on payment by means of DD for Rs. 16,800 favoring "The Registrar, Alagappa University" as Document fee. The Tender document can also be downloaded in the University Website viz., [www.alagappauniversity.ac.in](http://www.alagappauniversity.ac.in)

### Eligibility:

- (2) The eligible bidder should be an ITES based company in existence for 20 or more years and having adequate knowledge in the field of Barcode/development of encrypted QR code; OMR/ICR Technology; Capable of reading or mining or extracting data by OMR/Image and Handling of bulk images as well as meeting all the pre-qualification criteria as provided in this tender.
- (3) **Only those tenderers who fulfill eligibility and pre-qualification criteria mentioned in this tender alone are eligible to RESPOND for this tender. The bids received from any of the tenderers who do not fulfill the required pre-qualification criteria are liable to be rejected.**

### Earnest Money Deposit:

- (1) Demand Draft for EMD of Rs. 42,750 (Rupees Forty two thousand Seven Hundred and Fifty only) drawn in favour of the Registrar, Alagappa University, Karaikudi issued by any scheduled bank should be placed in the technical bid cover.

- (2) The bid submitted without EMD amount will be summarily rejected.

## Two Cover Bid:

- (1) The “Technical Bid” *in the prescribed format provided in this tender* duly completed and signed by the tenderer but “**without indicating the rate Quoted**” should be submitted in a cover (First Cover) sealed and superscribed as Technical Bid with Tender Ref. No. and due date
- (2) The “Price Bid” *in the prescribed format provided in this tender* containing the details of Rates, Taxes, Duties, and Discounts, if any, quoted by the bidder as price bid should be submitted in a cover (Second Cover) sealed and super scribed as Price Bid with tender Ref. No. and due date.
- (3) The Price Bid cover of those bidders who have pre-qualified as per the eligibility criteria alone would be opened for consideration
- (4) Both the Technical Bid sealed cover and the Price Bid sealed cover should be put in one sealed single cover that should be superscribed with Tender name, Reference number and due date and submitted to the Registrar, Alagappa University Karaikudi-630003 on or before the due date and time indicated in this tender
- (5) Any bid received after the due date and time will not be accepted under any circumstances and liable to be ignored.

## 2 **PRE-QUALIFICATION CRITERIA**

### 1. **Qualification Criteria**

Bidders meeting the following minimum qualification criteria shall be eligible only.

Sr.	Criteria	Particulars	Documents
1.	<b>Legal Entity registered in India for last 15 Years</b>	It can be Registered Company/ Partnership Firm/Limited Liability Partnership Firm (LLP)/Proprietorship Firm/ Trust/Society	Certificate of Incorporation
2.	<b>Annual Turnover more than 10 Crore in last 3 Years</b>	Should have an annual turnover in the last 3 Financial Years (2015-2016,2016-2017,2017-2018)	Audited Balance Sheet and Chartered Accountant Certificate
3.	<b>Must have experience in On screen Marking Projects</b>	Implemented OSM Projects in Past Years (at least Two Universities in past one year)	Certified Copies of Work Orders/ LOI / Contract/Agreements
4.	<b>Should have positive net worth</b>	Should have Positive Net Worth as on 31.3.2018	Audited Balance Sheet, Profit & Loss Account and Chartered Accountant Certificate
5.	<b>Must possess ISO 27001:2013 and ISO 9001:2015</b>	Should have certificate of quality management and Information Security management ISO 27001:2013 and ISO 9001:2015	Copy of the same to be attached
6.	<b>Should not be blacklisted by any Govt. Organization</b>	should not be under a deflation of ineligibility or Blacklisted in any government / Department	Self declaration on Affidavit
7.	<b>Must possess the ownership and complete source code of OSM software solution</b>	Should have Ownership and complete source code of OSM software solution	Self-Declaration must be attached.

2. **Consortium is not allowed.**

3. **General Terms and Conditions**

1. The Bidder shall be a single entity, registered as a Company, Firm or Society under respective acts in India.
2. The Bidder should have been in business for minimum of **15 years**. Proof to be attached.
3. **Tax registration and clearance :**
  - Registered number of GST where its business is located.
  - PAN number
  - Copy of ITR for A.Y 2015-16, 2016-2017, 2017-18
4. The Annual Turn Over of the Bidder during Last Three Years (2015-2016,2016-2017,2017-2018) should be not be less than Rs. 10 Crore.
5. The Bidder must be a profitable organization during the previous successive three years of operations.
6. Consortium bidding with two parties is not allowed.
7. The bidder must be in the business of Digital Evaluation of Answer Scripts for a minimum of 1 (One) year. Work order pertaining to the same must be provided.
8. The bidder should have successfully/satisfactory executed **similar digital evaluation process for a minimum Two Universities in Tamil Nadu** in last one year.
9. The number of Answer Booklets done for digital evaluation must be **minimum of Five Lakhs of Answer Books on submission of tender.**
10. The process must include major activities such as Identification Marking of answer booklets, Trimming, Scanning and Digitalization of the pages of Answer Scripts, Comprehensive QC software, Preparation for Digital Evaluation (e evaluation/On screen Marking), LAN Based and Server at client premises, Training of Evaluators and Supervisors/Reviewers, Manual and Dynamic allocation of digitized Answer Scripts to Evaluators, Providing the tabulated marks to the client in soft copy and hard copy (if required).
11. The system should have multiple evaluation options at a time by Automatic mode.
12. The bidder should have on its pay roll minimum 100 Technical/Administrative employees. EPF document provided to validate the same.
13. The bidder should be registered with appropriate tax authorities such as Income Tax and should submit the certificate of registration with these authorities.
14. Bidder must have an indigenously developed application with complete source code ownership of the software being used for conducting the Digital Evaluation System and must have Security Audit Certificate.
15. Bidder should be **ready to sell the full solutions** including the hardware and software related to Digital Evaluation. This should include training of the University staff and also technical support in the initial exams.
16. The Bidder should have a valid ISO 9001:2015 and ISO 27001:2013 certificate in related area.

17. It is informed that mere fulfillment of minimum eligibility criteria does not entitle the firm to demand that their financial bid be evaluated and the University has the right to select the company based on the technical evaluation and not on the L1 criteria.
18. The tendering Authority reserves the right to open price bid even if one bidder qualifies the technical bid. However in the case of one bidder the power to negotiate with the bidder will be reserved with the tendering authority.
19. The Tenderer should submit declaration that they have not been black listed by any Indian institutional agency/ Department/ autonomous organization in the past.
20. The Bidder should follow the scope of procedure for the process as stated in the tender and should not deviate from the mentioned process.
21. During Technical evaluation the firm must be able to demonstrate the process of online evaluation to the Technical Committee. The bid of tenderers', who fail to provide the demonstration or provide a satisfactory demo will be rejected.
22. The contract shall be initially for a period of One Year from the date of issuance of Letter of Award. However, the contract may be renewed based on the satisfactory work for one more year, if necessary, and the licence fee will be fixed on the negotiation and satisfactory performance of service.
23. **It is only when the information about the company in technical bid is found satisfactory; the commercial part will be opened.**

### **3 SCOPE OF THE WORK**

**Alagappa University** proposes to purchase the **end to end solution for digital valuation** from the selected vendor. This includes hardware and software required for the successful implementation of the solution. This also includes the training of the AU staff and the evaluators and hand holding for the first one or two evaluation.

**The said solution should have the following features:**

#### **Digitisation:**

1. Batching of Booklets
2. Registration of booklets received into the digitizing room.
3. Providing ID mark in each of the pages of the answer booklets so as to identify the pages with the respective answer booklets in a batch.
4. Cutting of the answer booklets to make it easy for scanning using the ADF document scanner
5. Scanning of the answer booklets after slitting.
6. Comprehensive QC software to certify the images for further evaluation process
7. Stapling of the answer booklets

### **Admin:**

1. Maintain database of all the course and subjects
2. Maintain database of the evaluators with course, subject details
3. Define template of all Question Papers course wise and subject wise
4. Upload the key points for each questions
5. Upload and allocate answer booklets for valuation evaluator wise on a daily basis
6. Provide username and password for each and every evaluator
7. Enter all the parameters like number of booklets per session per evaluator, timing of the session etc. to control the evaluation process.
8. On completion of an evaluator in a session, the details of the valuation including the marks to be printed out for approval of the evaluator.
9. Posting details into the main database for the result processing

### **Evaluation:**

1. Should be user friendly.
2. Lan based to accommodate 150+ evaluators at any point of time
3. Viewing of the image of the question paper on click of a button
4. Key points to be viewed by the evaluator
5. Marks given to questions not to exceed maximum mark for the question
6. Facility to mark not attempted question
7. Should verify if the marks allotted satisfies the question paper template
8. Should make the evaluator check all the blank sheets before submitting
9. Annotations for question wise should be possible.
10. More than one valuation should be possible.
11. Facility to print the Tabulation sheet for each evaluator after completion
12. Merging of data coursewise, subjectwise and roll number wise to prepare the result file

### **Specification of HARDWARE FOR THE ON-SCREEN / DIGITAL EVALUATION PROCESS.**

1. **ID Marker:** Every answer booklet in a batch should have a unique identity marked. This mark to be placed in all the pages of the answer booklet in such a way that pages can be easily identified with the answer booklet. The ID marking should be done automatically without any manual interference.
2. **Booklet trimmer:** A portable trimming machine which will trim the answer booklet along the stitches to make the pages as individual pages. Trimming to be done on individual booklet basis.

3. **Image cum OMR scanner:**

Scanning Technology: Dual CCD; Grayscale output bit depth is 256 levels

(8-bit); color capture bit depth is 48 bits (16 x 3); color output bit depth is 24 bits (8 x 3)

Optical Resolution 1200 dpi

Output Resolution 100 / 150 / 200 / 240 / 250 / 300 / 400 / 500 / 600 dpi

Illumination Dual LED

Maximum/Minimum

Document Length Auto-feed: 863.6 mm (34 in.) / 63.5 mm (2.5 in.)

Paper Path Options Documents can exit into the front output tray, or at the rear of the scanner if the straight-through paper path option is manually selected

Multi-feed Detection Ultrasonic multi-feed detection; Intelligent Document Protection

Connectivity USB 2.0; USB 3.0 compatible

Barcode Reading: Interleaved 2 of 5, Code 3 of 9, Code 128, Codabar, UPC-A, UPC-E, EAN-13, EAN-8, PDF417

4. **Features in the Scanner :** Barcode reading; OMR Reading, Perfect Page scanning; iThresholding; adaptive Threshold processing; deskew; autocrop; relative cropping; aggressive cropping; electroniccolor dropout; dual stream scanning; interactive color, brightness and contrast adjustment; automatic orientation; automatic color detection; intelligentbackground color smoothing; intelligent image edge fill; image merge; content based blank page detection; streak filtering; image hole fill; sharpnessfilter; auto brightness, special document mode; continuous scanning mode; toggle patch; auto photo cropping; segmented bifocal images.

File Format Outputs Single and multi-page TIFF, JPEG, RTF, BMP, PDF, searchable PDF

Electrical Requirements 100-240 V (International); 50-60 Hz

Power Consumption Off mode: <0.5 watts; Running: <49 watts; Sleep mode: <2.8 watts

Environmental Factors Energy Star qualified scanners

5. **OMR & QR Code Reading Software:** Software to read the OMR details and the encrypted QrCode from the images of the answer booklet.
6. **QC Software:** Comprehensive QC software to check the quality of the scanned images before uploading for evaluation. The QC software to check automatically the total number of pages, check the ID marks and verify if all the pages belongs to the same answer booklet and check if the pages are in sequence. All these checks to be done by the software and changes if any to be approved by the operator. Sequencing or reorganizing the pages should happen automatically.
7. **Digital Evaluation Software :**
- a) Role based access to Indexing process – Image Management & Super Admin Controls
  - b) Evaluation can be enabled in both LAN as well as web-based modes
  - c) Setting evaluation standards and authorizing
  - d) Automatic or Manual allocation of Answer booklets with Admin Controls
  - e) Full screen view of answer sheets
  - f) Masking of the required portions in the Answer sheets
  - g) Allows multiple evaluators to correct the single answer sheet
  - h) Exact replica of the physical evaluation process – Hence more easily adopted by the evaluators without any difficulty
  - i) Real time monitoring of the evaluation – There by bringing standardization on evaluation
  - j) Answer sheet images can also be provided on USB dongles – For correction by evaluators even without Internet – Sync back to the server
  - k) Generalized evaluation table generator for any type of question paper with different sets of options and corresponding maximum marks
8. **Training for evaluators:** Initially the evaluators have to be given a training before the real evaluation starts. This should be a hands on training and make them comfortable using the Digital evaluation software.

#### 4. INSTRUCTIONS TO THE BIDDER

##### 1. Definitions

- (i) "The University" means the "Alagappa University"
  - (ii) "The Tendering Authority" means the "Registrar, Alagappa University"
  - (iii) "The bidder" or "Tenderer" means the company who participates in this tender and submits bid
  - (iv) "The supplier" or "The vendor" or "The contractor" means the successful bidder to whom the contract has been awarded and with whom the Tendering Authority signs the contract for rendering of goods and services
  - (v) "The Contract" means the agreement entered into between the Tendering Authority and the Vendor, as recorded in the document signed by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein;
  - (vi) "The contract price" means the price payable/receivable to the successful Bidder under the Contract / Purchase Order for the full and proper performance of its contractual obligations
  - (vii) "The Goods" means all the material/ services, which the Vendor is required to supply to the Tendering Authority under the Contract
  - (viii) "The Services" means services ancillary to the Scope of Work hereinabove, Transportation, any other incidental services and other obligations of the Vendor covered under the Contract;
  - (ix) The "BOT" refers to, B - Building Software and Infrastructure to carry out the work as required by the University. O - Operate the same in the premises of the University under CONTROLLER OF EXAMINATIONS monitoring as well as maintenance of the hardware system deployed for the operation purpose and T - Transfer the data in the required format (output) to the University
  - (x) The "Day" means a working day
2. The Bidder **is expected / advised to go through the tender documents and understand all instructions, forms, terms, scope of the work and specifications** in the tender documents.
  3. The tender shall be submitted as per the procedure and requirements stipulated herein. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect shall be at the Bidder's risk and may result in rejection of the bid.
  4. Tender documents can be submitted by eligible bidding company in the prescribed format with the required information and supporting documents of those tenderers who have purchased the tender document from the University.
  5. The bid without having paid the tender cost will not be accepted for any reasons.
  6. The bidder shall bear all the cost associated with the preparation and submission of the tender. The Tendering authority is not liable for these costs regardless of the conduct or outcome of the tendering process.
  7. The bidders are required to submit technical bid in the prescribed format enclosing therewith the photocopies of the following supporting documents. The originals of the same should be produced for verification before signing of the agreement, failing which their bids will be summarily rejected and will not be considered any further:
    - (i) Copy of Certificate of Incorporation indicating the legal status of the bidding company.
    - (ii) Copy of the GST registration certificate issued by Government of Tamil Nadu
    - (iii) Copy of PAN Card of the bidding company
    - (iv) Copies of Income Tax Returns
    - (v) Copy of Work Order/LOA/LOI for Implemented Onscreen Marking (Digital evaluation) Projects in Past Years (at least Two Universities in past one year)

- (vi) Certificate for having minimum annual turnover of ten crores in the previous three financial year and positive network certificate
  - (vii) Copy of valid ISO 9001-2015 and ISO 27001:2013
  - (viii) Self-Declaration on Not blacklisted
  - (ix) Self-Declaration on Ownership and complete source code of OSM software solution
8. A prospective bidder requiring any clarification on the Tender Documents may notify the Registrar, Alagappa University, Karaikudi in writing or by e-mail at the mailing address. Such requests for clarifications should be sent not later than seven days prior to original or extended deadline for submission of the bids.
  9. At any time prior to the dead line for submission of bids, the University may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bid documents by amendment.
  10. In order to give prospective bidders reasonable time for taking an amendment into account in preparing their bids, the Registrar may, at his discretion, extend the deadline for the submission of bids.
  11. The incomplete and conditional tenders will be rejected.
  12. Quoting unrealistic rates will be treated as disqualification.
  13. This tender is non transferable.
  14. The tenderers meeting the eligibility and pre-qualification criteria should not have been blacklisted by the Government Departments/ other institutions. However, it is informed that mere fulfillment of minimum eligibility criteria does not entitle the firm to demand that their financial bid be evaluated.
  15. The bidder shall demonstrate the actual working of the software/solution/system with sample data before the technical / evaluation committee. The bid of the tenderers, who fail to provide the demonstration or provide un-satisfactory demo will be rejected
  16. The bid prepared by the bidders and all correspondence and documents relating to the bid exchanged by the bidder with the University shall be written in English only.
  17. The bids prepared by the bidder shall comprise of (i) **Technical Bid** and (ii) **Price Bid** and shall have to be submitted in sealed cover on or before the due date to the Registrar. The delay in delivery by post will not bind the University.
  18. Tender submitted without EMD amount by way of DD drawn favouring the Registrar, Alagappa University will be treated as "Tender without EMD" and will leads to non acceptance by the Tendering Authority.
  19. The submission of EMD is compulsory for all the Bidders and no exemption will be granted for submission of EMD in any case. The EMD of the unsuccessful bidder will be discharged / returned to them within 30 days after finalization and award of the contract without any interest.
  20. The successful Bidder's Earnest Money Deposit shall be discharged upon the Bidder executing the contract work completely
  21. The bid security may be forfeited:
    - (i) If a bidder withdraws his bid during period of bid validity specified in the bid document
  22. In the case of successful bidder, if the bidder fails to:
    - (ii) Sign the contract as per the specimen provided in this tender document
    - (iii) Furnish the Performance security/BG as per the specimen provided in this tender document within the specified time granted by the Tendering Authority
  23. All the information/ documents sought should be provided with the Technical Bid in the prescribed format and should be in the same serial order as given in the technical bid. The technical bid, besides other details, should contain the (1) EMD Demand Draft favouring the Registrar, Alagappa University, Karaikudi (2) "Self Declaration" regarding non-blacklisting of the bidding company or its Proprietor/Director by the Government; (3) "Letter of authorization for attending the bid opening" in case a representative of the bidding company is attending the bid opening; and "Pre-Qualification Compliance Statement". The Technical bid without these attachment and copies of supporting documents will be disqualified. (N.B. All the documents submitted in the bid must be legible and self attested. Otherwise the bid is likely to be rejected)



24. The Price Bid in the prescribed format should be provided in a separate sealed cover. The price bid shall specify the rates / prices in the format shown in the financial bid/price schedule
25. The Envelopes not super-scribed with the Tender details are liable to be ignored. In the event of the specified date for the submission of Bids being declared as a holiday for the Tendering Authority, the bids shall be received up to the appointed time on the next working day
26. All the documents submitted along with the Tender should be signed/certified by the authorized signatory of the bidding company. Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the bid, attesting them
27. There should be no Handwritten Material, corrections or Alterations in the offer. Technical details must be completely filled in. Filling up of the Technical Detail Form using terms such as "OK", "Accepted". "Noted", "As given in brochure/Manual" is not acceptable. The Tendering Authority may treat offers not adhering to these guidelines as unacceptable
28. The University will not entertain any reasons or cause for delay or late submission of bid and such late bid will not be accepted
29. The rates/ prices should be quoted in Indian Rupees only in words as well as in figures
  - (i) GST, packing, forwarding, etc., as applicable should be quoted separately. If these levies are not indicated separately it will be construed as included in the price quoted.
  - (ii) Only one price should be quoted for each item and if more than one price is quoted under different options the rate quoted by the bidder in the first option only will be valid and considered for evaluation.
  - (iii) Rates/ price should be valid for the contract period from the date of signing of the agreement and the rates/ prices should remain fixed during the entire period of the contract unless it is revised or otherwise by the University and conveyed in writing.
  - (iv) No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained.
  - (v) The bidder must fill up quoted price against each item in the space provided in the respective columns of the format. (N.B. Price should not be indicated in any of the documents other than the financial bid.
30. The bid shall remain valid and open for acceptance for a period of 120 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the university as non responsive.
31. The bid shall be typed or printed. All pages of the bid document shall be numbered consecutively and shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.
32. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.
33. The bid shall contain no interlineations , erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person / persons signing the bid
34. The bidder may modify or withdraw the bid after submission provided that the written notice of the modification or withdrawal is received by the University prior to the deadline prescribed for submission of the bids.
35. The bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched as required in the case of bid submission in accordance with the procedure of submission of bid.
36. A withdrawal notice may also be sent by E-Mail / fax but followed by a signed confirmation copy by post (which should be received by the University before the deadline for submission of bids.
37. The empowered Committee shall examine/ evaluate the technical bids to determine whether the bidder,
  - a) Fulfill the eligibility criteria,
  - b) Submitted the requisite documents
  - c) Meet the terms and conditions specified
  - d) Complied with all the instructions contained therein, etc. For the purpose of this clause a substantially responsive bid is one which conforms to all the terms and conditions of the bid document without material deviation.
38. The empowered committee besides considering about the substantially responsive status of the bid will also assess the profile, track record, financial and technical competency, material and machine availability and infrastructure compatibility of the bidder.

39. Process to be confidential:

- (i) After the opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.
- (ii) Any effort by the bidder to influence the University in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in the rejection of the bidder's bid.

40. To assist in the examination, evaluation and comparison of bids, the empowered committee/ official may ask bidders individually for clarification of their bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing or e-mail or Fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered during the evaluation of the bids.

41. The Tendering Authority may ask Bidder(s) for additional information visit Bidder's site and/or ask for technical presentation and may arrange discussion with their professional, technical faculties to verify claims made in technical bid documentation.

42. Determination of Eligibility and Responsiveness:

- (iii) The empowered Committee will determine whether the bid is substantially responsive to the requirements of the Bid documents. For the purpose of this clause, a substantially responsive bid is one which conforms to all the terms and conditions and specifications of the bid documents without any deviation or reservation.

- (iv) A bid which in relation to the cost estimates of the empowered Committee is unrealistically priced and which cannot be substantiated satisfactorily by the bidder may be rejected as non responsive.

43. Only such of the bids as have been determined to be substantially responsive to the requirements of the bid documents be evaluated. Other non responsive bids will be rejected.

44. Bidders shall note that no preference of any nature will be given to any Bidder notwithstanding any custom, usage or instructions to the contrary

45. The price bids of technically qualified bidders only will be recommended for opening.

46. Successful bidders who have been technically qualified alone would be called to attend opening of price bids. The financial bids of unsuccessful bidders would not be opened.

47. The tendering Authority reserves the right to open price bid even if one bidder qualifies the technical bid or only one bid is received in response to the tender notice. However in the case of one bidder the power to negotiate with the bidder will be reserved with the tendering authority.

48. Evaluation of the price bids will take into account, in addition the bid amount quoted, the following factors;

- (i) Arithmetical errors corrected in accordance with relevant clause

- (ii) Such other factors as may be considered to have a potentially significant impact on contract execution price and payments.

- (iii) Offers, deviation and other factors otherwise result in the accrual of unsolicited benefits to the University

49. The arithmetical errors in computation and summation will be dealt as follows:
- (i) Where there is discrepancy between amounts in figures and in words, the amount written in words will govern;
  - (ii) Incorrectly added totals will be corrected;
  - (iii) In case there is any inconsistency between the rate and the value extended (after multiplication with the tender quantity), the rate quoted shall prevail;
50. If a bidder does not accept the correction of errors as outlined above, such bid is liable for rejection.
51. The university may waive any minor infirmity or non conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
52. The Tendering Authority may at its discretion discuss with the Bidder(s) to clarify contents of their price bid.
53. The Tendering Authority, keeping in view the objective of a cost effective, sustainable and technically proven solution for the smooth carrying out of the examinations work by the University, may negotiate with the bidder. If the negotiation is not satisfactory, the bidder with whom negotiation carried out shall be rejected and negotiation then shall be done with other bidder as deemed fit.
54. No bidder shall try to influence the University on any matter relating to its bid, from the time of the bid opening till the time contract is awarded. Any effort by the bidder to influence the University in the University's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.
55. The Tendering Authority requires that the bidders/suppliers/ contractors under this tender observe the highest standards of ethics during the procurement and execution of such contracts.
56. For the purposes of the terms defined for Corrupt, Fraudulent Practices / And Misrepresentation, the same will be as per Law.
57. The Tendering Authority shall reject a proposal for award if it is determined that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
58. The Tendering Authority shall declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
59. The contract shall be awarded with the approval of the competent authority to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the negotiated and determined on the evaluated bid price provided further the bidder has the capability and resources effectively to carry out the contract works.

60. Notwithstanding any clause Alagappa University reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the said action

61. Notification of Award:

- (i) Prior to the expiration of the prescribed period of bid validity, the Registrar will notify the successful bidder by fax or e mail or letter confirming in writing that his bid has been successful.
- (ii) The notification of award will constitute the formation of the contract.
- (iii) Upon furnishing of Performance Security Deposit/BG by the successful bidder in accordance with the provisions contained in the tender document, Registrar may at his /her discretion notify the unsuccessful bidders that their bids have been unsuccessful.

62. Signing of Agreement and Furnishing of Performance Security BG/Security Deposit:

- (iv) Upon the receipt of the notification of award to the successful bidder by the University, the successful bidder shall fill the Agreement in stamp paper in accordance with form of Agreement included in the Bid Document and submit the same to the Registrar within a week of the date of receipt of notification of award along with the Performance Security BG / Security Deposit in accordance with the conditions of contract provided in this document or in another form acceptable to the Tendering Authority.
- (v) The Tendering Authority for exigency or any other valid reasons may allow further time to furnish the Performance Security BG / Security Deposit
- (vi) The Security Deposit shall be in the form of a Bank guarantee, issued by a nationalized/scheduled bank in India acceptable to the Tendering Authority in the format provided in the tender documents.
- (iv) The Performance Security BG/ Security Deposit shall be discharged by the Tendering Authority and returned to the Vendor within thirty (30) days after the expiry of the contract period and/or extension period.

63. Annulment of the Award:

- (i) Failure of the successful bidder to comply with any of the requirements shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event the University may make the award to any other bidder at the discretion of the University or call for new bids
- (ii) Failure of the successful bidder to sign the contract, proposed in this document and as may be modified, elaborated or amended through the award letter, shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.
- (iii) University reserves the right to disqualify the supplier for a suitable period who habitually failed to supply the item in time. Further, the suppliers whose items do not perform satisfactorily may also be disqualified for a suitable period as decided by the University.
- (iv) University reserves the right to blacklist a bidder for a suitable period in case he fails to honour the bid without sufficient grounds.

64. All decisions taken by the Tendering Authority regarding the processing of this tender and award of contract shall be final and binding on all parties concerned. The Tendering Authority, reserves the right,
- (v) To vary, modify, revise, amend or change any of the terms and conditions in this bid except the period of contract
  - (vi) To reject any or all the tender/s without assigning any reason whatsoever thereof or to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) are any obligation to inform the affected bidder(s) of the grounds for such decision
  - (vii) To reject summarily any hypothetical, ambiguous or conditional tenders
65. In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the Contract Document, the Tendering Authority's interpretation of the clauses shall be final and binding on all parties.
66. No suit or any proceedings in regard to any matter arising in any respect under this tender shall be instituted in any court in the District Munisif Court or Sub Court at Sivaganga. It is agreed that no other court shall have jurisdiction to entertain any suit or proceedings even though part of the cause of the action raise within their jurisdiction. In case of any part of cause of action arises within the jurisdiction of any of the court in Tamilnadu and not in the Court of Sivaganga then it is agreed to between the parties that such suits or proceedings shall be instituted in a Court within Tamilnadu and no other court outside Tamilnadu shall have jurisdiction even though any part of the cause of action might arise within the jurisdiction of such Courts.
67. Only parties who agree to abide by the above terms and conditions may send tenders and submission of tenders against this specification would signify such acceptance of the above terms and condition by the tenderers.
68. All decisions taken by the Tendering Authority regarding the processing of this tender and award of contract shall be final and binding on all parties concerned.
69. In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the Contract Document, the Tendering Authority's interpretation of the clauses shall be final and binding on all parties.
70. The tendering Authority reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

## **5. COMMERCIAL & OTHER TERMS SPECIFICATION OF THE TENDER**

### **1 Period of Contract:**

The contract shall be initially for a period of One Year from the date of issuance of Letter of Award. However, the contract may be renewed based on the satisfactory work for one more year, if necessary, and the licence fee will be fixed on the negotiation and satisfactory performance of service.

## **2 Security Deposit / performance Guarantee**

- 1) The successful Vendor shall furnish Bank Guarantee from a schedule bank in India or Security Deposit @ 5% on the initial one semester contract value immediately on receipt of notification of award / Letter of intent or supply/work order from the Tendering Authority.
  
- 2) If the vendor fails to complete the Contract the Registrar, Alagappa University shall have the right to cancel the order in full or part, forfeiting the Performance Security and the balance payments, if any other than another remedy as per relevant law

## **3 Payment Term:**

- 1) No advance payment will be made.
- 2) The amount will be released on delivery of material / completion of job, satisfactorily.
- 3) The office of the Registrar Alagappa University will deduct Income Tax and other statutory taxes at Source as applicable from time to time.
- 4) For claiming the payment the following documents are to be submitted to the Purchaser. (University)
  - i. Invoice duly pre-receipted
  - ii. Delivery Challan / Work completion report.
- 5) No payment will be made for goods rejected at the site on testing. Also, no payment will be made for rejected items, which do not confirm to the specifications stipulated.

## **4 Confidentiality:**

Any information and data pertaining to the Alagappa University Karaikudi or any other agency involved in the Contract matter concerning Government of Tamil Nadu or with the agency that comes to the knowledge of the Vendor in connection with this contract shall be deemed to be confidential and the Vendor shall be fully responsible for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to do so. The Vendor shall ensure due secrecy of information and data not intended for public distribution.

## **5 Penalty:**

- 1) In normal circumstances, the items should be supplied strictly as per the schedule mentioned in the supply order. However, in urgent cases, items are to be supplied immediately. In case of delay in supplying the material, a Liquidated Damage will be imposed @ 1% per day of total cost of unsupplied Items- subject to a maximum of 10% of the total cost of unsupplied items shall be liable to be imposed upon the defaulting vendor by the office of the Registrar Alagappa University. In case of delay beyond 10 days, the registrar will be at liberty to procure the concerned item(s) from any other supplier at the risk and cost of the vendor.

- 2) For any other irregularities, mistakes, etc. Penalty at the discretion of Tendering Authority will be imposed.
- 3) That for unsatisfactory performance owing to absence of Vendor's staff, deficiencies in services or for some other reason the tendering authority shall be within its rights to make necessary deductions from the running bills of the Vendor for such deficiency in services. Alternatively, the tendering authority may, after giving an opportunity of being heard to the Vendor, get such deficiencies fulfilled at the cost and responsibility of the Vendor.

## **6 Suspension of Work:**

The Service Provider shall, if ordered in writing by the tendering authority for non-performance, temporarily suspend the works or any part thereof for such a period and such a time as ordered. The Service Provider shall not be entitled to claim compensation for any loss or damage sustained by him by reason of temporary suspension of the Works as aforesaid. An extension of time for completion, corresponding with the delay caused by any such suspension of the works as aforesaid shall be granted to the Service Provider, if request for same is made and that the suspension was not consequent to any default or failure on the part of the Bidder. In case the suspension of works, is not consequent to any default or failure on the part of the Service Provider, and lasts for a period of more than 2 months, the Service Provider shall have the option to request the tendering authority to terminate the Contract with mutual consent.

## **7 Termination:**

- 1) The Tendering Authority may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Vendor, terminate the Contract in whole or part:-
  - i. If the Vendor fails to deliver any or all of the Goods or Services within the period(s) specified in the Contract,
  - ii. If the Vendor fails to perform as per the Quality standards and as per the Scope of the Work.
  - iii. If the Vendor, in the judgment of the Tendering Authority has engaged in corrupt or fraudulent practices in competing for or in Executing the Contract. For the purpose of this clause the definition for corrupt practice and fraudulent practice shall be as per the law.
- 2) The Tendering Authority may also at its sole discretion to accept full or part work and also reserves the right to delete any items from the scope of the work.
- 3) The Tendering Authority may, without prejudice to any other remedy for breach of contract, by written notice sent to the Vendor, without assigning any reason may terminate the Contract in whole or part: if the tendering authority satisfies that the services of the Vendor are no more required or Vendor is not executing its services properly.
- 4) If the Vendor after submission of Bid and due acceptance of the same i.e., after placement of order fails to abide by the terms and conditions of the tender document or fails to execute the work as per the prescribed schedule given or at any time repudiates the contract, the tendering authority will have the right to forfeit the EMD, invoke performance security deposited by the firm and get the work done from other vendor at the risk and consequences

of the first vendor. The cost difference between the alternative arrangements and vendor's bid value will be recovered from the firm along with other incidental charges including transportation, taxes, etc. in case tendering authority is forced to work done through alternative sources and if the cost is lower, no benefit on this account would be passed on the vendor.

- 5) The tendering authorities may terminate contract if complete confidentiality is not maintained of this work and records relating to the work.
- 6) In case of failure by the bidder to carry out the job in accordance with provisions of the contract and as per the Scope of the Work, the tendering authority will have right to cancel the contract and award it to any other vendor and any loss sustained thereby will be recoverable from the first vendor.

## **8 Resolution of Disputes:**

- iv. The Tendering Authority and the Vendor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them in connection with the contract.
- v. If, after thirty (30) days from the commencement of such informal negotiations, the Tendering Authority and the Vendor have been unable to resolve amicably a contract dispute, all such disputes, differences, claims and demands arising under the contract shall be referred to arbitration of a sole Arbitrator to be appointed by the mutual consent. All arbitrations shall be held in Karaikudi
- vi. If arbitrator fails to settle the matter, the matter shall be referred to the competent court of law having jurisdiction at Karaikudi only.

## **9 Applicable Law:**

The contract shall be interpreted in accordance with appropriate Indian laws.

## **10 Taxes and Duties:**

The Vendor shall be entirely responsible for all taxes except GST, duties, license fees, road permits etc. No increase in the rates shall be allowed during the period of the contract. However, a cost escalation request shall be considered at the sole discretion of the Tendering Authority at the expiry of a year of the successful completion of the contract keeping in view the general escalation of cost of the raw material / service as per the prevalent market situation



## **11 Notices:**

- 1) Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or by e-mail or fax and confirmed in writing to the party's address
- 2) A notice shall be effective when delivered or on the notices effective date whichever is later. For the purposes of all notices by the Vendor to the Tendering Authority on change address if informed in writing, these shall be sent to the Tendering Authority by the Vendor at the address mentioned in the Letter of Award

## **12 Special Conditions to this Contract:**

- 1) It shall be deemed that the tenderer has got fully acquainted with the scope of the work, working and other prevalent conditions and fluctuations thereto whether they actually visited the site/area or not and have taken all the above factors into account while quoting the rates.
- 2) The Tendering Authority will have the right to ask for police verification of the employees of the vendor at any point of time.
- 3) Vendor will have to make their own arrangement for supervision and vigilance on the activities of employees engaged by him for the work inside the office of the Tendering Authority. The Vendor will be responsible for any misconduct, theft / attempt of pilferage or misdemeanor on the part of Vendor's employees engaged in the office of the Tendering Authority in connection with the contract work. If the Vendor's employee(s) is / are found to be involved in such activities the Vendor will be held responsible for the same, and apart from penalty / penal action, Vendor will be liable for administrative action including Blacklisting the Vendor for future Contracts.
- 4) The losses to government properties, if any by contract laborers, will be recovered from the Vendor. The demurrages charges/losses if any due to Vendor will be recovered from the Vendor. The Vendor will have to abide by the all security instructions and requirements as necessary and intimated by tendering authority.
- 5) Vendor is responsible for Verification and compliance of system and procedures as per IT Security Policy/ guidelines of the tendering authority.
- 6) Printed Terms and conditions of the tenderers will be considered as forming part of the contract. No deviation shall be acceptable in the terms and conditions of the contract applicable to this invitation of tender.

**13. Delivery:**

The Vendor shall be bound to make delivery of the supply of the required materials as per the schedule time and at the nominated places as advised by the university and hand over the works/data executed under the contract complete in all respect to the satisfaction of the Tendering Authority. The Tendering Authority shall determine the compliance of the work executed and considered to have been completed. The Tendering Authority shall determine from time to time, the date on which any particular section of the work shall have to be completed, and the Vendor shall be bound to observe any such determination of the Tendering Authority.

**14. Sub-Contract:**

The vendor shall not assign or sub-contract the assignment or any part thereof to any other Vendor except with the prior consent in writing of the Alagappa University and provided the Alagappa University shall have specifically approved such other Vendor. The Alagappa University may in its sole discretion and without assigning any reason refuse to give such consent. However, the vendor can employ equipment, necessary resources and manpower for design consulting, templates job works, scanning work, loading / unloading work, package organizing work, casual labour for support work, hardware and accessories maintenance work, print work including variable data, packing and transportation on specific task assigned basis to fulfill the contractual obligations

\*\*\*\*\*



# ALAGAPPA UNIVERSITY

(A State University Established in 1985)

KARAIKUDI - 630 003, Tamil Nadu, India

[www.alagappauniversity.ac.in](http://www.alagappauniversity.ac.in)



2017



Accredited with  
A+ Grade by  
NAAC  
(CGPA : 3.64)

2018



MHRD  
Govt. of India



UGC  
University Grants Commission

Graded as Category-1  
&  
Granted Autonomy

2018



Rank : 27

2018



Swachh Campus  
Rank : 4

2019



India Rank : 20  
BRICS Rank: 104  
Asia Rank : 216

**Tender document inviting from reputed ITES companies for implementation of Automated Examination Processes (Digital evaluation process) through an Enterprise solution in respect of examination works of Alagappa University for a period of one year**

## TECHNICAL BID

Please provide response to all the questions. Make sure to cross refer if you have used additional documents in support of your response to relevant questions.

### 1. GENERAL

S. No.	Description	Remarks
1.	Name of the bidding company	
2.	Address of the bidding company	
3.	Contact details of the bidder	Telephone:
		Mobile:
		Fax:
		E-mail:
		Website:
4.	Name of the Directors of the bidding company	1.
		2.
		3.
5.	Bidder's bank, its address and the current account number	
6.	Whether enclosed the Self Declaration regarding Non blacklisting?	Yes / No

7.	Whether enclosed Authorization letter for attending bid opening?	Yes / No
8.	Whether enclosed Pre-Qualification Compliance Statement?	Yes / No
9.	Whether all the pages of the tender document duly signed by the bidder and stamped?	Yes / No
10.	Whether enclosed Executive Brief or Company Profile of the bidding company?	Yes / No

**2. MANPOWER PROJECTION FOR THE CONTRACT**

<b>Manpower skill required for the Project</b>	<b>Required as per work schedule</b>	<b>Availability with the bidder</b>
What is the % of permanent and temporary manpower to be engaged for the project work by the company?	<b>Permanent (%)</b>	<b>Temporary (%)</b>

### 3. IT & TECHNICAL MINIMUM REQUIREMENTS

S.No.	Typical Requirements	Bidder's Response
1.	Does the company have any suitable software of their own to carry out the automated examination processes as specified in the scope of the work and as required by the University? Give the name of the software and its details in separate sheet	Yes / No
2.	If the company has their own software then what % of modification required to make it fully meet the University's requirements?	%
3.	If the software is adoptable for modification, then what is the % of feasibility for such modification?	%
4.	If the company does not have any such software, how much time is required to develop the same?	days
5.	Have you Scheduled the entire work in such a way to complete it in specified time.	Yes / No

#### 4. TIME FRAME

Provide the estimated time required in days for the following tasks

S.No.	Nature of work	Time frame (in days)

#### 5 List of present client(s) to whom similar solution is being provided

Sl. No.	Name and Address of the client	Contact person and phone number	Nature of job	Contract Value
1				
2				
3				
4				

**6 Quality certification, if any.**

Sl. No	Name of the Certificate	Certified by	Year of getting original certification	Whether is valid as of now
1				Yes / No

**7 Name, address and telephone of the contact person to whom all reference to be made**

Name and Address	
Telephone (Office)	
Telephone (Residence)	
Fax	
Mobile	
E-mail	

**Seal of the Company**

**Date:**

**Place:**



# ALAGAPPA UNIVERSITY

(A State University Established in 1985)

KARAIKUDI - 630 003, Tamil Nadu, India

[www.alagappauniversity.ac.in](http://www.alagappauniversity.ac.in)



2017



Accredited with  
A+ Grade by  
NAAC  
(CGPA : 3.64)

2018



Graded as Category-1  
&  
Granted Autonomy

2018



Rank : 27

2018



Swachh Campus  
Rank : 4

2019



India Rank : 20  
BRICS Rank: 104  
Asia Rank : 216

**Tender document inviting from reputed ITES companies for implementation of Automated Examination Processes (Digital evaluation process) through an Enterprise solution in respect of examination works of Alagappa University for a period of one year**

### FINANCIAL BID

That we are the sole owner/authorized agent of ..... (Bidder name)

That we/the undersigned company is equipped with adequate machinery and other facilities required for providing supply and services as per the scope of the work and our establishment is open for inspection by the representatives of the University. We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender.

We do hereby undertake that,

1. In the event of acceptance of our bid, the supply and services shall be provided as stipulated in the work order and the tender terms and conditions to the Bid
2. We shall perform the entire incidental services.
3. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

We hereby offer to supply and provide the services at the prices and rates mentioned in the below Schedule of Rates.

### SCHEDULE OF RATES

#### A. HARDWARE

S.no.	Cost Item	Quantity	Rate per Unit	GST %
01.	ID Marker	4 Nos.		
02.	Customized Cutter	4 Nos.		
03.	Scanner	8 Nos.		

#### B. SOFTWARE

S.no.	Cost Item	Quantity	Rate per Unit	GST %
01.	QC Software	10 Nos.		
02.	OMR and QR Code Reading Software	1 No.		
03.	Evaluation Software	1 No.		

### C. SUPPORTING SERVICES

S.no.	Cost Item	Quantity	Rate per Script / Total Amount	GST %
01.	License for Software	4 LAKHS Booklets		
02.	Support for Digital Valuation Process with 5 Manpower	4 LAKHS Booklets		

### D. TRAINING

S.no.	Cost Item	Quantity	Rate per Day/Session	GST %
01.	3 day Training for all the evaluators	3 Days		

### E. MAINTENANCE

S.no.	Cost Item	Rate per Unit (in %)	GST %
01.	AMC for Hardware (Serial No. 1,2 & 3) from 2 <sup>nd</sup> year onwards		

The rate quoted above should be inclusive of all but excluding GST, if any

I / We agree to abide by the Terms and Conditions specified in this Tender and the event of my / our Tender being successful I / we abide by it and to arrange supply to your entire satisfaction.

**Seal of the Company**

**Date:**

**Place:**