

RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY  
ALWAR, RAJASTHAN



**Tender document**

**Selection of a service provider  
for Printing & Supply of Degree Certificates, On  
Screen Marking / Digital Evaluation of  
University Exam Answer Books**

18

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**SECTION I**  
**INVITATION FOR TENDER**

**Selection of service provider for various Vital Examination related Work of University**

The Raj rishi bhatrihari University, Alwar invites bids from eligible bidders for the Selection of service providers for various types of Examination works for Printing and supply of Degree Certificates, and scanning and Onscreen/Digital evaluation of Answer Books.

Interested eligible Bidders may obtain further information from the **University website**.

1. The bid document can be downloaded from the university website <https://rrbmuniv.ac.in/>
2. Bids shall be submitted in hard copy in two parts "**Technical Bid**" and "**Financial Bid**".

|  |   |
|--|---|
| <b>Estimated cost of the Tender</b>              | <b>Rs. 3 Crores</b>   |
| <b>EMD</b><br>@ 2 % of the value of the contract | <b>Rs. 600000 /-</b><br>through D.D.in favor of <b>Registrar, Raj rishi bhatrihari matsya university , Alwar. Exemption from EMD for MSME and MSE shall be as per the governing law</b> |

|      |   |  |
|------|---|--|
| I    | Date of Publication/Uploading   | 06-03-2024   |
| II   | Date of Downloading of tender document  | 06-03-2024   |
| III  | Last Date of submission of tender document  | 16-03-2024   |
| V    | Opening of Technical Bid and Meeting for scrutiny of technical bids                                     | 16-03-2024   |
| VI   | Opening of Financial Bid of only eligible technically qualified bidders as determined by the Committee. |  |
| VII  | Place of the opening of bids  | <b>RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY<br/>ALWAR,RAJASTHAN</b> |
| VIII | Address for communication   | Registrar,<br>Raj rishi bhatrihari matsya university , Alwar       |

  
~~Registrar,~~

Raj Rishi Bhatrihari Matsya University, Alwar

**SECTION II**

**TERMS AND CONDITIONS OF THE CONTRACT**

1. Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms





## SECTION II

### TERMS AND CONDITIONS OF THE CONTRACT

1. Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not responsive to the tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.
2. The bidders must give their quote in Indian currency only.
3. Bids will be opened offline as per time schedule mentioned in the tender notice.
4. Before, submission of bids, bidders must ensure that self-attested scanned copies of all the necessary documents (signed by authorized person with seal of firm) as mentioned in SECTION "Technical Bid" and SECTION "Financial Bid" of this tender document have been submitted with the bid, failing which their bids may be out-rightly rejected and will not be considered.
5. It is mandatory for all the bidders to submit all the documents mentioned under the tender document.
6. The bidder is required to submit a scanned copy of EMD as specified in the tender documents and send the **original hard copies of desired documents to be sent in a separate envelope.**
7. The Conditional Bids shall not be considered and may be rejected outright lying at the very first instance.
8. **EARNEST MONEY DEPOSIT (EMD):** The Tender should be accompanied by Earnest Money in the shape of a **Demand Draft/ FDR/ Banker Cheque in favor of Registrar, Raj rishi bhartrihari matsya university , Alwar which shall be valid for 45 days beyond the final bid validity period. No firm/ tenderer will be exempted from submission of EMD.** EMD exemption shall be given to the MSE/MSME units as per the government rules.
9. **TECHNICAL BID:** The tenderer should submit a scanned copy of documentary proof of his/her eligibility as mentioned in the "Technical Bid Format" of this tender document.
10. Financial Bids will be opened for only those bidders who qualify in the technical bid criteria through the tendering process.
11. **Performance Security Deposit:** The successful tenderer will have to deposit performance security @5% within 15 days of issuance of a letter of intent by the competent authority to be paid in the shape of Fixed Deposit Receipt or Bank Guaranty, from any commercial bank in favor of **Registrar, Raj Rishi Bhartrihari matsya University, Alwar** which shall remain valid for a period of 90 days beyond the completion of the warranty/contract period and the security deposited in connection with any other similar tender will not be considered against this tender.







Thereafter, the work order will be issued. If the successful tenderer fails to submit the required performance security deposit within the prescribed 15 days, the earnest money deposit (EMD) deposited by the tenderer will be forfeited.

12. The **Raj Rishi Bhartrihari Matsya University , Alwar** reserves the right to accept or reject any or all tenders without assigning any reason.
13. **Non-Disclosure/ Confidentiality Agreement:** The selected vendor would have to enter a Non-Disclosure Agreement with the University for the Examination Material and other data and processes of the University which are part of the Examination process.
14. The bidder shall be the single point of contact with RRBMU,ALWAR and shall be solely responsible for the execution and delivery of work, without subletting or engaging in sub-contracting of the core examination-related activity.
15. The contract shall be on “End to End outsource basis” and the bidder should have all relevant facilities and logistics available to execute the work.
16. Bidder should be OEM and own the complete source code of the Software/Web Application that is used for the on-screen evaluation of answer books. They must have the copyright of the source code and all its components.
17. Bidders should have all the necessary components and dependencies of source code of Software/Web Application in place so that any change required in any of the components of the software, and technical skill should be available to make necessary changes. The major/minor changes in software required by RRBMU,ALWAR must be met immediately.
18. Software/Web Application code should have multiple backup systems in place so that anytime source code can be recovered in case of any disaster.



## Printing and Supply of Degree certificate

### Specification of Degree Certificates

#### Material to be used:

Material Quality – Durable, non-tearable, moisture & chemical resistance with excellent lay flatness, non toxic & eco friendly

Made up of – co extruded, white opaque polypropylene

Material Thickness – 330 micron Weight – 280 gsm

Opacity – 83 % Plus

Whiteness – 85% Plus

Tensile Strength – MD – 1000-1200 / TD – 1700-1900 (in Kg/cm<sup>2</sup>)

Coating – Matt finish

#### Security Features:

1. Guilloche / prismatic patterns design
2. High Resolution border
3. Micro text
4. Relief back ground
5. Void Pantograph
6. Invisible logo
7. Water mark
8. Ghost Image
9. Online verification System
10. Anti Copying feature
11. Bar Code containing variable student data.

### OSM (on screen marking)/Evaluation

- 1) Henceforth the selected/short-listed bidder shall be called the service provider. The service provider shall be held responsible for enabling the on-screen evaluation of answer books by examiners and moderators appointed by the RRBMU,ALWAR
- 2) The bidder shall provide 100 or more ADF Document scanners with manpower on short notice for providing services of on-screen evaluation of answer books. Bidders should ensure appropriate backup of scanners along with other instruments during the scanning process.

- 3) The service provider shall establish the Hardware server at the University Premises. It will function on 24X7 basis, during the project tenure. Uptime for the server guaranteed shall be above 99.99%, measured monthly or for the project duration, whichever is less.
- 4) The on-screen evaluation of the answer book system shall be made available 24 X 7 during the scheduled period of evaluation of answer books. There shall also be remote access of the server to the RRBMU, ALWAR-authorized officials for monitoring the on-screen evaluation process.
- 5) The service provider shall train the examiners and moderators appointed by the RRBMU, ALWAR as and when required.
- 6) Hard copies of answer books can be kept only in the scanning room and the service provider shall hand over the same to the examination section after scanning.
- 7) The scanned digital copy of the raw answer books shall be uploaded into the main server procured by the service provider directly from the scanning center only.
- 8) Digital copies of the scanned answer books shall not be allowed to be taken outside the scanning center in a hard copy or in a laptop or in any physical storage device. The service provider shall have to upload copies of answer books in an encrypted form right from the scanning center to the primary server.
- 9) The software shall have the capacity for the examiners and moderators to raise exceptions irrespective of their locations.
- 10) The software shall have annotation capacities like tick marks and cross marks apart from other tools like protractors/scales required for evaluation.
- 11) Individual marks awarded for each question shall appear before the tick mark i.e., marks awarded by the evaluators against each question shall appear individually in the answer book. All annotations shall come out cleanly if the University chooses to print an evaluated answer book for any reason after the declaration of results.
- 12) The cover page of each evaluated answer book shall have a summary of marks awarded question-wise with the total marks obtained by the candidate in the answer book. This page shall be generated from the server automatically along with the answer- book and the same shall be submitted as a PDF copy to the University within 15 days after the declaration of results of the examination concerned. Generation of marked summary pages of answer books separately outside the system or server and then manually attaching it to the answer book to create a PDF is strictly not allowed.
- 13) The service provider shall provide the marks of each candidate in a table format that is mutually

 



agreed upon by the University and the service provider at the project stage. The question paper wise marks shall be released within two days from the date of completion of the evaluation of the last answer book by the evaluators.

- 14) The data and other credentials with proper documentation should be handed over to the University for future access
- 15) The entire evaluation activity along with data and audit logs shall be kept safe and transferred to the University data center after the completion of entire evaluation work. The data that supported the evaluation can be deleted by the service provider server only after explicit confirmation from the University in writing.
- 16) The system shall provide convenience to examiners and moderators such that they can perform an on-screen evaluation of answer books from any authorized Evaluation Centers with his/her username and password. Audit logs shall capture the location of evaluation for every answer book.
- 17) After Evaluation, the Marks will be processed with the integrated evaluation of practical marks also. Final marks will be available for all the enrolled candidates on University Portal. Gazzete will be published on college logins. Result shown in individual student's login. Marksheet with atleast 8 security feature and TR Chart with security features shall be printed for all the students . All the Marksheets issued will have QR codes printed on the face by which any one can verify the validity of the Marksheets online

#### **Scrutiny / Challenge Evaluation Process: -**

- 1) Retrieval of requested scanned answer books from archives without annotation and marks.
- 2) Assigning these answer books to the examiners for carrying out re-evaluation work. All steps of evaluation will be applicable here as narrated above.
- 3) System creates a student login for applying for the scanned copy of the answer book assessed by the examiners / moderators separately for the scrutiny / challenge of answer books.
- 4) System accepts the application from the student for a scanned copy of the answer book with the appropriate fee.
- 5) System automatically sends the answer book (PDF) to the student login after the successful completion of payment of fees and getting approval for the same by the concerned University authorities.
- 6) Result of verification of marks after the receipt of the application for scanned copy of the answer



book and then marks obtained by the candidate after the scrutiny / challenge evaluation of answer books will be made available in the student login / University website.

#### **RESPONSIBILITIES OF THE UNIVERSITY:**

- 1) It will be the responsibility to identify appropriate affiliated colleges as the designated evaluation centers for the on-screen evaluation of answer books.
- 2) The University shall be responsible for the appointment of the examiners and moderators and monitor their presence at the evaluation Centers and also make payment of remuneration to them.
- 3) The University shall provide adequate space for scanning of answer books with power supply/ backup gen-set, internet connectivity as a backup, appropriate number of tables and chairs within its premises. Scanning of answer books shall be carried out by the service provider and only the soft copy of answer books shall be sent to the designated evaluation centers for the assessment purpose.
- 4) The University shall provide copies of question papers and answer key for OMR sheet to the service provider so that scheme of marking shall be included in computer software, which will be helpful to the examiners and moderators for giving marks based on contents written by the candidates in answer books of various subjects.



## Activities and Responsibilities

| S.No. | Activity  | Responsibility   |
|-------|---|------------------|
| 1     | <p>Establishment of the answer book scanning and digitization center at the University for scanning of answer books after cutting the spine by using high speed ADF scanners.</p> <p>Configuration of main hardware server and backup servers at the university premises, High speed ADF scanning equipment and workstation.</p>  | Service Provider |
| 2     | <p>Providing the infrastructure like stabilized electric power, furniture (table and chairs), and racks for storage of answer books. Physical security will be there.</p>   | University       |
| 3     | <p>Answer Books &amp; OMR sheet receiving at the University from the examination centre, Count matching with University data, Answer copy scanning with cutting of spine of answer copy and digitizing of the answer books, maintaining the time schedules as required by the University with proper controls and uploading the scanned images to the servers for the On-screen Evaluation of answer books.</p> <p>The activity includes providing the Technical &amp; Non-technical manpower, scanning operators and managerial staff for scanning, and digitizing answer books useful for the on-screen evaluation.</p> | Service Provider |
| 4     | <p>Provide an evaluation server with back server for the on-screen evaluation with all cyber security features</p>  | Service Provider |
| 5     | <p>Appointment of the examiners/moderators at the Evaluation Centre for the on-screen evaluation of the answer books and providing data to the service provider in required formats. Providing timetable, etc, and other data in the desired format.</p>  | University       |
| 6     | <p>Allocation of the answer books to the examiners/moderators as per the guidelines issued by the University.</p>   | Service Provider |
| 7     | <p>Removal of all markings about the evaluation done by the examiners and moderators in the evaluated answer books for the facilitation of challenge evaluation.</p>  | Service Provider |
| 8     | <p>Providing web service for making available scanned copies to interested students upon receipt of their application for a scanned copy of the answer book after the declaration of results and payment of fees to the University.</p>   | Service Provider |
| 9     | <p>Approval to the allotment of answer books for the examiners or work-from-home facility (if required) by the University.</p>  | University       |

|    |  |                  |
|----|--|------------------|
| 10 | Training of examiners/moderators and University staff on the process of evaluation and utilization of evaluation software.   | Service Provider |
| 11 | Training of the technical team at the Evaluation Centre  | Service Provider |
| 12 | To provide unique usernames/passwords to the examiners/moderators appointed for the on-screen evaluation of answer books. <b>AI-based proctoring or bio-metric</b> for evaluators at evaluation centres                                | Service Provider |
| 13 | To maintain a log of all activities of examiners /moderators appointed for evaluation of answer books. To generate evaluator summary as & when required remuneration payable to the evaluators day-wise as required by the University. | Service Provider |
| 14 | To provide the dashboard on the evaluation activities to the competent authorities of the University. It will be customized as per the requirement of the university.  | Service Provider |
| 15 | To export the evaluation data in an encrypted format to the central server for further processing. The data is to be given also in the electronic media to the Controller of Examinations, RRBMU, ALWAR                                | Service Provider |
| 16 | To submit the certificate to the examination section that confidentiality of data is maintained by the service provider and log records of stakeholders for each activity  | Service Provider |







**TECHNICAL BID (Format 1)**  
(To be furnished on the letterhead of the Bidder)

| S. No | Organizational Contact Details   |  |
|-------|--|--|
| 1.    | Name of Organization   |  |
| 2.    | Year of establishment  |  |
| 3.    | Number of employees  |  |
| 4.    | Main areas of business   |  |
| 5.    | Type of Organization Company Legal Entity/JV/registered under the Indian Companies Act, 2013 / 1956  |  |
| 6.    | Particulars of registration with various Govt. Bodies/ Tax Authorities<br>a. Registration no<br>b. Place of Registration<br>c. Date of Validity  |  |
| 7.    | Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous bodies/ /Reputed Educational Institutes in India (to be given on rupees 100 Stamp paper).                              |  |
| 8.    | Address of registered office with telephone no. & E-mail   |  |
| 9.    | Address of office of Service Provider  |  |
| 10.   | Authorized Contact Person of firm with telephone no. & E-mail ID   |  |
| 11.   | Tender fee Rs. 5000/-<br>Transaction Date:<br>Bank Details   |  |
| 12.   | EMD of Rs. 6,00,000/- DD No:<br>Transaction Date:<br>Bank Details/ Exemption Details if Claimed  |  |
| 13    | Bank Details of Bidder for EMD Return/ Payment Name of the Bank Account Holder (Company) Bank Name<br>Bank Branch Address Account Type:<br>Bank A/C No:<br>IFSC Code: Communication Details: (Attach copy of cancelled cheque) |  |
| 14    | Any other information considered necessary but not included above  |  |

Signature of the applicant/ Authorized person  
Full name of applicant (with seal of firm/ Service Provider)





**TECHNICAL BID (Format 2)**  
**TECHNICAL PARTICULARS & CHECKLIST**

| Sl No. | Eligibility Criteria for the Bidder  | Documentary Evidence to be Attached   | Max. Marks |
|--------|--|---|------------|
| i)     | Should be a Government organization/ Government Undertaking or Legal Entity as per India law or Joint Venture or a company registered under the company Act 1956/LLP ac 2008<br>(Companies/Agencies not registered in India need not apply.)                           | Certificate & Incorporation   | 5          |
| ii)    | The organization need to have a minimum average turnover of Rs.300 Lakhs (3 crores) in the last each three (3) financial years and should be profit making company(profit after tax) turn over<br>3 – 5 Cr - 5 Marks<br>5 – 10 Cr - 15 Marks<br>above 10 Cr - 25 Marks | i. Purchase Orders/Agreement copies.<br>ii. Last 3 years audited balance sheet (i.e.F.Y.2020-21, 2021-22 and 2022-23)   | 15         |
| iii)   | The bidder should have executed one work related to examination of equal to 3 crores or two work of 1.5 Crores.<br>(To mention work order in terms of Amount paid)<br>Similar Work Expenditure<br>3 Cr 5 Marks<br>3-5 Cr 15 Marks<br>Above 6 Cr 25 Marks               | i. Purchase Orders or Agreement copies/Proof of payment/copy of form 26 AS<br>ii. University / Organization name<br>iii. Scope of work & value<br>iv. Contact person's name and contact details | 25         |
| iv)    | The bidder should have executed minimum one work related Scanning and result processing for more then 200000 candidates. (Mention no. of Students)   | Work orders/Certificate / Letters / MOU   | 10         |
| v)     | The bidder should have executed at least one similar composite work of all activities specified in the title of the tender for any government university having number of students more than 200000. (Mention details of Activities with number of Students)           | Work orders/Certificate / Letters / MOU   | 10         |
| vi)    | The Bidder Should have Own Security Printing Press. (Details of Machinery/Personnel)   | Bidders are required to attach the proof of owner ship (physical inspection may be carried by the university)   | 10         |
| vii)   | The Bidder Should have own minimum 50 high speed scanners With minimum speed of 5000 sheets per hour   | Bidders are required to attach the proof of owner ship  | 10         |
| viii)  | The Bidder Should have a valid ISO 27001:2013, 9001: 2015 and CMMI level 3 certification (Mandatory)   | Attested copy of the certification  | 5          |
| ix)    | Submission of execution plan and presentation before procurement Committee.  |   | 15         |

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**Note: A technical proposal should score at least 60 points out of 100 to be considered for financial evaluation. Financial offers of Agencies whose technical proposal score is less than 60 points may not be opened.**

**(B) Financial bid:** Before opening of financial bids of those successful bidders in the technical evaluation, their marks obtained shall be made public before them or their authorized representatives.

**Financial bid shall be given scoring as below:**

The bidder who has quoted the lowest price will be assigned a score of 100 in the financial bid. The other bidders will be allotted score relative to the score of bidder with the lowest quote as below:

$$F_s = 100 * F_1 / F$$

Where:

$F_s$  = The financial score of the Financial Proposal being evaluated

$F_1$  = The price of lowest priced Financial Proposal

$F$  = The quoted price of Financial Proposal under consideration

**(C) Combined evaluation**

The score of technical proposal including presentation would be given 70% weightage, and the financial proposal would be given 30% weightage. The weighted combined score of the Technical bid including presentation ( $T_s$ ), and Financial proposals ( $F_s$ ) shall be used to rank the bidders on the basis of formula given as below:

$$\text{Combined Score} = 50\% * T_s + 50\% * F_s$$

The first ranked i.e. the highest scoring bidder is eligible for appointment.

The decision of the University in the evaluation of the Tender shall be final. No correspondence will be entertained in this regard.



### FINANCIAL BID FORMAT

(To be produced in a sealed Envelope) (No change in Language/format will be permitted)  
Financial (Price) Bid for **Selection of Service Provider for Confidential Examination Work of**  
Pt. Deendayal Upadhyaya Shekhawati University.

**Notes:**

1. Rates should be quoted in Indian Rupees only (Inclusive of all Taxes).

**The Format for Financial Bid is attached as Annexure.**

| S.No. | Pricing Components  | Rate (Rs.)        |
|-------|---|-------------------|
| 1     | Supply of University Degree with at least 7 security features on 175 Micron, 280 gsm Non tear able material. The Degree printed must have features of online verification.  | Per Degree        |
| 2     | Design, Development, Operation, Maintenance and Management for On Screen Marking (OSM)/ Digital Evaluation of answer booklet scanning including OMR top sheet scanning, Processing of Evaluation and digital mark submission as per the scope of work mentioned in the tender document. | Per Answer Script |

Note: (1) Rates to be quoted inclusive of all applicable taxes and freight.

Date:

Place:

Signature

Name and Address of the Bidder with Seal

## SECTION VII

### GENERAL TERMS AND CONDITIONS

#### 1. Amendment of Bidding Documents

At any time prior to the deadline for submission of bids, the RRBMU, ALWAR may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the RRBMU, ALWAR, at its discretion, may extend the deadline for the submission of bids.

#### 2. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the RRBMU, ALWAR, shall be written in the English language. Supporting documents and printed literature furnished by the Bidder 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 Bid, the translation shall govern.

#### 3. Period of Validity of Bids

Bids shall remain valid for 120 days after the deadline for submission of bids prescribed by the RRBMU, ALWAR. A bid valid for a shorter period shall be rejected by the RRBMU, ALWAR as non-responsive.

#### 4. Opening of Bids by the RRBMU, ALWAR

The RRBMU, ALWAR will open all bids as per tender.

#### 5. Payment Terms

100 % Payment of the work will be provided after completion of a particular work.

#### 6. Documents comprising the Bids

Prepared by the Tenderers shall comprise the following components:

- Bid to be furnished as per the format for technical specifications.
- Technical literature for each product/service, covering full technical specifications.
- Bid prices should be quoted item-wise as per the format provided and duly signed and completed as per the format.

#### 7. Cost of Tender

The tenderer shall bear all costs associated with the preparation and submission of its Bid, including the cost of presentation for the purpose of clarification of the bid if so desired by the RRBMU, ALWAR and the RRBMU, ALWAR will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering Process.



## 9. Penalty Cause

In case of failure/delay in delivering services a penalty of 2% of the total bid amount will be charged. More than five Failures/delays in delivering services will result in the termination of the contract.

## 10. Termination of contract:

If the performance of the vendor is not satisfactory in executing the project, then the same will be informed in writing by RRBMU, ALWAR as a warning letter and if in spite of the issue of the warning letter the performance does not prove to the satisfactorily level as per the expectation of RRBMU, ALWAR within a fortnight then second warning letter will be issued. If after the issue of the second warning letter also performance doesn't satisfy RRBMU, ALWAR expectations, then Institute reserves the right to terminate the contract prematurely by giving one-month notice in writing without assigning any further reason whatsoever. After the contract comes null and void the amount deemed payable to the vendor (if any) will sine die without any further payment? No further claim from the vendor will be entertained. The decision of the competent authority of RRBMU, ALWAR regarding determining the performance will be final.

## 11. Force Majeure:

Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or the Institute as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as Natural phenomena, including but not limited to floods, droughts, earthquakes, epidemics/pandemic; Acts of any Government, including but not limited to war, declared or undeclared, priorities, quarantines, embargoes; Terrorist attacks, public unrest in work area Restriction, Freight Embargo; provided either party shall within ten (10) days from the occurrence of such a cause notify the other in writing of such causes. The Bidder or the Institute shall not be liable for delay in performing his/her obligations resulting from any Force Majeure causes as referred to and/or defined above.

## 12. Others Terms and Conditions

- An EMD/ bid security of equipment should be submitted in the form of FDR/Demand Draft/ Bank Guarantee from any Bank in favour of Raj rishi Bhartrihari Matsya University, Alwar which shall be valid for 45 days beyond the final bid validity period.  
**A tender without earnest money shall be considered unresponsive and rejected.**
- A Performance security of 5% will have to be deposited by the successful bidder awarded the supply order in form of a Fixed Deposited Receipt or Bank Guarantee from a commercial bank which should be valid for 60 days beyond the completion of warranty/contract period.
- Performance Security will be forfeited and credited to the institute (Raj rishi Bhartrihari Matsya University, Alwar) in the event the supplier does not honor the warranty/contract and other terms and conditions of the tender.



- Tender validity should be 120 days from the opening of the tender.
- All legal disputes will be subject to ALWAR Jurisdiction and will be interpreted under Indian Laws.
- Raj rishi Bhartrihari Matsya University, Alwar reserves to itself the right to reject any or all tenders without assigning any reasons.
- The firm that has been blacklisted by the Centre/State Govt/UT/Boards/Corporations/any government authority/ Raj rishi Bhartrihari Matsya University, Alwar is not eligible for the Tender.
- The bidders shall not be allowed to change, alter or modify the bids after the expiry of the deadlines for the receipts of bids.
- Generally, the bid-offer will be received /opened on the day specified in the schedule. If the scheduled date is declared as a holiday, then the tender shall be received/opened on the next working day at the same time.
- A technical compliance chart of the quoted product mentioning the technical specifications of quoted product versus asked specifications is compulsory. Attach the compliance chart with the technical bid.
- The bidding agency shall ensure a single point of contact with RRBMU, ALWAR and shall be solely responsible for the execution and delivery of the work.
- The bidder should participate as a single entity; no consortium or group companies will be allowed.
- The initial contract period shall be for one year which may be extended further for 3 more years with mutual agreement between the parties.
- The Bidder should be registered with appropriate tax authorities such as Income tax, GST etc., and should submit valid certificates of registration with these authorities.
- The bidder should have all relevant facilities and logistics available to execute the work. Appropriate technology, hardware and software, dedicated connectivity, trained remote proctoring staff, and adequate security measures with due diligence should be available.
- The agency should have an in-house quality assurance and product testing team with proven and robust quality management processes required for conducting the remote proctored computer-based online examination.

All the terms and Conditions of this tender document are acceptable to me /us.

**Signature of Bidder**  
(With Seal of firm)









Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/4749582  
Dated/दिनांक : 07-03-2024

### Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण  |   |
|--|---|
| Bid End Date/Time/बिड बंद होने की तारीख/समय  | 18-03-2024 18:00:00   |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय   | 18-03-2024 18:30:00   |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)  | 90 (Days)   |
| Ministry/State Name/मंत्रालय/राज्य का नाम  | Rajasthan   |
| Department Name/विभाग का नाम   | Department Of Higher Education  |
| Organisation Name/संगठन का नाम   | Raj Rishi Bhartrihari Matsya University Alwar   |
| Office Name/कार्यालय का नाम  | Raj Rishi Bhartrihari Matsya University Alwar   |
| Item Category/मद केटेगरी   | Custom Bid for Services - Supply of University Degree with at least 7 security features on 175 Micron 280 gsm Non tear able material The Degree printed must have features of online verification Quantity 1 Lakh Bidders should be quoted final prices , Custom Bid for Services - Design Development Operation Maintenance and Management for On Screen Marking OSM Digital Evaluation of answer booklet scanning including OMR top sheet scanning Processing of Evaluation and digital mark submission as per th.. |
| Contract Period/अनुबंध अवधि  | 2 Year(s) 1 Day(s)  |
| Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)    | 300 Lakh (s)  |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष | 3 Year (s)  |
| Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है                          | Yes   |
| MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट                                 | No  |
| Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट                         | No  |

**Bid Details/बिड विवरण**

|   |  |
|---|--|
| <b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>   | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| <b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>   | No   |
| <b>Type of Bid/बिड का प्रकार</b>  | Two Packet Bid   |
| <b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b> | 2 Days   |
| <b>Floor Price/न्यूनतम मूल्य</b>  | This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.   |
| <b>Estimated Bid Value/अनुमानित बिड मूल्य</b>   | 30000000   |
| <b>Evaluation Method/मूल्यांकन पद्धति</b>   | Total value wise evaluation  |

**EMD Detail/ईएमडी विवरण**

|                             |        |
|-----------------------------|--------|
| Advisory Bank/एडवाइजरी बैंक | ICICI  |
| EMD Amount/ईएमडी राशि       | 600000 |

**ePBG Detail/ईपीबीजी विवरण**

|                   |    |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

Registrar  
RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY ALWAR, DEPARTMENT OF HIGHER EDUCATION, RAJ RISHI  
BHARTRIHARI MATSYA UNIVERSITY ALWAR,  
(Registrar, Rrbmu, Alwar)

## Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

## MII Compliance/एमआईआई अनुपालन

|                               |     |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
  3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

## Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

**Introduction about the project /services being proposed for procurement using custom bid functionality:**[1709810739.pdf](#)

**Instruction To Bidder:**[1709810756.pdf](#)

**Pre Qualification Criteria ( PQC ) etc if any required:**[1709810772.pdf](#)

**Scope of Work:**[1709810777.pdf](#)

**Special Terms and Conditions (STC) of the Contract:**[1709810786.pdf](#)

**Service Level Agreement (SLA):**[1709810851.pdf](#)

**Payment Terms:**[1709810859.pdf](#)

**GEM Availability Report ( GAR):**[1709811133.pdf](#)

**Penalties:**[1709813211.pdf](#)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

| Parameter Name  | Max Marks | Cutoff Marks | Qualification Methodology Document |
|---|-----------|--------------|------------------------------------|
| Legal Entity as per India law or Joint Venture or a company registered under the company  | 5         | 5            | <a href="#">View File</a>          |
| last each three (3) financial years and should be profit making company(profit after tax) turn over 3 - 5 Cr - 5 Marks<br>5 - 10 Cr - 10 Marks above 10 Cr - 15 Marks | 15        | 5            | <a href="#">View File</a>          |
| Similar Work Expenditure 3 Cr 5 Marks 3-5 Cr 15 Marks Above 6 Cr 25 Marks   | 25        | 5            | <a href="#">View File</a>          |
| The bidder should have executed minimum one work related Scanning and result processing for more then 200000 candidates. (Mention no. of Students)                    | 10        | 10           | <a href="#">View File</a>          |
| at least one similar composite work of all activities specified in the title of the tender for any government university having number of students more than 200000.  | 10        | 10           | <a href="#">View File</a>          |
| The Bidder Should have Own Security Printing Press. (Details of Machinery/Personnel)  | 10        | 10           | <a href="#">View File</a>          |
| The Bidder Should have own minimum 50 high speed scanners With minimum speed of 5000 sheets per hour  | 10        | 5            | <a href="#">View File</a>          |
| The Bidder Should have a valid ISO 27001:2013, 9001: 2015 and CMMI level 3 certification (Mandatory)  | 5         | 5            | <a href="#">View File</a>          |
| Submission of execution plan and presentation before procured Committee.  | 10        | 5            | <a href="#">View File</a>          |

**Total Minimum Qualifying Marks for Technical Score: 60**

**QCBS Weightage(Technical:Financial):10:90**

**Custom Bid For Services - Supply Of University Degree With At Least 7 Security Features On 175 Micron 280 Gsm Non Tear Able Material The Degree Printed Must Have Features Of Online Verification Quantity 1 Lakh Bidders Should Be Quoted Final Prices ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

| Specification | Values |
|---------------|--------|
| <b>Core</b>   |        |

| Specification  | Values  |
|--|---|
| Description /Nomenclature of Service Proposed for procurement using custom bid functionality | Supply of University Degree with at least 7 security features on 175 Micron 280 gsm Non tear able material The Degree printed must have features of online verification Quantity 1 Lakh Bidders should be quoted final prices |
| Regulatory/ Statutory Compliance of Service  | YES   |
| Compliance of Service to SOW, STC, SLA etc   | YES   |
| <b>Addon(s)/एडऑन</b>   |   |

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता   | The quantity of procurement "1" indicates Project based or Lumpsum based hiring. | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---|---|--|--|
| 1              | Lakhan Singh Yadav                                      | 301001,RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY Girls Hostel Building, Babu Shobha Ram Govt. Arts College Campus, Alwar- 301001 Rajasthan, INDIA | 1  | N/A                                      |

**Custom Bid For Services - Design Development Operation Maintenance And Management For On Screen Marking OSM Digital Evaluation Of Answer Booklet Scanning Including OMR Top Sheet Scanning Processing Of Evaluation And Digital Mark Submission As Per Th.. ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

| Specification  | Values   |
|--|--|
| <b>Core</b>  |  |
| Description /Nomenclature of Service Proposed for procurement using custom bid functionality | Design Development Operation Maintenance and Management for On Screen Marking OSM Digital Evaluation of answer booklet scanning including OMR top sheet scanning Processing of Evaluation and digital mark submission as per the scope of work men |
| Regulatory/ Statutory Compliance of Service  | YES  |

| Specification                              | Values |
|--|--------|
| Compliance of Service to SOW, STC, SLA etc | YES    |
| <b>Addon(s)/एडऑन</b>                       |        |

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता   | The quantity of procurement "1" indicates Project based or Lumpsum based hiring. | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---|---|--|--|
| 1              | Lakhan Singh Yadav                                      | 301001,RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY Girls Hostel Building, Babu Shobha Ram Govt. Arts College Campus, Alwar- 301001 Rajasthan, INDIA | 1  | N/A                                      |

#### Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

#### Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum



issued by DPIIT in this regard.

2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---