

# Gujarat University

## Navrangpura

### Ahmedabad-380009



**E - Tender Reference Number: GU065\_2017\_22**

**For  
Barcode Based Examination Data/Result Processing  
and Printing**

**Submitted By: .....**

## 1. Tender Notification

The Registrar, Gujarat University, invites e-tender offers in 2-Bid form from eligible, reputed agencies for processing students data for examination work including Entry, Processing and Printing for students appearing in various examinations at Gujarat University, Ahmedabad as per the details given in this Tender Form.

e-Tender Form document may be downloaded from n-Procure website ([www.nprocure.com](http://www.nprocure.com)) or Gujarat University website ([www.gujaratuniversity.ac.in](http://www.gujaratuniversity.ac.in)) by any interested eligible bidder.

Important dates and details are given below:

Tender Reference	GU065_2017_22
Name of the Project	Barcode Based Exam Data Processing and Printing
Estimated Cost	Rs. 1,00,00,000/- (One Crore only)
Tender Submission Fee (Non-Refundable)	Rs. 25,000/- (Twenty Five Thousand only)
Earnest Money Deposit (EMD)	Rs. 5,00,000/- (Five Lakhs only)
Delivery Period	As per specified in this Tender Document
Publication and Downloading of tender document starts from	16-Sep-2017
Pre-Bid Meeting to provide details about requirements	21- Sep -2017 11:00 to 12:00 hrs. Room No. 27, First Floor, Main Building, Gujarat University, Ahmedabad-380009
Last Date for downloading of tender documents	26-Sep-2017 17:00 hrs.
Last Date for online submission of prices through n-Procure	26-Sep-2017 17:00 hrs.
Last Date and Venue for submitting Tender document, DDs and other documents	(* ) 27-Sept-2017 17:00 hrs. at General Section, Room No. 38, First Floor, Main Building, Gujarat University, Ahmedabad-380009 (Gujarat)
Date and Time of Opening of Technical Bid in presence of Bidders	28-Sep-2017 15:00 hrs.
Date and Time of Opening of Commercial Bid	Will be communicated later.
Validity of quoted Prices	365 Days
Gujarat University Website	<a href="http://www.gujaratuniversity.ac.in">www.gujaratuniversity.ac.in</a>
Contact Numbers	Phone: (079) 26307700, 9978408003, 9426492027

- COMMERCIAL RATES AND PRICES MUST BE SUBMITTED ONLINE THROUGH nPROCURE ONLY. It is also important to submit the duly filled-in tender document (WITHOUT COMMERCIAL PRICES) along with DDs and supporting documents with machine printed page numbering in a sealed envelope at the address mentioned above (\*).
- **Separate** DDs in favour of “Registrar, Gujarat University” for Prescribed Tender submission Fee and Earnest Money Deposit (EMD) from nationalized bank must be enclosed with the sealed envelope as mentioned in this tender document. Offers received without DDs will be rejected.
- Detailed Technical Specifications, Terms and Conditions, various format and proforma for submitting the tender are described in tender document and its **Annexures**.
- Do not change this tender document. Any change/s made in the tender document by the bidder will lead to disqualification.
- The Pre-Bid meeting will take place at the address, date and time mentioned in this tender document. The interested bidders may depute their representative with authority letter to remain present in the Pre-Bid meeting.

## 2. General :

Gujarat University intends the agency to process data for students appearing in various examinations for generation and printing of Candidate Lists and various other statements after giving Seat numbers, generation and printing of block attendance sheets (01-Patruk), generation and printing of bar code stickers as the Pre-Examination work. After the examinations are over, the agency is required to print and paste Unique Id Number stickers on each answer book, entry of marks from answer books, entry of internal marks, preparation of results as per University rules, printing of notifications, mark statements, office registers for University and Colleges, carry out necessary corrections after rechecking/reassessment with modified mark statements and office registers, printing of duplicate marks statements, generation of rank wise lists for rank certificates and medals as Post-Examination work.

## 3. Eligibility Conditions :

- 3.1 The bidder must be a reputed company having experience of at least 3 (three) years in processing students examination data for reputed universities involving minimum one lakh students' pre-exam and post-exam work of various faculties in each year. (Submit copies of (i) Company Profile/details, (ii) Company Registration Certificate, (iii) PAN Certificate, (iv) GST Registration Certificate, (v) Client Lists, (vi) Work Orders/Invoices from Universities for last three years clearly showing this kind of work executed involving minimum 1 lakh students of various faculties in each year.)
- 3.2 The bidder must have office in Ahmedabad or must establish office in Ahmedabad for execution of the examination work. (Submit office ownership/rent proof or a letter showing willingness to start office in Ahmedabad in the form of affidavit.)

#### 4. Instructions to Bidders :

- 4.1 It may be noted that the requirements given in this tender are indicative only and Gujarat University may decide to vary the quantities as required. Gujarat University reserves its right to increase/decrease quantities of any item covered in this tender at the same price and terms within the validity period of quotation.
- 4.2 The quantities mentioned in the work order to the selected bidder will also be indicative only. The payment will be made on actual numbers based on the actual number of students registered for various examinations.
- 4.3 The University reserves its right to split the work and offer to more than one bidder.
- 4.4 The terms and conditions for bidders who participate in this tender are specified in the section named "Terms and Conditions". These terms and conditions are binding on all the bidders. These terms and conditions will form part of the work order.
- 4.5 The bidder should be agreeable to ALL the terms and conditions specified in the tender document. Conditional offers are liable for outright rejection.
- 4.6 The bidders have to provide rates of all the items mentioned in this tender (Annexure-A). The tenders will not be considered if rates are not quoted for any item.
- 4.7 The offer should hold good for a period of **365 days** from the last date of submission of the tender.
- 4.8 The sealed envelope containing hard copy of the required documents should be marked with the Tender Reference Number and Name of the Project. Address for Communication :
- Registrar  
Gujarat University  
Navrangpura  
Ahmedabad (Gujarat) – 380009
- 4.9 E-Mail correspondence will NOT be entertained in reference of this tender.
- 4.10 Gujarat University will scrutinize the technical details received to determine whether they are complete and as per tender requirements, whether technical documentation as asked for and necessary have been submitted, whether the documents have page numbers on each page and have been signed on each page, whether all required support documents are submitted, and whether all the items are offered as per the tender requirements. The technical bids not meeting the eligibility conditions will be rejected. Gujarat University may, at its discretion, waive any minor non-conformity or any minor irregularity in the technical bids. This waiver shall be binding on all the bidders and Gujarat University reserves the right for such waivers.
- 4.11 To assist in the scrutiny and evaluation of technical bids, Gujarat University may, at its discretion, ask some or all the bidders for clarifications on the details given by them. The request for such clarifications and the bidder response will necessarily be in writing.

- 4.12 Format for Technical Bid : The Technical bid should be made in an organized, structured and neat manner. Brochures/leaflets etc. should not be submitted in loose form. The suggested format for the technical bid is as follows:
- (i) Tender Submission Fee in the form of a DD as mentioned in the tender document.
  - (ii) EMD by way of separate DD as mentioned in the tender document.
  - (iii) Index
  - (iv) Covering letter. This should be **on the letter head of the bidder.**
  - (v) Details of the bidder as per **Annexure-B on the letter head of the bidder.**
  - (vi) The copy of original tender document with signature and stamp of the bidder at the declaration part.
  - (vii) Copy of (a) Company Profile/details, (b) Company Registration Certificate, (c) PAN Certificate, (d) GST Registration Certificate, (e) Client Lists, (f) Work Orders from Universities for last three years clearly showing experience of the bidder in this kind of work executed involving minimum 1 lakh students of various faculties in each year for past three years (g) Any other certificates.
  - (viii) The bidder should put seal and signature of authorized person on each page of all papers submitted.
  - (ix) All pages should be having number with machine printing.
- 4.13 **COMMERCIAL RATES AND PRICES MUST BE SUBMITTED ONLINE THROUGH nPROCURE ONLY.** The quoted rates should **EXCLUDE** all taxes if any. The prices must be quoted in Indian Rupees (INR) only.
- 4.14 It is absolutely essential for the bidders to quote the lowest price at the time of making online offer in their own interest, as the University may not enter into any further price negotiations.
- 4.15 Performance Bank Guarantee : The bidder who is awarded with the contract is required to submit, a performance bank guarantee, from a Nationalized Bank, for Indian Rupees 10 (Ten) Lakhs. The bank guarantee will have to be given at the time of acceptance of the work order and it will be valid for one year of the contract period.

**5. Terms and Conditions :**

- 5.1 The Agency will provide a bank guarantee of INR 10,00,000 (Indian Rupees Ten Lakhs only), if work is assigned.
- 5.2 Quoted rates must be EXCLUSIVE of all the applicable taxes and duties.
- 5.3 Gujarat University will provide sufficient floor space with electricity. The agency will maintain above premises with their own security arrangements throughout the tenure of the Job. Work will be strictly done in Gujarat University premises.
- 5.4 The agency will work with their own infrastructure like tables, chairs, computers, scanners, printers, network, Biometric machine, required stationary etc. Gujarat University will only provide the floor space and server at its premise. All data entry will be in the server of Gujarat University.
- 5.5 Any person who is appearing in any of the Gujarat University examinations shall not be deployed for any kind of work by the Agency.**
- 5.6 Presence (Coming and leaving time) of all persons on site shall be noted by Biometric machine at all time and this data should be accessible by Controller of Examination at any time.
- 5.7 Gujarat University may access working environment by setting up CCTV on site.
- 5.8 The Agency will give Identity cards to their persons working in premises of Gujarat University. The Agency will be solely responsible for leakage of any sensitive information related to examinations by their employees.
- 5.9 The Agency has to use all licensed software(s) to carry out the work. Gujarat University will not be responsible to any legal issues related due to unauthorized software used.
- 5.10 Gujarat University will not be responsible if any accident occurs during the execution of the work assigned. Agency has to submit the insurance cover for the staff at work for the knowledge of Gujarat University. The University will not be responsible for any legal matters arising in this matter.
- 5.11 If the Agency delays the allocated work or the submitted the work with errors, Hon. Vice Chancellor of Gujarat University or a committee appointed by him will have the final authority to take necessary punitive action.
- 5.12 Hon. Vice Chancellor or the Committee appointed by him will be final authority to overcome any dispute and any breach of terms and conditions of the contract.
- 5.13 Initial contract will be made for one year (two semesters). If the desired work is done satisfactorily, the University may extend the same for further one year (maximum two times).
- 5.14 The Agency cannot give subcontract for any work assigned to them.
- 5.15 The courts of Ahmedabad only will have jurisdiction in case of any legal issues.

- 5.16 Gujarat University will provide the examination forms duly filled by students for about 25,000 students of various faculties. The agency will have to generate data by entering students' details from the forms and generate seat numbers, candidate lists, examination hall admit cards and all required statements specified by the university.
- 5.17 The agency will have to generate and print bar code stickers for each theory subjects for the data generated for nearly 25,000 students as above plus for the data to be given by the university in CDs for nearly 3,25,000 students of various faculties. The required stationary will have to be provided by the agency. The bar codes are not to be generated for subjects having practical, seminar, project, viva, etc.
- 5.18 The agency has to deliver packet of barcodes day wise and block wise as desired by the Gujarat University after two days of submission of CDs. If the agency is not able to deliver the barcodes within time limit the Hon. Vice Chancellor of Gujarat University may cancel the contract without any prior notice and may also penalize the agency for the same.
- 5.19 The agency will have to generate and print attendance reports/sheets (01-Patruk) for each theory subjects for nearly 3,50,000 students of various faculties. The required stationary will have to be provided by the agency.
- 5.20 The Agency will also provide Subjects Offered Lists for nearly 3,50,000 students of various faculties containing subject wise, date wise and block wise seat numbers appearing at various centers in printed and pdf plus excel format.
- 5.21 The agency will also provide desired number of emergency bar codes to the University at the same rates which may be used by University in emergency conditions. The University will give the details of the barcodes used by students in emergency and the agency has to process the Answer books having emergency barcodes also at the same rates.
- 5.22 The assessed Answer Books will have to be collected by the Agency from the university nominated authority (coordinator of concern exam). The Agency will give the receipt of the Answer Books Received to the nominated authority and send the copy to the Controller of Examinations. The Agency will keep records of Answer Books received day wise, Subject wise and exam wise and will also give a daily written update of Answer Books received by them to the Controller of Examinations. The University will not provide any bags (thelaas) for transaction of answer books. The good quality and marked bags should be arranged by the Agency.
- 5.23 Once possession of answer books is given to Agency, the account keeping of Answer Books will be sole responsibility of the Agency. The Agency will be responsible for all legal matters including cost, if any, arising due to misplacing or damaging of Answer Books by the Agency.
- 5.24 The Agency will paste Unique-ID bar codes prepared by them to identify answer books uniquely to be used later for rechecking/reassessment without revealing the identity of the answer books.

- 5.25 The Agency will deploy efficient and sufficient staff to scan barcodes, unique-id barcodes and enter marks data of minimum one lakh answer books per day even in adverse conditions like staff strike, rains etc. If they fail to process one lakh answer books per day the Hon. Vice Chancellor may terminate the contract without any prior notice and may also penalize the agency for the same.
- 5.26 The University reserves its right to split the work and offer to more than one bidder.
- 5.27 The Agency will have to enter the marks obtained by every student from answer books given to them question wise and total marks along with their examination, seat numbers, subject and Unique-ID. Correctness in entering marks and other information is extremely important (average 6 marks entries for each subject for each student may be assumed).
- 5.28 The Agency will make necessary arrangements for cross verification of the marks entered by them and the marks written in Answer books by examiners. If the marks are entered from the examiner mark sheets provided by the concern university nominated authority (coordinator of concern exam) then the provision has to be made to cross verify the entered marks with the original answer books.
- 5.29 The Agency will also have to arrange for the entry of total marks by respective examiners through a secured web based system. These entered marks by examiners will have to be compared by the marks entered from answer books by the agency.
- 5.30 The Agency will submit desired data of Students marks, seat numbers, subject, unique-ids, etc. in CDs (Read Only) for nearly 3,50,000 students to Controller of Examinations with signature of nominated authority of Agency after all answer books of concern exams are scanned and marks data entry is over.
- 5.31 For nearly 25,000 students, the agency will have to enter internal marks and any other marks like practical, seminar, project, viva, etc. also which will be provided by the University in hard copy. For these students, the agency will have to assemble University External marks entered from answer books, internal marks and any other marks. The agency will have to perform totaling of sub-papers as per the course requirement. The agency will generate and provide report of frequency distribution of external marks for each subject and examination to facilitate general grading. The agency will have to make general grading in the University External Marks as per written instructions from the Controller of Examination.
- 5.32 Once all marks are entered, totaled, graded and assembled as per the requirements of the course and as per instructions from Controller of Examinations, the agency will have to **prepare result** for each student based on the structure and relevant ordinances of the University for each Course. At least one of the persons from the agency shall be well learned of all the relevant ordinances of the University for each Course at the time of preparing result.
- 5.33 After preparing results, the agency will have to provide various statistical reports and Notifications for each course as per requirements of the University.
- 5.34 Once the results are declared by the University, the agency will have to print Statement of Marks (Mark sheets), Office Registers (in two copies) and College Registers as per requirements of the University.



- 5.35 The University will provide necessary blank stationary for printing of Statement of Marks (Mark Sheets). The agency will have to provide required stationary for ALL other printing requirements like statements and reports as mentioned above.
- 5.36 Gujarat University will provide seat no, subject and exam details of students applying for rechecking/reassessment of the result of concern faculty. Based on this list, the Agency will give the required answer books within 2 days of submission of list by Gujarat University along with the list showing Unique-ID number to seat number, subject and exam details to examination department. If the Agency does not give the Answer Books in 2 days they will be penalized by Rs. 100/- per day for each answer book. And if the delay is more than 8 days after stipulated time period, the Hon. Vice Chancellor of Gujarat University can panelized more for the same.
- 5.37 The agency will have to prepare and print NEW Result/Notification/Mark Sheet/OR/CC for any correction after Rechecking/Reassessment/With-Held/Duplicate request etc.
- 5.38 The agency will have to Generate and print Rank Certificates/Medal data list for each examination, subject as per University requirement.
- 5.39 As per the university requirement, the agency will handover all remaining Answer books to the Examination Department with print out and soft copy of Unique-ID numbers corresponding seat numbers, subject and exam details. The Agency will make necessarily arrangements of transportation and man power deployed to transfer Answer Books from work place to Record Room of Gujarat University and the entire cost will be born by the Agency.
- 5.40 The University will provide necessary blank stationary for printing of Statement of Marks (Mark Sheets) only. The agency will have to provide required stationary (one part, two part, three part, 10"x12", 15"x12" continuous as the case may be) for **ALL OTHER** printing requirements like Statements, Reports and Registers as mentioned above for Pre as well as Post Examination work.

## 6. Declaration by the Bidder :

All above terms and conditions with annexure are read by me. I agree and abide to observe and obey all the above if work is allocated to my Agency.

Date :

Signature :

Place :

Name :

Stamp of the Agency :

**7. Annexure –A (Brief Scope of Work) :**

The details are available at “Terms and Conditions” above.

Sr	Nature of Work	Approx. Quantity
<b>Pre-Examination Work</b>		
1	For each Examination/Course, Examination Form Entry and Generation and printing of Seat Nos, Candidate Lists, Admit Cards and all required statements	25,000
2	Generate and Print Bar Codes on Sticker Paper as per University requirements (1” x 4”) for each Subject/Paper, including Centre No, Block No, Seat No, Subject Code, Name, Date, Examination Year, Faculty, etc. (each student having average 6 subjects). Generate and Print Emergency Bar Codes also as per requirement of the University for each Examination. (Required stationary will have to be provided by the agency.)	21,00,000
3	Generate and Print attendance reports (01-Patruk) as per University requirements (30 Candidates per sheet i.e. one sheet per block) (Required continuous stationary 10”x12”x3 part will have to be provided by the agency.) Also Generate and Print Subjects Offered List of various faculties containing subject wise, date wise and block wise seat numbers appearing at various centers in printed and pdf plus excel format	3,50,000
<b>Post-Examination Work</b>		
4	Generate, print and paste Unique-ID barcodes on each answer book for each student (each student having average 6 subjects). Scan bar codes, unique-id bar codes on each answer book and Enter Marks question wise and total for each student (each student having average 6 subjects) and cross verify the entered marks with answer books. Also arrange for the entry of total marks by examiners through a secured web based system and compare entered marks using bar codes with those of examiners. Submit Entered Marks in the format specified by University on CDs	21,00,000
5	Enter Internal Marks and other marks like practical, seminar, project, viva, etc. as per the requirement of the course and subject.	1,50,000
6	Assembling of External and Internal marks after totaling, where ever required, for each student as per the structure of the course. Generate and Provide Frequency Distribution Reports of external marks for each subject and examination to facilitate general gracing. Apply General Gracing as per requirements of the University for each subject and examination. Prepare Result for each student based on the structure and relevant ordinances of the University for each Course. Generate and print statistical reports and Notifications for each course as per requirement of the University. Print Statement of Marks (Mark Sheets), Office Registers and College Registers. Submission of selected Answer Books to University for Rechecking/ Reassessment as required. Prepare and Print NEW Result/ Notification/Mark Sheet/OR/CC for correction after Rechecking/Reassessment/With-held cases/ Correction cases/Duplicate MS requests, etc. Generate and Print Rank Certificates/Medal Data List as per University requirement. [ The University will provide necessary blank stationary for printing of Statement of Marks (Mark Sheets) only. The agency will have to provide required stationary for ALL other printing requirements like Statements, Reports and Registers as	25,000

	mentioned above for Pre as well as Post Examination work ]	
7	Handover all the answer-sheets, all other related documentation and data to Controller of Examination or else nominated by the Gujarat University.	1

**8. Annexure –B (Details of the Bidder) :**

8.1 Name of the Authorized Signatory :

8.2 Designation :

8.3 Name of the Company :

8.4 Address for Correspondence :

:

:

:

8.5 Contact Phone Numbers :

:

8.6 Tender Fee : DD No. : .....

Date : .....

Drawn on Bank : .....

8.7 E M D : DD No. : .....

Date : .....

Drawn on Bank : .....

8.8 Signature, Date and Stamp :