



HEMCHAND YADAV VISHWAVIDYALAYA, DURG (C.G.)

(A State Government University established under Chhattisgarh Act No. 16 of 2015)

Raipur Naka, Durg (C.G.) – 491001

Email: registrar@durguniversity.ac.in Website: www.durguniversity.ac.in Phone: 0788-2359100

(Tender for Pre & Post Examination Works)

No. 239 /HYU-Dev/2018

Dated- 01.10. 2018

Notice Inviting Tender (NIT)

Tenders are hereby invited in two parts (Technical and Financial) for COMPLETE PRE & POST EXAMINATION WORK, including all stationery articles, of Hemchand Yadav Vishwavidyalaya, Durg from the academic year 2018-19 onward for three academic sessions. The tender document along with the details of the works, terms and conditions can be downloaded from the University Website <http://durguniversity.ac.in/> or may be procured from the University office as per details below. Tenders shall be received only through speed post / registered post / courier. The undersigned reserves the right to cancel /amend the tender at any stage without assigning any reason thereof.

Last date of sale of forms	29-10-2018 till 5.00 PM
Last date of Submission of Tender	30-10-2018 till 3.00 PM
Date of Opening of Tender	30-10-2018 at 4.00 PM
Cost of Tender Document	Rs. 1000=00
Ernest Money Deposit	Rs. 7,50,000=00
Estimated Value of Tender	Rs. 2,50,00,000=00
Venue of the opening of the Tender	Office of Registrar, Hemchand Yadav Vishwavidyalaya, Durg.

Only firms having minimum 5 preceding years' experience in minimum three Universities in the desired field should submit their bids along with all supporting documents and a non-refundable A/c payee bank draft of Rs 1000=00 as cost of tender documents and Rs. 7,50,000/- (Seven lakhs fifty thousand only) as Earnest Money Deposit (Refundable) from a nationalized bank in favour of "The Registrar, Hemchand Yadav Vishwavidyalaya, Durg, Payable at Durg till the date notified above. Price Bid of successful bidders will be opened immediately after evaluation of Technical bid by the Tender Committee.

Registrar

Hemchand Yadav Vishwavidyalaya,
Durg (C.G.)



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(Tender for Pre. & Post Examination Works)

No. 239 /HYU/Dev./2018

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Hemchand Yadav University, Durg, Chhattisgarh (India) is a new State Government University established wide Chhattisgarh Act No.16 of 2015, dated 24th of April, 2015. It has its jurisdiction in the five districts of Durg Division of the state – Durg, Bemetara, Kabirdham, Balod and Rajnandgaon. At present, there are 128 *only affiliated* colleges where approximately 140000 students are expected to appear in the Semester (10000) and Annual (130000) Examinations as Collegiate (50000-60000) and Non-Collegiate (70000-80000) examinees for UG, PG and Diploma Certificates under Traditional and Professional Courses in the session 2018-19.

With a view to maintain secrecy, accuracy and timely processing of results, the University proposes to outsource the examination processing work to only reputed and experienced agencies.

SCOPE OF WORK: There are a number of examinations conducted at various levels such as Graduate Level, Post Graduate Level, Semester Examinations. The number of students varies for each examination. Total Number of students for Pre-& Post Examination work shall be approximately 140000. The detailed scope of work is given hereunder:

A) Annual Exams: B.Sc./B.A./B.Com./BHSC/ BCA /B.Lib./MA/M.Sc.(Maths)

/M.Com. etc.

B) Semester Exams: BBA/ MA/MSc/M.Com./ B.P.Ed./B.Ed. /M.Ed. etc.

Except under semester system, students appear in the examinations as collegiate as well as non-collegiate examinees.

There is also a provision of Supplementary Exams for UG (Annual only) and ATKT Exams for Semester Students. The scope of work will start from enrollment and will end with the Supplementary / ATKT examinations each year.

INPUT FROM THE EXAMINATION DEPARTMENT

The information to be provided by the Examination Department to the agency:

1. Scheme of examinations
2. Exam wise Subject wise coding
3. College code list
4. Exam Centre list
5. Marks & carry forward marks.
6. Marks obtained by each candidate in each subject/paper/practical /sessional.
7. UFM List, absentee list, withheld list-exam wise/subject wise.
8. Any other in possession of the examination department/ University.

PRE. & POST EXAMINATION WORK TO BE CONDUCTED BY THE FIRM

PRE- EXAM WORK

SN	PARTICULARS	STATIONERY
1	Online Registration/Enrolment (Including online payment facility)	Report on 60 GSM Paper
2	Online Examination Form (Including online payment facility)	Report on 60 GSM Paper
3	Printing of Basic Roll Lists & Final Roll Lists in two copies	Report on 60 GSM Paper
4	Roll Lists with subject and paper code wise/Centre wise/category wise	(Soft Copies in excel Sheets)
5	Numerical returns for QP Printing and Centre wise packing	(Soft Copies in excel Sheets)
6	Admit Cards and Attendance Sheets of Examinees - College & Centre wise.	Report on 60 GSM Paper (in 02 copies) And Online hosting for downloading.
7	Any other Report as per requirement.	Report on 60 GSM Paper/online
8	Proposal for Online Admission Process to be included within the offered cost.	

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POST EXAMINATION WORK

- I. After evaluation, posting of marks from foils and counterfoils & processing of result.
- II. Preparation of result & publishing of result within 10 days after completion of evaluation work.
- III. Publishing of result on University website along with providing subject wise marks of each student on website & through SMS on Registered Mobile Number (RMN)
- IV. Issuance of 3 copies of TR (A/3 size) class wise, college wise, and other provisional certificates (whenever needed) within 3 days after publishing the result.

- V. Printing of mark sheet and degree with stationary which will be provided by firm. The specifications are following:-

Marksheet-

1. 120 gsm super white A-4 Size Paper.
2. Micro Line
3. UV Printing
4. Water Mark
5. Multi colour printing
6. Anti Copy Features.
7. Original 3D Hologram

Degree-

1. Multi colour Printing
2. UV Printing
3. Gold foil hot stamping
4. 170 Micron Non Tearable Paper
5. Micro Line
6. Glu chip Border

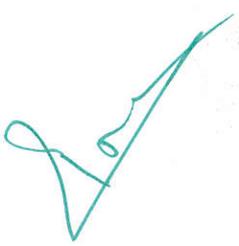
- VI. Issuance of Merit List within 10 days after publishing the concerned result.







- VII. Issuance of statistical data of appeared, passed, failed students along with category wise details such as girls, boys, SC/ST/OBC, general & their % to each concerned exam and college.
- VIII. All work will be done under the supervision & as per instruction of the Registrar, Hemchand Yadav Vishwavidyalaya, Durg.
- IX. Publication of result after scrutiny & clearance of pending result immediately if needed.
- X. All the above noted processes are time bound and will be completed within the stipulated time as per instructions given by the Registrar from time to time.
- XI. All work will be done as per regulations and ordinances of the university; hence, the software should be configured accordingly.
- XII. All work will be done under the supervisions & as per instructions of the Registrar.
- XIII. After completion of the publication of the results, all the data of each concerned exam shall be handed over to the Registrar in DVD as well as in hard disk drive.
- XIV. All work will be done in the premises of the Hemchand Yadav Vishwavidyalaya, Durg.
- XV. The firm will make a help desk & corporate office in the university campus.
- XVI. The firm will appoint a technical person to resolve the online problems.
- XVII. Space, Internet facility and electricity will be provided by university. Furniture's and other arrangements will be done by the firm.








POST – EXAM WORK PARTICULARS

SN	PARTICULARS	STATIONERY
1	Scheme of Examinations	60 GSM Paper
2	Statistical Summary of Results.	60 GSM Paper
3	Result Sheets in 2 copies	60 GSM Paper
4	Merit List in 2 copies for each examination	60 GSM Paper
5	Tabulation Register in three copies with Photo (For Semester, Main and Supplementary/ATKT Examinations separately)	Two Copies on 80 GSM and One on 60 GSM Paper
6	Roll No. wise Marks Details (for each subject & paper)	60 GSM Paper
7	The data of all results will be given to the university in a DVD/HDD in required format.	Within 15 days of the declaration of results.
8	The firm shall upload the results on the University Website	Same Day
9	Printable data of candidates of each examination in approved mark-sheet format with each candidate's photo with QR Code	In Hard Disk
The firm shall upload the Mark sheets on National Academic Depository Portal for downloading and verification purposes.		



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PROFORMA 'A'

No.

Dated

To,

The Registrar

Hemchand Yadav University, Durg (C.G.)

Subject: Tender for Pre. & Post Examination Work 2018-19

Reference: Your NIT No 239/HYU/Dev./2018; Dated 01-10-2018

Respected Sir,

As per your Notice Inviting Tender cited above in Reference, this firm submits that the Terms and Conditions of the Tender Document are acceptable to it and agrees to abide by the same. Particulars of the Firm are as given hereunder:

Name of the Firm :

Address :

1. Tender Document received from	Website / Office
2. Tender Document Fee Rs. 1000/-	Demand Draft No Dated
3. Earnest Money Rs. 750000/-	Demand Draft No Dated
4. PAN Card No.	Annexure No.
5. GST Registration No/ Provisional No	Annexure No.
6. Valid Registration of the Firm/Company	Annexure No.
7. Income Tax Return for the last Three Years	Annexure No.
8. Annual Turn Over of last Two Years	Annexure No.
9. 5 Year Work Experience related documents	Annexure No.
10. All relevant samples	Annexure No.
11. Proforma 'B'	Place in Envelope 'B'

Signature of Authorized Signatory

Seal of the Firm

Mobile/ Phone No



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GENERAL TERMS AND CONDITIONS

1. The cost of the Tender Form is 1000–00 (non-refundable). The Tender Form along with terms and conditions may be downloaded from the website of Hemchand Yadav University, Durg (www.durguniversity.ac.in). In this case, the cost of the Tender Form of Rs. 1,000/- (non-refundable) shall be submitted through DD in favour of the Registrar, Hemchand Yadav University, Durg, otherwise, the tender will not be accepted. This DD shall be kept in Envelope 'A'.
2. Tender shall be accompanied by an Earnest Money of Rs.7,50,000–00. (Rs. Seven Lakh fifty thousand only) The amount shall be deposited in the form of a Demand Draft in favour of Registrar, Hemchand Yadav University, Durg, payable at Durg, otherwise, the tender will not be accepted. DD for Earnest money shall be kept in Envelope 'A'.
3. Refund of Earnest Money: The Earnest Money of unsuccessful Tenderers shall be refunded within 30 days after finalization of the tender.
4. The agency should be a Government Agency or an agency registered as private or public limited company. It must have at least 5 years of experience of Pre-and Post-Examination related data processing work of minimum one lakh students in at least three Universities. Self-attested copy of work orders must be kept in Envelope 'A'
5. The sealed tender shall be addressed to the Registrar, Hemchand Yadav University, Durg. Envelope should be duly marked **PRE-AND POST EXAMINATION WORK** and shall reach the Registrar, Hemchand Yadav University, Durg by Registered/Speed Post/Courier only on or before notified date.
6. Any tender received after due date and time shall not be accepted and shall be liable to rejection.

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Signature .. *Signature* .. ⑦ *Signature*

7. All tenders received within the specified due date and time shall be opened on 30th October 2018 at University Office.
8. Successful Tenderer will prepare scheme of tabulation of examination results in accordance with existing rules and regulations of the university. Two copies of the scheme for each examination result shall have to be submitted and to be got approved before starting with post examination process.
9. Tenderer must also have experience of Online conduction of all the exam related activities including online payment provisions.
10. Tenderer shall have permanent staff of minimum 50 persons (submit ESIC/PF returns.) Self-attested copy of the PF certificate be kept in Envelope 'A'.
11. The Tenderer must have turnover of at least Rs. 07 crores per year in preceding two Financial years (2016-17, 2017-18). For evidence of this self-attested copy of the audited Balance Sheet shall be kept in Envelope 'A'.
12. As the work is of confidential nature, there must be proper security arrangements inside the work place round the clock.
13. Tenderer shall furnish affidavit stating that the Tenderer has not been blacklisted in any of university/organization/State or central government offices or institutions. This affidavit shall be kept in Envelope 'A'
14. Tenderer must fill up **PER STUDENT PER YEAR RATES for all the Pre-and Post Examination works including Two Semester Exams, Annual Exams, ATKT Exams of Semesters and Supplementary Exams under Annual Exam System including Retotaling/ Revaluation.**

The rates quoted must be the consolidated rates inclusive of all charges including stationery, transportation, deployment of hard ware and man power. Taxes will have to be mentioned in the Bills separately and the same will be deducted by the University from the Bills as per the Govt. rules. No other charges shall be demanded by the Firm.

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(8)



Financial Bid shall be kept in Envelope No. 'B'.

15. After accepting the Tenderer's bid & contract signed by the Tenderer, the Company shall perform the works as per university order. Payment will be made to the Company only for the works performed by it as per approved rates and terms & conditions of the bid and contract signed by the Company. The works performed by the Company shall be verified by the university examination department.
16. Payment will be made after the completion of work and its verification by the exam department through crossed cheque or NEFT/RTGS and the taxes as per rules shall be deducted. Partial Payment will be negotiated with the winner of the Bid and will be mentioned in the agreement.
17. The Registrar, Hemchand Yadav University, Durg does not bind himself to accept the lowest or any other offer and reserves all the rights to accept or reject any or all the offers without assigning any reason. The Registrar, Hemchand Yadav University, Durg, also reserves the right to reject any bid which in his opinion is violating any of the conditions and statutory provisions without any liability to any loss whatsoever it may cause to the tenderer in the process. Preference may be given to experience of the related work over rates and negotiation may be arrived at for accepting the lowest quotes by other bidder.
18. The contract shall be for a period of three years only. However, it will be reviewed after one year and will be continued only if the work done is satisfactory.
19. The successful Tenderer will have to execute an agreement on a non-judicial stamp paper of Rs. 100/- in the prescribed form with the Registrar, Hemchand Yadav University, Durg within 10 days. After executing the agreement, work order shall be issued to the Tenderer.
20. The University will not pay any interest on the EMD and security deposit.







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21. Earnest Money shall be forfeited in case the selected Tenderer does not start/complete the work within specified time as mentioned in the work order by the Registrar, Hemchand Yadav University, Durg. Under such circumstances the University shall be free to award the contract to any other Company and the excess money, if any, will be deducted/ adjusted from the EMD deposited/Bills due to the Tenderer.

22. The Company has to maintain secrecy at all levels and throughout the execution of the work.

23. The Company has to provide all data online as per the University instruction.

24. In case of change of contractor (in future) the working contractor shall be liable to transfer all the data (online & otherwise) to the new contractor.

25. Penalty for delay- The time specified for performing examination work and accuracy shall be deemed to be the essence of the contract and the successful tenderer must arrange to perform examination work within the specified period as directed by the University in work order. In case of delay in performing examination work within prescribed time penalty shall be imposed as given hereunder:

- a) Delay in pre-examination work Rs.1000/-per day)
- b) Delay in post examination work and other works Rs. 1000/- per day.
- c) Delay in supply of stationery/other required material Rs. 1000/- per day.
- d) On failure of providing online data (as per condition) Rs. 1000/- per day.

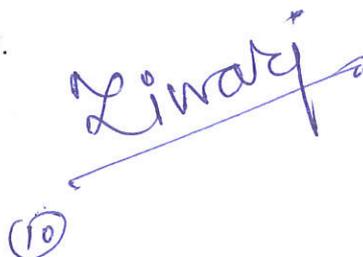
If the Company submits considerable reasons for any delay or discrepancies, the Vice Chancellor may accept the submission and may waive or reduce the penalty.

26. In the event of dispute arising out of this agreement, the Vice Chancellor, Hemchand Yadav University, Durg shall be the sole arbitrator and his decision shall be final and binding on both the parties.

27. Legal proceeding, if any, arising out of the Tender shall have to be lodged in the court of Law situated in the Durg city only.







28. The Registrar, Hemchand Yadav University, Durg reserves the right to modify/change/delete/add any further terms and conditions at any stage of the contract.

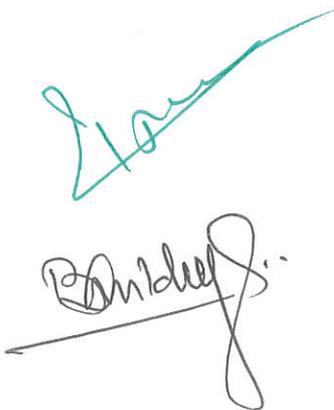
29. It is expected and assumed that all documents, certificates, declarations made by the Tenderers are true and correct and on the basis of this assumption evaluation of technical Bid will be made. If the information given by any Bidder is not correct and subsequently comes to the knowledge of Hemchand Yadav University, Durg, even the awarded contract may be liable for cancellation at the discretion of Hemchand Yadav University, Durg.

30. Envelope 'A' should contain:

- i. Copy of PAN No. issued by Income Tax Department,
- ii. Copy of the Certificate of Registration / Provisional Registration No. under GST issued by concerned tax department as applicable,
- iii. Copy of registration as registered firm/ certificate of incorporation from Registrar of Companies in case of company as applicable,
- iv. Copy of the audited balance sheet along with audit report of the company for the previous three financial years mentioning turnovers,
- v. Copy of the Income Tax Return of the company for the previous three assessment years (2015-16, 2016-17 & 2017-18 & 2018-19 (latest)).
- vi. Copy of the experience certificates as required,
- vii. Enclose all relevant samples,
- viii. Signed Tender Document,
- ix. DD of Cost of Tender Document
- x. DD of EMD

31. Envelope 'B' should contain:

Financial Bid duly signed and with Seal of the Company.



(11)

Corrupt or Fraudulent Practices

Hemchand Yadav University requires that the Bidders under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the University

a. Defines for the purposes of this provision, in the terms set forth as follows:

- *Corrupt practice* means the offering, giving, receiving or soliciting of anything of value to influence the action of any Hemchand Yadav University official in the procurement process or in contract execution; and
- *Fraudulent practice* means a misrepresentation of facts in order to influence a procurement process or execution of a contract to the detriment of Hemchand Yadav University 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 University of the benefits of free and open competition.

b. Will reject a proposal for award if it determines that the Bidder 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 contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

d. The past performance of the Bidder will be crosschecked if necessary. If the facts prove the same to be dubious, the Bidders tender will be ineligible for further processing.

For the purpose of this tender the provisions of Integrity Pact as described in the order dated 6th July 2013 of Dept. of Finance, Govt. of CG shall be abided by all the parties.

UNDERTAKING

It is certified that my firm/agency/tenderer has never been **black listed** by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on -----

Signature of the Tenderer

Place:

Name of the Signatory

Date:

Name of the Firm/agency

Seal of the Firm/Agency





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PROFORMA 'B'

No...../

Dated-.....

To,
The Registrar
Hemchand Yadav University, Durg (C.G.)

Subject: Tender for Pre. & Post Examination Works 2018-19
Reference: Your NIT No. 239 /HYD/Dev./2018; Dated 01-10-2018

Respected Sir,

As per your Notice Inviting Tender cited above in the Reference, this firm submits that the Terms and Conditions of the Tender Document are acceptable to it and agrees to abide by the same. The Financial Bid for the Tender is as given hereunder:

Name of the Firm :-

Address :-

No.	Brief Description of the Work	Rates in Rupees per student per year
1.	Online Enrollment	
2.	All the Pre. & Post examination Works including all reports in soft and hard copies, All Stationary, Transportation, Online Activities, Result Processing of Semester Exams, Mark sheet Printing, Hosting on Website and National Academic Depository, Installation of all the needed Hardware and Deployment of Man Power in the University Premises. (Exam Work includes 02 Semesters of the Year, Annual Examinations,) Online Admission Process from the Next Session may also be included.	
3.	ATKT and Supplementary Examinations	
4.	Revaluation & Retotaling	
5.	Degree Certificate printing with stationary	
	Total-	

Note: Comparative Chart will be prepared on total amount. Rates should be for all the activities during the whole academic session till completion of all the activities related to ATKT (under Semester Exams of the year) Revaluation & Retotaling and Supplementary Exams (under Annual Exam System) as detailed in the Tender Document.

Signature of Authorized Signatory

Seal of the Firm
Mobile/ Phone No

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