



# **J. C. Bose University of Science & Technology, YMCA, FARIDABAD HARYANA-121006**

**E - Tender Reference Number: JCBUST/EXAM/2025-26/07**

**E-TENDER FOR DIGITAL EVALUATION OF ANSWER SHEETS**

*Submitted By:* \_\_\_\_\_



## **TENDER NOTICE**

Ref.: JCBUST/EXAM/2025-26/07

**Dated: 02.02.2026**

### **TENDER INVITED FOR DIGITAL EVALUATION OF ANSWER SHEETS FOR THE UNIVERSITY**

Tenders are hereby invited from the companies/ agencies/ organizations/ firms in the work for E-Assessment service for **Digital evaluation of answer sheets** for the University as per the detail provided. Tender documents can be obtained from the Haryana Portal website <https://etenders.hry.nic.in>

**1. Schedule:-**

1.	Tender Reference	<b>JCBUST/EXAM/2025-26/07</b>
2.	Tender Detail	Digital evaluation of answer sheets
3.	Tender Document fee	3000.00
4.	E Service Fee (Rs.)	1000.00+GST
5.	Bid Security (EMD in Rs)	2% of tender amount if value exceed Rs. 40000/-
6.	Approximate cost in Rs.	55,00,000.00
7.	Last date and time for submitting Bid Submission documents	23.02.2026 up to 02:00 PM
8.	Date and time of opening of Technical Bids	24.02.2026 at 11:00 AM
9.	Pre-Bid meeting	09.02.2026 at 11:00 AM 20.02.2026 at 11:00 AM Agencies must attend any of the meeting before applying the tender
10.	Bid system	Technical Bid & Financial Bid through e-Portal
11.	Technical Bid Documents	To be evaluated as per pre-qualification criteria
12.	Performance Security (To be deposited by selected bidder)	5 % of contract value in shape of DD
13.	No. of Covers (1/2)	02 (RFQ &BOQ)
14.	Bid Validity	6 months
15.	Financial Bid	BOQ
16.	Technical Evaluation	Item wise
17.	Financial bids opening schedule	After the opening/ evaluation of Technical bids, to be announced later
18.	GST	Mention basic rates and GST separately in BOQ
19.	Allotment tender	<b>As per evaluation criteria</b>

## **SECTION - I**

J. C. Bose University of Science & Technology, YMCA Faridabad invites Tender offers (Technical bid and Commercial bid separately) from leading, reputed, professionally & financially sound, well experienced registered IT companies/ agencies/ organizations/ firms in the work for E-Assessment service of Answer Sheets. The University intends to implement a system that will manage the Answer Book Scanning and On-Screen Marking process. The system shall mainly comprise of the following activities:

- Scanning of Answer books without cutting spine
- On-screen Marking
- Post evaluation activities

### **A. Eligibility Criteria/Pre-qualification**

1. The bidder/firm must possess the requisite experience, strength and capabilities for providing the services necessary to meet the requirements, as described in the Tender document.
2. The applicant must also possess the technical know-how, sufficient experienced professional/ technical staff and the financial wherewithal that would be required to successfully provide the e-Assessment module sought by the University.
3. The bids must be complete in all respects and should cover the entire scope of work as stipulated in the Tender document.
4. The invitation to bid is open to all who qualify the eligibility criteria as given below. Eligibility criteria are mandatory and any deviation in the same will attract bid disqualification.
5. The bidder/firm shall be an Indian software development company registered with Registrar of Companies in India, operating in the education services business for a minimum period of five years and shall be the original developer of the E - Assessment software.
6. The average turnover of the bidder/firm in IT related activities like examination data processing, software development, e-assessment or on-screen marking shall be average of 5 crores rupees for last three financial years as per annexure-A. For implementation of project principal Tenderer will be sole responsible towards the University.
7. The bidder/firm should have implemented such Digital scanning and Online evaluation (E-Assessment) system in at least three Central/State Govt. Universities/Educational Institutes/Boards with minimum average of 5,00,000 answer scripts per annum during last three years.
8. The Bidder should not be under a Declaration of Ineligibility or blacklisted with any of the Government/ Public sector unit Agencies/ University / educational institute / Board / Council.
9. The applicant shall submit all documentary proof of the above-mentioned eligibility criteria with proof of work order or such other certificates.

**B. Guiding Principles:** Specific deliverables from the interested bidders as part of Tender response would include understanding of:

1. the scope of work with high-level time plan to accomplish the said work
2. the various key activities and phases to be involved in successful executing of scope of work.
3. high-level solution based on the understanding gathered.
4. high-level training for end user training at the designated locations identified by the University.
5. change management process to ensure effective implementation during rollout.

6. The migration of data from existing systems to the proposed solution using data templates.
7. Support structure and service desk enablement at University or identified location post go-live.
8. Assumptions, dependencies that were considered to arrive at the proposed solution.
9. The proposed solution must be based on SOA (Service-oriented architecture) principles and must adhere to a SOA based integration model across various applications of the IT portfolio.
10. The proposed solution must implement multi-level security across various tiers and software layers of the IT platform.
11. The solution provider should implement all best practices from the industry in the proposed solution and across various phases of the software development life cycle.

#### **About the Examination of J. C. Bose University of Science & Technology, YMCA Faridabad**

- Number of Programmes under digital evaluation per year – approximately 60
- Number of subjects – approximately 6 per semester
- Semester System Exams
- Total number of answer books will be approximately 2,40,000 per year
- Number of pages/ sides per answer book – 36 pages
- Expected duration to complete the scanning activity – within 2 days of respective exam date
- Expected duration to complete the evaluation activity – 21 days
- Number of scanning centers – need based at 2 to 3 locations
- Typing of evaluation – Internet based
- Number of evaluations per Answer book – Single/Multiple
- Percentage of review – 10-15%

**SECTION II: INSTRUCTIONS TO TENDERERS (ITT)**

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## **SECTION II: INSTRUCTIONS TO TENDERERS (ITT)**

### **A. Introduction**

#### **1. Cost of Tendering:**

The Tenderer shall bear all costs associated with the preparation and submission of its Tender, demonstration, dry run, etc. as prescribed by the University and the University hereinafter referred to as "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Tender process.

### **B. The Tender Documents**

#### **2. Contents of Tender Documents**

The goods and services required, Tendering procedures and contract terms are prescribed in the Tender documents. In addition to the Invitation for Tenders, the Tender documents include:

- A. Instruction to Tenderers (ITT) ;
- B. General Conditions of Contract (GCC) ;
- C. Special Conditions of Contract (SCC) ;
- D. Schedule of Requirements.
- E. Tender Form
- F. Capability Statement Form

The Tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender documents. Failure to furnish all information required by the Tender documents or submission of a Tender not substantially responsive to the Tender documents in every respect will be at the Tenderer's risk and may result in rejection of its Tender.

#### **3. Amendment of Tender Documents**

At any time prior to the deadline for submission of Tenders, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the Tender documents by amendment. All prospective Tenderers who have received the Tender documents will be notified of the amendment in writing or email and will be binding on them. In order to allow prospective Tenderers reasonable time to take the amendment into account & prepare their Tenders, the Purchaser, at its discretion, may extend the deadline for the submission of Tenders.

### **C. Preparation of Tenders**

#### **4. Language of Tender**

The Tender prepared by the Tenderer, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and the Purchaser, shall be written in English language. Supporting documents and printed literature furnished by the Tenderer may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Tender, the translation shall govern.

#### **5. Documents Constituting the Tender**

5.1 The Tender prepared by the Tenderer shall comprise the following components:

- A. A Tender Form and a Price Schedule completed in accordance with ITT Clauses 4, 5 and 6;
- B. Documentary evidence that the Tenderer is eligible to Tender and is qualified to perform the contract if its Tender is accepted.
- C. Tender security furnished in accordance with ITT Clause 10.

#### **6. Tender Prices**

The Tenderer shall indicate on the Price Schedule the unit prices and total Tender prices (these prices

should include prices of all the hardware & software to be incurred of the goods and services it proposes to use under the Contract). However, any Indian duties, sales and other taxes which will be payable on the goods and services to be used by the Tenderer should be borne by Tenderer if this Contract is awarded. Prices quoted by the Tenderer shall be fixed during the Tenderer's performance of the Contract and not subject to variation on any account. A Tender submitted with an adjustable price quotation will be treated as non-responsive and rejected.

## **7. Tender Currency**

Prices shall be quoted in Indian Rupees.

## **8. Tender Form**

The Tenderer shall complete the Tender Form and the appropriate Price Schedule furnished in the Tender documents, indicating all the required documents with adequate proof of it.

## **9. Documents Establishing Tenderer's Eligibility and Qualifications**

- 9.1 Pursuant to ITT Clause 5, the Tenderer shall furnish, as part of its Tender, documents establishing the eligibility and conformity to the Tender documents of all goods and services which the Tenderer proposes to use under the contract.
- 9.2 The documentary evidence of conformity of the goods and services to be given by the Tender documents may be in the form of literature, drawings and data, and shall consist of:
  - (a) A detailed description of the essential technical and performance characteristics of the goods and services.
  - (b) An item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.
  - (c) A confirmation that, if the Tenderer offers system and/or other software developed by another company, such software operates effectively on the system offered by the Tenderer; and the Tenderer is willing to accept responsibility for its successful operations; and
  - (d) A confirmation that the Tenderer is the owner of the Intellectual Property Rights in the hardware and software items offered. Willful misrepresentation of these facts will lead to the cancellation of the Contract without prejudice of other remedies that the Purchaser may take.

## **10. Earnest Money Deposit:**

- 10.1 Pursuant to ITT Clause 5, the Tenderer shall furnish, as part of its Tender, an earnest money deposit (EMD) of 2% of Estimated Tender Cost by way of online transfer at the time of applying online on <https://etenders.hry.nic.in>
- 10.2 The earnest money deposit is required to protect the Purchaser against the risk of Tenderer's conduct which would warrant the security's forfeiture.
- 10.3 Any Tender not secured in accordance with ITT Clauses 10.1 and 10.2 above will be rejected by the Purchaser.
- 10.4 Unsuccessful Tenderer's EMD will be discharged/returned as promptly as possible.
- 10.5 The successful Tenderer's Tender EMD will be discharged upon the Tenderer signing the Contract and furnishing the 5% performance security.
- 10.6 The Tender security may be forfeited:
  - a) If a Tenderer
    - i. Withdraws its Tender during the period of Tender validity specified by the Tenderer on the Tender Form; or
    - ii. Does not accept the correction of errors; or

- b) In case of a successful Tenderer, if the Tenderer fails:
  - i. To sign the Contract; or
  - ii. To furnish performance security.

## **11. Period of Validity of Tenders**

Tenders shall remain valid for 180 days after the deadline for submission of Tenders prescribed by the purchaser. A Tender valid for a shorter period shall be rejected by the Purchaser as non-responsive. In exceptional circumstances, the Purchaser may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The earnest money deposit provided under ITT Clause 10 shall also be suitably extended. A Tenderer may refuse the request without forfeiting its earnest money deposit. A Tenderer granting the request will neither be required nor permitted to modify its Tender.

## **12. Format and Signing of Tender (only if applicable)**

- 12.1 The Tenderer shall prepare two copies of the Tender, clearly marking each "Original Tender" and "Copy Tender", as appropriate. In event of discrepancy, the original shall govern.
- 12.2 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by the Tenderer or a person or persons duly authorized to bind the Tenderer to the Contract. The latter authorization shall be indicated in writing by power-of-attorney accompanying the Tender. All pages of the Tender, except for un-amended printed literature, shall be initialed by the person or persons signing the Tender.
- 12.3 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the Tender.

## **D. Submission of Tenders**

### **13. Sealing and Marking of Tenders**

- 13.1 The Tenderers shall submit the Tenders in person or by courier/registered post to the University on the prescribed Tender form enclosed duly filled-in, signed in the sealed cover super scribed with the "E – Assessment Service of answer book".
- 13.2 Each page of Tender must be serially numbered. (e.g. each page of 100-page document must be serially numbered 1/100, 2/100, 3/100... and so on)
- 13.3 The Tenderers must make sure to enclose the duly filled & signed check list.

### **14. Deadline for Submission of Tenders**

- 14.1 Tenders must be received by the Purchaser at the address specified not later than the time and date specified in the Invitation for Tenders. In the event of the specified date for the submission of Tenders being declared a holiday for the Purchaser, the Tenders will be received up to the appointed time on the next working day.
- 14.2 The Purchaser may, at its discretion, extend deadline for submission of Tenders by amending the Tender documents, in which case all rights and obligations of the Purchaser and Tenderers previously subject to the deadline will thereafter, subject to the deadline as extended.

### **15. Late Tenders**

Any Tender received by the Purchaser after the deadline for submission of Tenders prescribed by the Purchaser, will be rejected and/or returned unopened to the Tenderer.

### **16. Modification and Withdrawal of Tenders**

- 16.1 The Tenderer may modify or withdraw its Tender after the Tender's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of Tenders.

- 16.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of ITT Clause 14. A withdrawal notice may also be sent in person by a signed confirmation copy, post marked not later than the deadline for submission of Tenders.
- 16.3 No Tender may be modified after the deadline for submission of Tenders.
- 16.4 No Tender may be withdrawn in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Tender Form. Withdrawal of a Tender during this interval may result in the Tenderer's forfeiture of its earnest money deposit, pursuant to ITT Clause 10.7.

## **E. Tender Opening and Evaluation of Tenders**

### **17. Opening of Tenders by the Purchaser**

- 17.1 The Purchaser will intimate for the opening of Technical bids online and Bidders' representatives may choose to attend Tender opening at the following location:

**PURCHASE BRANCH**

**J. C. BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA  
FARIDABAD, HARYANA 121006**

The Tenderers' representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Tender opening being declared a holiday for the Purchaser, the Tenders shall be opened at the appointed time and location on the next working day.

- 17.2 The Tenderers' names, Tender modifications or withdrawals, Tender prices, discounts, and the presence or absence of requisite Tender security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No Tender shall be rejected at opening, except for late Tenders, which shall be returned unopened to the Tenderer.
- 17.3 The Tenderer must have to give a **presentation and demonstration of their software/e-assessment system** on the day of opening of technical bid or any day as conveyed by University.

### **18. Clarification of Tenders**

During evaluation of Tenders, the Purchaser may, at its discretion, ask the Tenderer for a clarification of its Tender. The request for clarification and the response shall be in writing and no change in prices or substance of the Tender shall be sought, offered or permitted.

### **19. Preliminary Examination**

- 19.1 The Purchaser will examine the Tenders to determine whether they are complete, whether any errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Tenders are generally in order.
- 19.2 Where the Tenderer has quoted for more than one schedule, if the Tender security furnished is inadequate for all the schedules, the Purchaser shall take the price Tender into account only to the extent the Tender is secured. For this purpose, the extent to which the Tender is secured shall be determined by evaluating the requirement of Tender security to be furnished for the schedule included in the Tender (offer) in the serial order of the Schedule of Requirements of the Tender document.
- 19.3 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the lower of the two will prevail. If the supplier does not accept the correction of errors, its Tender will be rejected, and its Tender security may be forfeited.

- 19.4 The Purchaser may waive any minor informality or non-conformity or irregularity in a Tender which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Tenderer.
- 19.5 If a Tender is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Tenderer by correction of the non-conformity.

## **20. Evaluation and Comparison of Tenders**

The Purchaser will evaluate and compare the Tenders which have been determined to be substantially responsive, pursuant to ITT Clause 19 for each schedule separately. No Tender will be considered if the complete requirements covered in the schedule is not included in the Tender.

## **F. Award of Contract**

### **21. Post qualification**

- 21.1 In the absence of prequalification, the Purchaser will determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated responsive Tender meets the criteria specified and is qualified to perform the contract satisfactorily.
- 21.2 The determination will consider the Tenderer's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant, as well as such other information as the Purchaser deems necessary and appropriate.
- 21.3 An affirmative determination will be a prerequisite for award of the Contract to the Tenderer. A negative determination will result in rejection of the Tenderer's Tender, in which event the Purchaser will proceed to the next lowest evaluated Tender to make a similar determination of that Tenderer's capabilities to perform the contract satisfactorily.

### **22. Award Criteria**

The University will award the Contract to the bidder whose proposal has been determined to be the successful bidder based on "Proposal evaluation method". An award may be made on the basis of the appraisals done by the technical committee and/or on the basis of negotiation with any of the respondents. The University will not disclose any information derived from the proposals submitted from competing offers in conducting negotiations. Further, the University will take into consideration factors such as ability to service contracts, past experience, financial stability and other relevant criteria in the selection of the Bidder. The University reserves its right to reject any or all proposals received and to cancel this Tender process in part or in its entirety if it is deemed to be in its best interests. The University will award the Contract to the successful Tenderer whose Tender has been determined to be substantially responsive and the University may use the criteria as mentioned in "*Scoring of Technical Bids and Technical qualification*" to evaluate the Tender, provided further that the Tenderer is determined to be qualified to perform the Contract satisfactorily.

#### **22.1 Proposal Evaluation Process**

1. Proposals will be evaluated by a Committee of Experts (the "Committee") to be appointed by the University. Evaluations of bids will be only on the basis of information provided by the bidders in the proposals, or any additional information provided by the bidders against specific requests for clarifications sent by the University during the evaluation process.
2. Only the bids submitted with required EMD will be considered
3. Evaluation of the bids will be done in the following sequence:
  - a. Scrutiny of Bid Security and adherence to general guidelines
  - b. Evaluation of prequalification proposal

- c. Evaluation of Technical proposal including suitability of the software/e-assessment system to this University demonstrated by the tenderer through presentation
- d. Opening of commercial proposal
- e. Final evaluation of the Techno commercial bid and finalization of the bid

Only those bids that have been technically qualified will be considered for opening the commercial bid. **The bids of the bidders who are not technically qualified shall not be considered for opening their commercial bid.**

## 22.2 Technical Proposal Evaluation

1. The Technical bid will be scrutinized for complying with the following requirements before going ahead with further evaluation of the bid.
  - a. Proposal Covering letter as response to the Tender
  - b. Undertaking for non-infringement of patent/copyrights
  - c. Statement on Clarifications as required
2. Evaluation of the solution (software/e-assessment system)– the technical solution proposed by the bidder may be evaluated against the response to the Tender and the final decision of the technical evaluation of the proposals submitted by the bidders shall vest with the University and the decision of the expert committee appointed by the University on the technical evaluation of the proposals shall be final and binding on all the bidders.
3. The E-Assessment System sought by the University is sensitive and critical for the stake holders including students & faculties and also involves the brand reputation of the University, therefore, it is hereby informed that strict compliance to the technical specifications vs the solution proposed by the bidders are paramount in selecting the successful bidder.

## 22.3 Scoring of Technical Bids and Technical qualification:

	Particulars	Score
<b>1</b>	<b>Bidder's Legal Structure (Maximum score 5)</b>	
	Bidder is Partnership /Proprietary	2
	Bidder is Private limited	3
	Bidder is Public limited	5
<b>2</b>	<b>CMMi Level Services (Maximum score 10)</b>	
	CMMi Level 3 Services	5
	CMMi Level 4 Services	7
	CMMi Level 5 Services	10
<b>3</b>	<b>Primary Data center with Secondary DC site to be managed by the bidder for Data security (Maximum score 10)</b>	
	Tier III DC with Secondary DC infrastructure outsourced by the bidder	5
	Tier III DC with Secondary DC infrastructure owned by the bidder with cert-in certified infrastructure	7
	Tier IV DC with tier III Secondary DC infrastructure owned by the bidder with cert-in certified infrastructure & MeitY empanelled cloud service provider	10
<b>4</b>	<b>Financial Capability as per Section-I Eligibility criteria sr. no. (2 &amp; 6) of Tender Annual turnover (average of last 3 financial years) (Maximum score 10)</b>	
	≥ 5 Cr. ≤ 10 Cr.	5
	> 10 Cr. ≤ 20 Cr.	7
	> 20 Cr.	10
<b>5</b>	<b>Experience in Similar Project implementation i.e. digital scanning and on-screen evaluation during last 3 years (Maximum score 20)</b>	
	Minimum 3 Central/State Govt. Universities/Educational institutes/Boards	10
	From 4 to 8 Central/State Govt. Universities/Educational institutes/Boards	15
	Above 8 Central/State Govt. Universities/Educational institutes/Boards	20
<b>6</b>	<b>Experience of scanning/e-assessment of minimum average of 5,00,000 answer sheet per annum in Govt. Institution during last 3 years (Maximum score 20)</b>	
	5,00,000 lacs answer scripts (of minimum 24 pages) per annum	10
	More than 5 lac up to 10 lac answer scripts (of minimum 24 pages) per annum	15
	More than 10 lac answer scripts (of minimum 24 pages) per annum	20
<b>7</b>	<b>Technical Capability of the bidder as a solution provider for the E-Assessment solution* (Presentation &amp; Demonstration) (Maximum Score 25)</b>	
	Basic/Average Level	10
	Above Average Level	15
	Outstanding Level	20
	Exceptional level	25

\* Technical Capability will be evaluated by expert committee based on quality of the solution proposed and its suitability & efficiency for the University, through demonstration/ presentation/discussions, appreciation certificates by other Govt. Universities / Institutions/Boards, etc.

## 22.4 Commercial Evaluation

1. The bidders, whose **Technical Score is 50 (fifty) and above** only shall qualify for commercial evaluation, and the commercial bid of only these bidders will be opened.

### 2. Composite Evaluation

- a. All the bids for which the commercial proposals are opened and which are in order will be evaluated using a composite Techno Commercial Evaluation approach.

- b. The weightage given to the Technical and Commercial Proposals are:

Technical Score = 70% (weightage for Technical Proposal)

Commercial Score = 30% (weightage for Commercial Proposal)

#### c. Calculation of the Commercial Scores (CS)

1. The Total Commercial Proposal of the bid will be the price quoted by the bidder in the commercial proposal for the scope of services contained in the Tender. Applicable taxes extra.

2. Based on the Cost of each of the bidders, the bidder with the lowest price is identified as L1. All the other bids are listed based on the increasing value of L.

3. The commercial Score for each of the bidders is calculated by using the method as below:

- i. The bid with lowest price (L1) will be given maximum commercial score (CS) of 100 points.

- ii. The formula for determining the commercial score for the other bids is as follows:

$CS_n = 100 \times L1/L_n$ , in which  $CS_n$  is the financial score for bidder n,  $L1$  is the lowest bid value and  $L_n$  is the bid value of the bidder n (i.e. proposal under consideration).

- d. The Final Score (FSn) out of the combined Techno-commercial evaluation for a particular bidder shall be arrived as below:

Final Score (FSn) =  $(TS_n \times 0.70) + (CS_n \times 0.30)$  Where n stands for the bidder under consideration

## 22.5 Identification of the successful bidder

The bidder having highest combined final score FSn will be considered as the successful bidder.

## 23. Purchaser's right to vary Quantities at the Time of Award

The Purchaser reserves the right at the time of Contract award to increase or decrease of the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

## 24. Purchaser's Right to Accept Any Tender and to Reject Any or All Tenders

The Purchaser reserves the right to accept or reject any Tender, and to annul the Tendering process and reject all Tenders at any time prior to contract award, without thereby incurring any liability to the affected Tenderer or Tenderers.

## 25. Notification of Award

The University will award the Contract to the bidder whose proposal has been determined to be the successful bidder based on the above evaluation method. Prior to the expiration of the validity period, the University will notify through a **"Letter of Intent"**, to the successful bidder in writing that their proposal has been accepted and invite them for signing a formal contract.

## 26. Signing the contract

The University shall execute a formal contract with the bidder on mutually agreeable terms and conditions and as per the Tender and the bid submitted in response to the Tender by incorporating all necessary terms and conditions to protect the continuing interest of both the parties while implementing the said project. The contract shall clearly specify the deliverables under the scope of service, duration of the contract, payment terms, performance metrics and responsibility matrix

of both the parties and protection of the interest of both the parties, penalty for non-performance of both the parties, force majeure, etc. in accordance with the Indian contracts Act. The successful bidder shall sign the contract in specified time period.

## **27. Performance Security**

27.1 Within 15 days of the receipt of order of award from the Purchaser, the successful Tenderer shall furnish the performance security in accordance with conditions of Contract provided in Tender documents.

27.2 Failure of the successful Tenderer to comply with the requirement of ITT Clause 26 or ITT Clause 27.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the earnest money deposit, in which event the Purchaser may make the award to the next lowest evaluated Tenderer or call or new Tenders.

**Successful Tenderer has to submit deposit as Performance security deposit of 5% of Contract value in form of Demand Draft in favor of “Controller of Examinations, J. C. Bose University of Science & Technology, YMCA” Payable at Faridabad within 15 days after receiving the work order.**

## **28. Corrupt or Fraudulent Practices**

28.1 The University requires that Tenderers/ Suppliers/ Contractors observe the highest standard of ethics during the procurement and execution of financed contracts. In pursuance of this policy, the University

- a) Defines, for the purposes of this provision, the terms set forth as follows:
  - i) “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution;
  - ii) “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition;
- b) will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government financed contract.

## **29. Lack of Competition**

1. If a situation arises where if after evaluation of bids, the Tendering authority ends up with one responsive Bid only and in such situation, the Tendering authority would check as to whether while floating the Tender all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the Tender would be re-floated after rectifying deficiencies.
2. The bid process shall be considered valid even if there is one responsive Bid, provided that:
  - a. the Bid is technically qualified
  - b. the price quoted by the bidder is assessed to be reasonable
  - c. the Bid is unconditional and complete in all respects
  - d. there are no obvious indicators of cartelization amongst bidders and
  - e. the bidder is qualified as per the pre-qualification/ eligibility criteria in the bidding document

3. The Tendering authority shall prepare a justification note for approval by the next higher authority of the procuring entity and with the concurrence of the committee.
4. In case of dissent by any member of bid evaluation committee, the next higher authority in delegation of financial powers shall decide as to whether to sanction the single Bid or re-invite Bids after recording reasons.
5. If a decision to re-invite the Bids is taken, market assessment shall be carried out for estimation of market depth, eligibility criteria and cost estimate.

**30. Short Closure of the Contract:**

The proposed project being sensitive and have impact on the student's community, the University shall vest the rights to short close the contract awarded to the successful bidder, in case the bidder fails to deliver the services as per the scope of work for a continued period of six months or one exam cycle whichever is shorter. However, the contract shall not be short closed for any reason, whatsoever, other than the non-performance related issues of the bidder.

Date: .....

Name of Firm: .....

Address: .....,  
.....

Pin Code No: .....

I / We have read carefully and have understood the same in vernacular known to me/us about all the Standard Terms & Conditions and I / we hereby agree to the same and shall abide by them hence this verification.

Seal & Signature of the Vendor

**SECTION III: GENERAL CONDITIONS OF CONTRACT (GCC)**  
**TABLE OF CLAUSES**

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### **SECTION III – GENERAL CONDITIONS OF CONTRACT (GCC)**

#### **1. Definitions**

1.1 In this Contract, the following terms shall be interpreted as indicated:

- a) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and satisfactory performance of its contractual obligations;
- c) "The Goods" means all the equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract;
- d) "Services" means services ancillary to supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, scanning and other such services as required for implementation of e-Assessment system including other obligations of the Supplier covered under the Contract;
- e) "GCC" means the General Conditions of Contract contained in this section.
- f) "SCC" means the Special Conditions of Contract.
- g) "The Purchaser" means the J. C. Bose University of Science & Technology, YMCA Faridabad.
- h) "The Supplier" means Individual/ firm supplying Goods & Services under this contract.
- i) "The Government" means the Government of Haryana State.
- j) "The Project Site", where applicable, means the place or places named in SCC.
- k) "Day" means calendar day.

#### **2. Application**

These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

#### **3. Standards**

The Services/Software/Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standard appropriate to the Services/Software/Goods' country of origin and such standards shall be the latest issued by the concerned institution.

#### **4. Use of Contract Documents and Information; Inspection and Audit by the Government**

- 4.1 The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 4.2 The Supplier shall not, without the Purchaser's prior written consent, make use of any document or information enumerated in GCC Clause 4.1 except for purposes of performing the Contract.
- 4.3 Any document, other than the Contract itself, enumerated in GCC Clause 4.1 shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Supplier's performance under the Contract if so required by the Purchaser.
- 4.4 The supplier shall permit the University to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the University, if so required by the University.

## **5. Patent Rights**

The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Services/Software/Goods or any part thereof in India.

## **6. Performance Security**

- 6.1 Within 15 days of receipt of the letter of contract award, the Supplier shall furnish Performance Security to the Purchaser for an amount of 5% of the Contract Value, valid up to 60 days after the date of completion of performance obligations.
- 6.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 6.3 The Performance Security shall be denominated in Indian Rupees and shall be in the form of demand draft in favor of "Controller of Examinations, J. C. Bose University of Science & Technology, YMCA" Payable at Faridabad within 15 days after receiving the work order
- 6.4 The Performance Security will be discharged by the Purchaser and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations, including any warranty obligations, if any, under the Contract.
- 6.5 In the event of any contract amendment, the Supplier shall, within 20 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the duration of the Contract after the completion of performance obligations.
- 6.6 Failure to submit the performance security within the period specified above will constitute sufficient ground for forfeiture of the performance security.

## **7. Inspections and Tests**

- 7.1 The Purchaser or its representative shall have the right to inspect and/or to test the Services/Software/Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing in a timely manner of the identity of any representatives retained for these purposes.
- 7.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery and/or at the Services/Software/'Goods final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data - shall be furnished to the inspectors at no charge to the Purchaser.
- 7.3 If any inspected or tested Services/Software/Goods fail to conform to the specifications, the Purchaser may reject the Services/Software/Goods and the Supplier shall either replace the rejected Services/Software/Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.
- 7.4 The Purchaser's right to inspect, test and, where necessary, reject the Services/Software/Goods after the Services/Software/Goods' arrival at Project Site shall in no way be limited or waived by reason of the Services/Software/Goods having previously been inspected, tested and passed by the Purchaser or its representative prior to the Goods shipment.
- 7.5 Nothing in GCC Clause 7 shall in any way release the Supplier from any obligations under this Contract.

### **7.6 Manuals and Drawings:**

- 7.6.1 Before the Services/Software/Goods and equipment are installed at the site, the Supplier shall supply operation and maintenance manuals together with drawings of the Services/Software/Goods and equipment.

- 7.6.2 The manuals and drawings shall be in the ruling language (English) and in such form and numbers as stated in the contract.
- 7.6.3 Unless and otherwise agreed, the Services/Software/Goods and equipment shall not be considered to be completed for the purpose of taking over until such manuals and drawings have been supplied to the Purchaser.

**7.7 For the System & Other Software the following will apply:**

The Supplier shall provide complete and legal documentation of hardware, all sub-systems, operating systems, compiler, system software and the other software. The Supplier shall also provide licensed software for all software products, whether developed by it or acquired from others. The supplier shall also indemnify the purchaser against any levies/penalties on account of any default in this regard.

**7.8 Acceptance Certificates:**

- 7.8.1 On successful completion of acceptability test, receipt of deliverables etc. and after the purchaser is satisfied with the working, the acceptance certificate signed by the supplier and the representative of the purchaser will be issued. The date on which such certificate is signed shall be deemed to be date of successful commissioning of the systems.
- 7.8.2 The training as per Special Conditions of Contract shall be conducted on the dates mutually agreed upon and within one months from the date of acceptance of supply.

**8. Prices**

Prices payable to the supplier as stated in the contract shall be as mentioned in clause 3 of the Special Conditions.

**9. Contract Amendments**

Subject to GCC, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

**10. Assignment**

The Supplier shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.

**11. Subcontracts**

- 11.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the Tender. Such notification, in his original Tender or later, shall not relieve the Supplier from any liability or obligation under the Contract. Sub-contracts shall be only for bought out items and sub-assemblies.
- 11.2 Subcontracts must comply with the provisions of contract.

**12. Delays in the Supplier's Performance**

- 12.1 Performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser in the Schedule of Requirements.
- 12.2 If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

**13. Liquidated Damages**

If the Supplier fails to Perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.1% of the delivered price of

unperformed Services for each day or part thereof of delay until actual delivery or performance, up to a maximum deduction of 5% of the Contract Price. Once the maximum is reached, the Purchaser may consider termination of the Contract.

#### **14. Termination for Default**

14.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

- a) If the Supplier fails to perform any other obligation(s) under the Contract.
- b) If the Supplier, in the judgement of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this Clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

14.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

#### **15. Termination for Insolvency**

The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

#### **16. Termination for Convenience**

The Purchaser, by written notice of not less than three months to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of Supplier under the Contract is terminated, and date upon which termination becomes effective.

#### **17. Settlement of Disputes**

17.1 The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.

17.2 If, after Sixty (60) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

17.2.1 Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Services/Software/Goods under the Contract.

17.2.2 Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

17.3 Notwithstanding any reference to arbitration herein,

- a) The parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- b) The Purchaser shall pay the Supplier any money due to the Supplier.

## **18. Governing Language**

The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

## **19. Applicable Law**

The Contract shall be interpreted in accordance with the laws of the Union of India with the jurisdiction of the State of Haryana.

## **20. Notices**

- 20.1 Any notice given by one party to the other pursuant to this Contract shall be sent to other party in writing to the other Party's address specified in SCC.
- 20.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

## **21. Taxes and Duties**

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the Services/Software/Goods to the Purchaser.

**SECTION IV: SPECIAL CONDITIONS OF CONTRACT**  
**TABLE OF CLAUSES**

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## SECTION IV: SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the General Conditions is indicated in parentheses.

### 1. Definitions (GCC Clause 1)

- a. The Purchaser is "The Controller of Examinations, J. C. Bose University of Science & Technology, YMCA Faridabad (Haryana)-121006
- b. The Supplier is .....

### 2. Inspection and Tests (GCC Clause 7) As mentioned in Scope of Work

### 3. Duration of Contract and Payment System:

On successful implementation of the solution for an examination cycle, initially the period of contract shall be for a period of 2 years. On completion of the two-year term, the contract may be further renewed for another 3 years, after mutual discussions and consideration of any special terms that may be added, amended or existing terms that may be deleted. Terms of payments will be as under:

Sr.	Particulars of Task (Includes procuring sufficient numbers of scanners, Servers and UPS etc.)	Amount to be released (%)
1	After Scanning of Answer Scripts without cutting spine	20%
2	After uploading all the E-Answer Scripts on Server/Cloud and posting of marks on Server/Cloud after assessment	20%
3	After Declaration of Result	20 %
4	After Completion of Entire Process including Re-assessment, Submission of Reports as desired by the University, showing the Answer Scripts to student and transfer all the Scanned answer-books images in appropriate format in the Server/Cloud	40%

Under no circumstances the advance payment will be made to the service provider.

### 4. Settlement of Disputes (Clause 17)

The dispute settlement mechanism to be applied pursuant to GCC Clause 17.2.2 shall be as follows:

- (a) In case of Dispute or difference arising between the Purchaser and supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator. The Sole Arbitrator should be appointed by agreement between the parties; failing such agreement, by the appointing authority namely the Indian Council of Arbitration/President of the Institution of Engineers (India)/The International Centre for Alternative Dispute Resolution (India). A certified copy of the appointment Order shall be supplied to each of the Parties.
- (b) Arbitration proceedings shall be held at Faridabad, Haryana, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
- (c) The decision of the Arbitrator shall be final and binding upon both parties. The cost and expenses of Arbitration proceedings will be paid as determined by the Arbitrator. However, the expenses incurred by each party in connection with the preparation, presentation etc. of its proceedings shall be borne by each party itself.

### 5. Patent Rights:

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Services/Software/Goods or any part thereof

in the Purchaser's country, the supplier shall act expeditiously to extinguish such claim. If the supplier fails to comply and the Purchaser is required to pay compensation to a third party resulting from such infringement, the supplier shall be responsible for the compensation including all expenses, court costs and lawyer fees. The Purchaser will give notice to the supplier of such claim, if it is made, without delay.

**6. Site Preparation and Installation:**

The Purchaser will designate the installation sites before the scheduled installation date to allow the Supplier to perform a site inspection to verify the appropriateness of the sites before the installation of the hardware and software.

**7. Hardware Installation:**

The Supplier is responsible for all unpacking, assemblies, wiring, installations, cabling between hardware units and connecting to power supplies. The Supplier will test all hardware operations and accomplish all adjustments necessary for successful and continuous operation of the hardware.

## SECTION V: SCHEDULE OF REQUIREMENTS

### **E -Assessment for Examination Branch of J. C. Bose University of Science & Technology, YMCA Faridabad (Haryana)**

**To,**

**The Controller of Examinations**

**J. C. Bose University of Science & Technology, YMCA Faridabad**

**Sub: Terms and conditions / Salient features of the project**

It is to be clearly understood that **J. C. Bose University** is the **Purchaser** and the **SERVICE PROVIDER** is the **VENDOR/Supplier**. The software pertains to the **University** and is **CONFIDENTIAL**. The functional and nonfunctional requirements are as follows;

#### **A. After Examinations**

- Digital E-Scanning
- Digital E- Assessment
- Digital E- Reassessment of Answer Scripts
- Showing Digital Answer Scripts to Students
- Feedback from the stakeholders

#### **B. Details of the Scope of Works**

The University has partly developed an ICT enabled examination management system to bring efficiency, punctuality and reliability in result processing and certificate/mark sheet generation over the last few years. The University intends to continue with the implementation of e-assessment system to meet the future challenges. The service provider should design the evaluation plan and evaluation process in consultation with the University for:

- a) Complete security management processes (Physical and IT for scanning center)
- b) Evaluator handling process
- c) Click by click audit processes
- d) Training of moderators /evaluators and confidential section staff of the University on On-screen marking towards capacity building of all involved stakeholder(s)

2. The service provider would prepare and provide documentary manuals for all processes for safe and secure scanning of answer books, conduct of evaluation to be followed along with scanning and on-screen marking software requirement, implementation strategy, infrastructure set up plan, operational support, hardware requirement, rules for contingency and exception handling/emergency procedures.
3. The service provider would provide specifications for hardware and software required at all stages of the evaluation as per requirement for Scanning center, Devices and systems to be used for authentication and audit trail mechanisms required for evaluation
4. The service provider would setup scanning center at a central location identified by the University.
5. The answer books in sealed bags/ packets received from examination center will be handed over to the service provider by the University officials for counting, comparing with answer books proforma submitted by the University official giving details on actual number of answer books received from exam center for processing leading to scanning and on-screen marking. The suitable number of trained manpower for opening sealed packets/bags contains answer books and statements shall be supplied by the service provider.
6. Sufficient number of scanners and required expertise manpower should be provided by the service provider to complete the scanning within 2 days of receipt of answer books of respective exam.

7. A secret coded number should be added to each answer book to hide the identity of the candidate.
8. Scanning should be done preferably by without cutting the spine of the answer book by deploying appropriate scanners.
9. All the pages of the answer books should be scanned, including blank pages and identified with the book id number as printed on the answer book pages.
10. The University will provide internet facilities, required CCTV surveillance system and security personal to ensure the security of physical answer book bags kept at the scanning center.
11. Scanning should be done with actual colors not B/W.
12. The service provider would ensure local server deployment.
13. The service provider must provide an application utility to ensure that the number of pages in scanned answer book is equal to the number of pages of an answer book.
14. The scanned answer books to be securely uploaded to the service provider's data center and then made available to the evaluator for on-screen marking by the service provider.
15. The service provider shall undertake to train the officials of confidential section, the moderators/ evaluators to know the process of on-screen marking. Later the moderator /evaluator will be trained as per the marking scheme (if any) provided by the University. A detailed report of evaluators and their performance for each day shall be shared with the University.

**A. After Examinations:**

**a) Digital E-Scanning:**

Digital E-Scanning of answer-sheets without cutting spine must adhere to meet the following:

- 1) Scanning Resolution – minimum 200 DPI, much importance / emphasis must be given to the quality of scanning. The scanning of answer books must be complete within 2 days of respective exam.
- 2) Decrease in the quality of scanning and wrong scanning of an answer-sheet will attract a penalty of Rs. 1,000/- per answer-sheet.
- 3) Scanned answer scripts must be stored in a Server/Cloud and the data shall be shared as per the direction of Controller of Examinations from time to time.
- 4) Scanning process should have the ability to read Barcode of the answer booklet. This data shall be mapped to the database at Server/Cloud.
- 5) Size of scanned answer script image shall not exceed 4 MB without compromising the quality. Lesser size of the image without compromising with the quality will be appreciated.
- 6) Automatic generation of unique random numbers for each script as desired by the University.
- 7) Masking of selected fields on any or every page of the answer booklet.
- 8) Question paper & valuation scheme shall be scanned and made available during E-Assessment
- 9) Anonymized Scripts: The definite fields which reveal the identity of the script (including inner sheets) shall be masked and made available for evaluation.
- 10) Copies of the scanned images are to be distributed electronically to be made available for evaluation on the screen by evaluators.
- 11) Scanned scheme of evaluation to be provided during valuation along with answer book.

**b) Digital E- Assessment:** Digital E- Assessment must adhere to meet the following:

- 1) There must be a master database to cater the following:
  - Managing College/Faculty/Department information

- Managing Programme/Semester/Subject/Course information
- Managing Evaluators information

- 2) Provide unique username/ password to the examiners and allocating specific subject to specific examiners who are expert in the respective subject as per the instructions of the University.
- 3) Provision for automatic back up of evaluated answer books.
- 4) Provision to carry out multiple E-Assessment simultaneously.
- 5) Provision of Multiple E-Assessment of the same script by different valiators (e.g.: 2 valiators will evaluate the script, and according to the prevailing norms of University answer-script will go for 3rd E-Assessment).
- 6) The software shall be user friendly with Answer Script, Question paper, Scheme, and marks entry shall be provided on screen in single window. The scoring process should maintain anonymity, where evaluators only receive the image of the response without any student information.
- 7) There should be software-based validation/check to ensure that evaluator has visited each and every page/question of an answer book.
- 8) The software should maintain complete log of all activities of evaluators during the course of evaluation to enable complete audit ability of the evaluation process.
- 9) Provision for skipping of an answer book by an evaluator if the same is in different medium / subject or not properly scanned with reason.
- 10) Provision to save an answer book as draft to evaluate at a later time.
- 11) There should be dashboard displaying the following:
  - a) Daily and consolidated evaluators' attendance
  - b) Daily and consolidated moderators' attendance
  - c) Daily and consolidated subject-medium wise evaluator details
  - d) Daily and consolidated subject-medium wise moderator details
  - e) Skipped answer book details
  - f) Overall subject-medium wise evaluation (till date)
- 12) The software should auto calculate marks awarded to each answer-sheet.
- 13) Provision for printing of answer book(s) with all annotation of marks (for example tick right or wrong), if marked by evaluator as per requirement.
- 14) In case of Reassessment, multiple E-Assessment of the same scripts simultaneously/ separately be enabled as per the requirements of University from time to time. One/two/ three user login name/s with one/two/ three different passwords shall be provided. Report sheet provision shall be made to print two/three evaluator's names.
- 15) For Reassessment, the specified scripts shall be extracted and shall be made available for valuation to the evaluators.
- 16) Randomization of scripts: The answer script shall not be evaluated twice by the same evaluator unless it is specified as per the regulations of the University, which may change from time to time.
- 17) There should be a provision to provide training to the examiners/evaluators and supplier should prepare e-content for to the examiners as and when desired by the University.
- 18) After E-Assessment final scores are to be tabulated automatically as per the regulations / conditions set in the Question Paper and shall be provided as digital output for result processing in

the format required by the University.

- 19) The service provider would ensure transfer/export of the data in encrypted format including raw scores data from the evaluation activity to central data center.
- 20) After the completion E- Assessment by an examiner and scripts are moderated by concerned moderator, a printout of the marks/awards to be taken including, random number, marks allocated by the examiner and moderator, name, affiliation and signature of both examiner and moderator. Replica of the marks sheet shall be available, once the consolidated marks sheet is printed (day-wise for each evaluator), the marks/awards shall be stored in PDF Format. This shall contain details mentioned above and shall be accessible only to COE with the Id and password.
- 21) Marks awarded shall be stored at the Centralized Server/Cloud located at the University.
- 22) Ready information that allows real time monitoring of E- Assessment quality.
- 23) Provision to show / provide soft copy of the answer copies to the students.
- 24) Option for archival of digitally evaluated answer copies for a period of 2 years.
- 25) Question paper and answer key reference during E- Assessment.
- 26) Provision for rotation, zooming of answer copies during digital E- Assessment.
- 27) Authentication: Providing suitable authentication using login Id and password and provision for the password to be sent on the registered mobile of the examiner. Provision of the unique password at each login should be there.
- 28) Transfer of data as per the directions of the Controller of Examinations.
- 29) The system should have the facility to upload the faculty details using the standard data template, along with their subject mapping. Software/Solution should be given for authenticating the examiners to evaluate the Digitized answer scripts. Software/Solution should provide individual department wise access to manage entire evaluation process and monitoring. It should provide the dynamic allocation of published answer scripts feature which enables the University officers to allocate the digitized answer script to available faculties.
- 30) The system should provide SMS and email notification to the registered faculties after the scripts are allocated along with the username and password to access the E Assessment system. Also, SMS and email reminder should be sent to faculties at certain interval of time and/or set threshold norms provided by the University.
- 31) The system should have Intuitive GUI interface and can be Menu Driven, provides Error Messages, Validation Messages, Offering Pick-up Lists, prompting for next / correct action etc. to make user feel easy to learn and operate. The answer script image panel should have the maximum view area for the evaluators.
- 32) The system should be real-time online system wherein examiner can carry out evaluation in easy and convenient manner through Internet system.
- 33) Day wise allocation: There should be an option to control day wise allocation of the script for the E-Assessment. There should be an option to set this faculty wise and subject wise i.e. if an evaluator starts a new subject, then it should start from 1st day count. There should be an option to change the above number as and when it is required, on the direction of the University. The option to enter the max script count should be available.
- 34) While correcting the answer sheets, the evaluators should have the same feeling as they have while correcting the answer sheets in the traditional way. Thus, the system should have the provision of red marking tool for correcting and striking etc. and marks allotted should be

automatically saved/ stored on completion of assessment. For graphical subjects and subjects having graph/drawing, the system should have usual technical measurement tools require for appropriate evaluation. Also, for such subject(s) appropriate care should be taken at the time of scanning so that the figures/drawing made by pencil are clearly visible and did not get smudged/distorted while zoom in/out to evaluator.

- 35) The system should have toggle views of question paper and answer sheets for evaluators to refer to the question paper immediately while they are marking the answer scripts.
- 36) The system should provide the total marks for each question and allow the evaluators to allot the marks in the answer scripts or at any specific places provided.
- 37) The system should automatically sum up the total marks pertaining to that answer sheet and in accordance with question paper template.
- 38) The system should allow appropriate controls for the evaluators to refer to the corrected answer scripts at any point of time and re-evaluation of particular answer before final submission/evaluation.
- 39) After completing the final evaluation of a particular answer script, the examiner may "submit" the answer script and access the next answer script for evaluation.
- 40) While totaling the marks, verification of marks with the question paper and the evaluation scheme may be carried out by the system and final marks should be displayed.
- 41) University may introduce moderation, so provision of moderation of answer books should be incorporated in the system.
- 42) The marks should be parked to the University marks Server/Cloud based on completion of evaluation and there should be the provision for taking guidance and confirmation from University Officials for the purpose of further result processing.
- 43) Features for appropriate report generation should be incorporated. Some of the features or parameters include percentage of pass out/percentage of failed out of all the subject or in a particular subject, Semester, Course, College-Evaluators wise report etc.
- 44) The service provider should provide the required training material while training and appropriate help menu, user manual and illustrative demonstration videos should be incorporated in the system for end-users.
- 45) Provision for Report generation and printing of the summery of the answer book assessed and moderated by the examiner should be provided.
- 46) Moderation facility should be provided in the software.
- 47) The marks awarded by the valuator shouldn't be shown to the moderator during evaluation but both the marks should be shown to him when he completes the script. The Faculty ID and the NAME should display during the evaluation of the script
- 48) Cancel evaluation: There should be an option to make E-evaluation of a particular script NULL and VOID and make it available again for E-Assessment.
- 49) There should be an option to disable/enable the valuator/Moderator ID once they take the valuation summary. This option can be mapped to the login desired by the University.
- 50) Allocation of Answer-Script: The allocation list should be made available to the University.
- 51) De-allocation of Answer scripts: The option provided to the valuator to de-allocate the script should be made available on the first screen itself. Option to be given to the University user to view the allocated scripts which are not valued.

52) There should be option to generate the marks in delimited format date wise.

53) The marks submitted by the examiner/moderator shall be ported to exam Server/Cloud.

54) Security: Suitable security measures to ensure reliable evaluation process. Secrecy/ confidentiality of the process should be maintained. Only authorized users should have access to the system. Each and every activity should be recorded and the system should keep audit trail of all steps. Also, complete log of all activities of evaluators needs to be maintained during the course of evaluation to enable complete audit ability of the evaluation process.

55) Real time, item level data to support quality analysis of scripts and examiners performance.

56) Efficiency: The E-Assessment shall be efficient and speedy, there should not be manual script-handling and manual data-entry

57) Reliability: System should provide dynamic tools to monitor and control the E-assessment by:

- Assuring anonymity of test-taker to achieve maximum credibility.
- Flexibility to examiners by enabling E-Assessment of answer scripts from anywhere in a secure manner.
- Final marks calculated for every script shall be based on the regulations of the University which will be informed from time to time.
- The company shall be held responsible if any discrepancy found in the marks awarded by the evaluator to the script and output data provided for further processing.
- Supervisor have access to consult a range of reports that help identify issues
- Comparison of results
- Providing Report College wise, subject wise, Zone wise as desired by the University.

58) Centralized monitoring and reporting:

- a) The system should have a separate module to monitor the evaluation of each evaluator at any particular point of time. The system should allow access to report generation & monitoring features, according to the admin controls provided. The system should have standard reports about the status of evaluation at any point of time. The system should be capable of generating daily, weekly, monthly and consolidated reports as per the requirement of the University.
- b) The system should be able to display the corrected answer scripts both with and without the marks, as required by the University. The system should have provision to give access of the answer scripts to the student/faculty/University-Officials who is permitted by the University before the evaluation and after the evaluation.
- c) After completion of all examination results related activity system should transfer all the Scanned answer-books images in appropriate format in the Server/Cloud. The answer-book image/files should be properly indexed and tagged for easy access and retrieval. The service provider needs to provide an access and retrieval mechanism to fetch the answer-script file/image of a specific subject(s) of specific semester and/or examination for student(s) based on barcode(s)/enrolment number(s), at any point of time even after completion of examination cycle.

59) Module/Dash-board for Admin staff for monitoring and reporting:

The system should have a separate module for Admin staff/ University-Coordinator to monitor the evaluation of each evaluator for his/her institute at any particular point of time. The system should allow access to report generation & monitoring features, according to the admin controls provided to Admin staff/ University-Coordinator. The system should have standard reports about the status of evaluation by his/her college faculties at any point of time. The system should be

capable of generating daily, weekly, monthly and consolidated reports indicating completed and pending evaluation by the faculties of the institute. The user-name & password to access such facility should be communicated to Admin staff/University-coordinator on his/her designated mobile number/email Id.

**c) Digital E- Reassessment of Answer Scripts**

Digital E- Reassessment of Answer Scripts as per the University norms, which may change from time to time. University will provide the re-evaluation norms and re-evaluation application data to solution provider for uploading the answer booklets for next level of evaluation. The automation of re-reevaluation process is based on the rules and guidelines of the University.

**d) Showing Digital Answer Scripts to students**

The system should be able to display the corrected answer scripts both with and without the marks to the students, as and when required by the University. The system should have provision to give access of the answer scripts to the student/faculty/Officials who is permitted by the University.

**e) Feed Back from the Stake Holders**

Provision shall be made available to submit the feedback from the stake holders like Principals, evaluators, Coordinators, Students in the format issued by the University from time to time and analysis of the feedback submitted shall also be carried out.

NOTE: The Vendor should adhere to the time bound fixed for Scanning/digitization, E-Assessment, E-Reassessment, including pre-exam, exam and post exam activities. E-Assessment Results should be provided to the University within 21 days of completion of examinations.

**B. Other Special and General Requirements**

**1. The supplier shall setup the following infrastructure to provide the above services:**

- a. University will collect the answer scripts from the examination centres and handover to the Digitization Centre in the University Campus. The service provider should manage answer script stacking starting from receiving of answer scripts to mapping to a placeholder in the rack provided by the University. All answer script barcode will be gunned using the bar code reader and bag ID will be generated and pasted on the Bags. Each bag will be mapped to the respective rack for easy pull out of answer script in case required.
- b. Install necessary IT infrastructure consisting of software, hardware, network connectivity, back up and maintain them during the contract period (Space on Cloud to store digitized answer book and Band width to the examiners will not be provided by the University).
- c. Backup strategy and safety mechanisms (industry standard) should be carefully designed and incorporated into the software. At all-time data shall remain safe and the Software/ Hardware shall be operational during any contingency.
- d. Set up Digitization of Answer book in centers provided by the University uploading of these digitized answer books to the Server/Cloud as desired by the University.
- e. Maintain the digitized answer scripts for a period of 2 years with backup.
- f. Porting existing data wherever necessary
- g. Ensure high quality scanning (Minimum 200 DPI)
- h. Provide training to the University official and technical staff to handle the IT infrastructure and software.
- i. Providing preliminary training through developing videos / E-Content and user software guide to evaluators.

- j. Security is the prime concern. Different types of users and different types of roles should be identified and clearly defined. User should be assigned definite roles. Proper authorization and authentication mechanisms (industry standard) shall be met.
- k. Provide up gradations/amendments on continual basis during the tenure of the project to ensure the system is up to-date and meets the growing requirements of the university.
- l. Vendor should have their own software.
- m. The documentation of the entire project at each stage, reference manual and diagrammatic flow of the different processes shall be made available to the University.
- n. Provide required manpower for scanning and for handing other technical and non-technical activities involved in this project.

## 2. Nonfunctional requirements:

- **Availability:** A system's availability, or "uptime," is the amount of time that it is operational and available for use. This is specified because some systems are designed with expected downtime for activities like database upgrades and backups.
- **Efficiency:** Specifies how well the software utilizes scarce resources: CPU cycles, disk space, memory, bandwidth, etc.
- **Flexibility:** The software deployed shall be flexible for any amendments / additions/deletions on the oral instructions of the COE/his representatives followed by the Approval of COE.
- **Portability:** Portability specifies the ease with which the software can be installed the platforms on which it is expected to run.
- **Integrity:** Integrity requirements define the security attributes of the system, restricting access to features or data to certain users and protecting the privacy of data entered into the software.
- **Performance:** The performance constraints specify the timing characteristics of the software. Certain tasks or features are more time-sensitive than others; the nonfunctional requirements should identify those software functions that have constraints on their performance.
- **Reliability:** Reliability specifies the capability of the software to maintain its performance over time. Unreliable software fails frequently, and certain tasks are more sensitive to failure (for example, because they cannot be restarted, or because they must be run at a certain time).
- **Reusability:** Many systems are developed with the ability to leverage common components across multiple products. Reusability indicates the extent to which software components should be designed in such a way that they can be used in applications other than the ones for which they were initially developed.
- **Robustness:** A robust system is able to handle error conditions gracefully, without failure. This includes a tolerance of invalid data, software defects, and unexpected operating conditions.
- **Scalability:** Software that is scalable has the ability to handle a wide variety of system configuration sizes. The nonfunctional requirements should specify the ways in which the system may be expected to scale up (like increase hardware capacity, adding machines, etc.).
- **Usability:** Ease-of-use requirements address the factors that constitute the capacity of the software to be understood, learned, and used by its intended users.

## 3. Overall Activities to be Undertaken by service provider at Scanning Centre Level:

- Bidder/Tenderer should be able to scan at least 10,000 scripts per day.
- There may be up to 03 different scanning centers as desired by the University.
- Bidder should be able to deploy the required infrastructure and skilled manpower to the

scanning centers. Well Trained, professional and loyal manpower for whole digitization process should be available round the clock. At least one high-level project manager having at least 5 years' experience of handling such projects should be deployed by the service provider. Also at least one technical executive, who have been part of development team of the solution or such other development projects and having not less than 5 years of experience should be deployed by the service provider at the University project site. The details of the deputed manpower with contact no. should be available with the designated officer of the University.

- Receiving scripts for scanning.
- Scanning of scripts without discrepancies. All the pages in the answer booklets must be scanned. Utmost care should be taken in handling of the answer books and no single answer book should be missed out during the scanning process.
- Verification of scanned images.
- Uploading of scanned images to scanning Server/Cloud.
- Randomization of answer scripts.
- Masking of answer script facing sheet and other required fields.
- Uploading of scanned answer booklets to Server/Cloud assigned for University by Vendor.

#### **4. Archives**

- All Records of Student and student's page must be available on Archives.
- Scanned Image of Answer Scripts shall be available for two years.
- Verification of any mark list record can be done on request.

#### **5. Other Terms and conditions**

- ❖ Entire system (Hardware & software) should be error free. University cannot afford to have 0.0001% of error. The whole system must cater to the needs of evaluation with 100% accuracy.
- ❖ There shall be a provision for random verification up to 2% at the cost of supplier
- ❖ Marks shall be finalized as per the University regulations.
- ❖ Shall be able to implement for the immediate examination cycle after award of contract.
- ❖ **If the scanned image calls for rescanning, then Rs. 1000/- Per Script will be fined and the scripts are to be searched by the agency under the supervision of a coordinator.**

Date .....

Name of Firm .....

Address .....

.....

I / We have read carefully and have understood schedule of requirements and details of scope of work for E-Assessment at the University and along with all the Standard Terms & Conditions and I / we hereby agrees to provide the same and shall abide by them hence this verification.

Seal & Signature of the Vendor

**CHECK LIST FOR Tenderer TO BE SUBMITTED ALONGWITH Tender**  
**(TECHNICAL BID)**

The following documents are attached with the Tender:-

1.	Page No. to entire set of signed Tender and documents enclosed with it.	Yes / No.	Total Page No. _____
2	Whether EMD and Tender Fee in term of Demand Draft are placed in separate cover?	Yes / No.	Page No. _____
3	Whether copy of GST Registration is attached?	Yes / No.	Page No. _____
4	Whether copy of Income-Tax return /assessment order of last year is attached	Yes / No.	Page No. _____
5	Whether work experience certificates are attached?	Yes / No.	Page No. _____
6.	Whether all annexure as per Tender are attached?	Yes / No.	Page No. _____
7.	Whether CA certificate turnover sheet (as per annexure -A) is attached?	Yes / No.	Page No. _____
8	Whether all documents are self-attested by bidder or authorised person?	Yes / No.	Page No. _____

## Tender FORM

Date: .....

No: .....

To,

**THE CONTROLLER OF EXAMS  
J. C. BOSE UNIVERSITY OF  
SCIENCE & TECHNOLOGY  
YMCA FARIDABAD-121006**

Dear Sir

Having examined the Tender Documents including Addendum Nos..... *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply our services of E – Assessment Service of Answer Book in conformity with the said Tender documents for the sum of ..... *(Total Tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

I/We undertake, if our Tender is accepted, our services for E – Assessment will be in accordance with the Schedule of Requirements. If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

I/We agree to abide by this Tender for the Tender validity period specified in Tender and it shall remain binding upon us and may be accepted at any time before the expiration of that period. Until a formal contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

I/We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

I/We understand that you are not bound to accept the lowest or any Tender you may receive. I/We clarify/confirm that we comply with the eligibility requirements as per Tender documents.

I/We hereby declare that the service sold to the University under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications thereof and

I/We hereby guarantee that the said service would continue to conform to the description and quality aforesaid for a period of 24 months from the date of delivery and commissioning of the said items/stores and that notwithstanding the fact that the purchaser (Inspector) may have inspected or approved the said service, if during the aforesaid period the said equipment/articles are discovered not to conform to the description and quality aforesaid or have deteriorated (and the decision of the purchaser in that behalf will be final and conclusive) the purchaser will be entitled to reject the said service. We do hereby also agree to supply/delivered the service at permanent campus of J. C. Bose University of Science & Technology, YMCA Faridabad-121006, if required and asked by the University with the same rate.

Date: .....

*(Signature)*

*(In the capacity of)*

Duly authorized to sign Tender for and on behalf of .....

----- END OF TECHNICAL BID -----

**J. C. Bose University of Science & Technology, YMCA Faridabad**  
**Commercial Bid for E- Assessment Service of Answer Book**  
*(Should be submitted in online mode only)*

Bidder shall quote rates for the items described below as per the terms & conditions of the total Tender documents. Rates in the financial bid should be quoted inclusive of all costs, all taxes like GST, duties and any statutory levies etc. for a period of the contract. The University will only provide working Space except this all the other cost of Bandwidth and the Space on the cloud/sever, hardware, software, training, transport etc. must be borne by the Bidder

**Description Rate per Student per paper Exam**

Sr.	Description	Rates in Rs. Per Answer book
1	<p>1. Scanning and Digitization of Answer book</p> <p>2. Providing Software services for E-Assessment as per scope of work, terms and conditions mentioned in the tender which includes posting of marks to the Server/Cloud including:</p> <ul style="list-style-type: none"><li>• e-Reassessment of Answer Scripts</li><li>• Hosting of Answer Scripts at University website</li><li>• View Answer Scripts option for student</li><li>• E-mailing of Answer Script to student</li><li>• Option for student to print answer script</li></ul>	<b>Online mode only</b>

----- End of Commercial Bid Document -----

### Tender Response form

#### **To be submitted with Tender response**

Note: Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the authenticity and correctness of the information.

<b>Sr. No.</b>	<b>Description</b>	<b>Details (To be filled in by the responder to the Tender)</b>
1	Name of the Company	
2	Official address	
3	Phone No. and e-mail	
	Legal status (Attach copies of original document defining the legal statutes) A Proprietary/Partnership/A Private Limited Company/ A Public Limited Company	
4	Headquarters Address	
5	Phone No. and e-mail	
6	E-Mail address of contact person	
7	Web Site Address	
8	Details of Company's Registration (Please enclose attested copies of the documents)	
9	Name of Registration Authority	
10	Registration Registration Number and Year of Registration	
11	Product/Service for which Registered with validity period	
12	GST/CST/LST registration No.	
13	GST Registration No.	
14	Permanent Account Number (PAN)	
15	Whether the company complies with the Requirement under the Contract Labour (Regulation and Abolition) Act	
16	Name of Bankers along with Branch (as appearing in MICR Cheque) & Account No.	
17	Name of the Authorized Signatory, who is authorized to respond to the Tender	
18	Other documents provided	

Seal & Signature of the Vender

The following notes offer guidance to proposing responders in the form of a model outline for their response document. All the headings indicated below must be addressed in the sequence shown, providing as much relevant detail as possible. (Conformance to this outline will assist the subsequent evaluation and selection activities, and any variations should be documented). Additional headings and information may be provided by the proposing responder where they are required to include additional details or explanations.

Description of the proposing responder:

- I. Specifically include legal status, ownership, and the name of the person within the company who is responsible for this project.
- II. The proposing responder's general understanding of the project requirements and the proposed total solution
- III. The main features of the proposed solution and any areas of financial, operational, development risks that are perceived
- IV. Upgrade and technology refresh strategy for the proposed software platform
- V. Describe the strategy suggested for future upgrade of the supplied equipment and/or products and any impact this strategy may have on operation etc.
- VI. Scope of work compliance as per the document

X - X - X - X - X

**Turnover Certificate**

This is to certify that M/s \_\_\_\_\_ (PAN: \_\_\_\_\_) residing at \_\_\_\_\_ has achieved following turnover during the financial year 2022-23, 2023-24, 2024-25 from the IT related activities like examination data processing, software development, e-assessment or on-screen evaluation.

Financial Year	Turnover
2022-2023	
2023-2024	
2024-2025	

This certificate has been issued on the basis of documents and records provided to us and information given to us at the time of issuing certificate.

Place:-

Date:-

Seal and Signature of CA

**DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK**

Sr No.	Designation	Total number of employees in that category	Number available for this work	Name	Qualification	Professional experience and details of work carried out	In what capacity these would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9

**DETAILS OF SIMILAR WORKS EXECUTED**

Sn	Name of work/project and location	Name of sponsoring organization/owner	No of answer books evaluated	Date of commencement as per contract	Date of completion	Any litigation/ arbitration pending (y/n)	Name, email and phone number of officer with whom reference check can be made	Remarks (if any)
1	2	3	4	5	6	7	8	9
1								
2								
3								
4								
5								
6								