



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. 25 of 1975)

NAAC Accredited (A+) Grade

Office of Controller of Examinations, M.D.University, Rohtak

Phone No.01262-274169

Email: coe@mdurohtak.ac.in

Bidding Document for Outsourcing of Scanning & Processing work of OMR title page of Answer Sheets for three years (semester examinations w.e.f. July-August 2022 to May-July 2025 examinations).

PART1: COMPLETE BIDDING DOCUMENT

Name of work : Outsourcing of Scanning & Processing work of OMR title page of Answer Sheets for three years (semester examinations w.e.f. July-August 2022 to May-July 2025 examinations).

PRESS NOTICE

MAHARSHI DAYANAND UNIVERSITY, ROHTAK	
Notice Inviting Tender	
Name of Work:	Outsourcing of Scanning & Processing work of OMR title page of Answer Sheets for three years (semester examinations w.e.f. July-August 2022 to May-July 2025 examinations).
Estimated Cost:	Rs. 1.2 Crore
Earnest Money:	i) From Bidders/Contractors : Rs.2,40,000/- ii) From MSME: As per Haryana Govt. norms
Time Limit	03 Weeks
e-Tenders to be uploaded upto 30.05.2022 at 03.00 P.M.	
i) The tenders will be received only through e-tendering. For further details visit website https://www.etenders.hry.nic.in	
ii) Cost of Bid document is Rs.15000/- (non refundable) which will be deposited through online mode from https://etenders.hry.nic.in	
iii) Earnest Money (as mentioned above) will be deposited through online mode from https://etenders.hry.nic.in	
iv) Willing bidders shall have to pay Rs.1000/- + GST as the e-Service/ Processing Fee through online mode from https://etenders.hry.nic.in	
v) The interested parties/bidders should visit the University website (https://www.mdu.ac.in) or https://etenders.hry.nic.in regularly for corrigendum(s) which may be issued regarding extension of date, modification of eligibility or amendments in other terms & conditions etc. and no corrigendum(s) will be published in the newspapers separately.	
vi) The Bidder who is registered as MSME of Haryana State only for the same work i.e. (Scanning & Processing work of OMR title page of Answer Sheets) are exempted from payment of EMD but Bidder will have to submit an affidavit to this effect as per Annexure-I available on the website of Department of Industries & Commerce, Govt. of Haryana.	

Controller of Examinations,
M.D. University, Rohtak.

DETAILED NOTICE INVITING E-TENDER

E-Tender is invited for outsourcing of below mentioned item in single stage two cover system i.e. request for Pre-Qualification/Technical Bid (online Bid under PQQ/Technical Envelope) and request for Financial Bid (comprising of price bid proposal under online available commercial Envelope):-

Sr. No.	Name of work	EMD to be deposited by bidder	Tender Document Fee & E-Service Processing fee (non Refundable)	Start date & time of Bid Preparation & Submission	Last Date & time of Bid Preparation & submission
1.	Outsourcing of Scanning & Processing work of OMR title page of Answer Sheets for three years (semester examinations w.e.f. July-August 2022 to May-July 2025 examinations)	Rs.2,40,000/-	Rs.15000/- for Tender/Bid Document Fee and Rs.1000/- + GST for e-Service/ Processing fee	07.05.2022 (11.00 AM)	30.05.2022 (03.00 PM)

1. Any clarification regarding the detailed notice inviting tender can be sought from the Controller of Examinations during office hours at 01262-274169 or coe@mdurohtak.ac.in
2. Tender document is available on website <http://etenders.hry.nic.in> and <https://www.mdu.ac.in>
3. The Bidders would submit bid through e-Tendering only on the website <http://etenders.hry.nic.in>

Under the process, the Pre-qualification / Technical online bid application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) and with respect to eligibility and qualification criteria prescribed in the Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/Technical Applications are responsive to eligibility and qualifications requirements as per Tender documents. The tenderer should read the terms & conditions and specification in tender documents carefully before submission of e-tender. Tender documents can be downloaded/uploaded online on the Portal: <http://etenders.hry.nic.in>

1. The payment of Tender Document fee as well as EMD and e-Service/Processing Fee shall be made by eligible bidders through online mode from <https://etenders.hry.nic.in>
2. The interested bidders will be mandatorily required to online sign-up (create user account) on the website <https://www.etenders.hry.nic.in> to be eligible to participate in the e-tender.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date & time	Last date & time
1		Tender Document Download and Bid Preparation / Submission	07.05.2022 (11.00 AM)	30.05.2022 (03.00 PM)
2	Technical Bid Opening		03.06.2022 at 03.00 PM	
3	Financial Bid Opening		After evaluation of the Technical Bids	

Important Note:

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / Bidder fails to complete his / her aforesaid stage within stipulated online time schedule for this stage, his / her Application / Bid status will be considered as 'Application / Bid not submitted'.
- 2) Applicant / Bidder must confirm and check his/her bids even after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his / her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee + e-Service Fee and EMD and PQQ/Technical Envelope shall be opened. After that the financial bid quoted against each of the item by the shortlisted bidder/agency wherever required shall be opened online in the presence of such bidders / agencies who either themselves or through their representatives willing to be present. The bidder has to submit online Bids as per the dates mentioned in the scheduled/Key dates above.

5) The bids shall be submitted online in two separate envelopes:-

Envelope 1: Technical Bid

The bidders shall upload the required Eligibility & Technical Documents online in the Technical Bid.

Envelope 2: Commercial/Financial Bid

The bidders shall quote the prices in Price Bid format under Commercial/Financial Bid.

Conditions:-

- 1- The tenderer will keep in touch with the University Website for any change in the DNIT till the last date/revised last date of online invited tender and incorporate such changes in DNIT and the tender bids.
- 2- DNIT and prequalification criteria can be seen on the Haryana Govt. portal (<https://www.etenders.hry.nic.in>) or on the University website (www.mdu.ac.in) and for any clarification regarding the detailed notice inviting tender can be sought from the office of Controller of Examinations during office hours or E-Mail: coe@mdurohtak.ac.in.
- 3- Conditional tenders will not be entertained & are liable to be rejected.
- 4- In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of opening of tenders and other conditions will remain unchanged.
- 5- The University reserve the right to reject any tender or all the tenders without assigning any reasons.
- 6- The societies shall produce an attested copy of the resolution of the Executive/Governing body for the issuance of tenders.
- 7- The Jurisdiction of court will be at **Rohtak**.
- 8- The tender of the bidder who does not satisfy the eligibility/qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
- 9- The bid for the contract shall remain open for acceptance during the bid validity period to be reckoned from the last date of submission of the tender. If any bidder/tenders withdraws his bid/tender before the said period or makes any modification in the Terms and Conditions of the bid, during the fix validity period, the Earnest Money shall stand forfeited. Bids shall be valid for **three** months from the date of bid closing i.e. from last date of submission of EMD. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.
- 10- Any work/order, here tendered, may be withdrawn from further processing at any stage at the discretion of the competent authority without assigning any reason.
- 11- The Committee constituted by the CPC / VC is competent to increase/decrease the volume of work/order. In case of decrease of volume of work/order, the contractor shall have no claim to any payment or compensation whatsoever on account of any profit or advantage which he might have derived from the execution of the work/order in full.
- 12- The University reserves the right to accept or reject or negotiate any of the tender or conditions/items without assigning any reason.
- 13- The Earnest Money (EMD) of the unsuccessful agency / firm shall be returned on completion of all the Tender process.
- 14- In case of any dispute relating to this contract, the matter shall be referred to the Arbitrator to be appointed by the Vice-Chancellor whose decision shall be binding on both the parties.

- 15- In case the firm / agency quoting the lowest rates declines to accept the offer, the Earnest Money (EMD) of such firm shall be forfeited and firm shall be blacklisted by the University for any kind of dealing in future.
- 16- Any other conditions as may be deemed appropriate shall be announced at the time of Opening of Tenders in the presence of Bidders.
- 17- The agency / firm shall also append the following declaration with the tender:-

DECLARATION

I/We (Name) of the firm_____ do hereby solemnly affirm and declare that the facts stated in the Technical Bid are correct and true to the best of my / our knowledge and belief and nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I/We will be liable for legal action under Section 182 and Section 415 read with Section 417 and 420 of the Indian Penal Code as the case may be.

Place: _____

Dated:_____

(Signature of the Tenderer)

with full name and Address

with seal & stamp

BIDDER'S ELIGIBILITY CONDITIONS - All Proof(s) to be attached by the bidder.

Sr.No	Detail of eligibility conditions	Page No.
1.	The bidder should submit a proof of having an average turn-over of Rs.3.00 Crore or above for the last three years in the field of work relating to Scanning & Processing work of OMR title page of Answer Sheets, duly certified by the Chartered Accountant.	
2.	The bidder should submit a proof of atleast 10 numbers of high speed Scanners & other equipments for the purpose.	
3.	The bidder should have experience for a minimum period of 10 years as on date, in the field of work relating to Scanning & Processing work of OMR title page of Answer Sheets of Central Universities / State Universities / Higher Education Institutions / Boards out of which atleast minimum 05 years experience must be of Central Universities / State Universities. (Proofs to be attached).	
4.	The bidder should submit a proof for Scanning & Processing work of atleast 20 lakhs or above OMR title page of Answer Sheets in each year.	
5.	The bidder must submit an Affidavit on non-judicial stamp paper duly attested by 1 st Class Magistrate to the effect that they have not been debarred / blacklisted by any Central Universities / State Universities / Educational Boards / PSU Departments in India / Public or Private Institutes / Organizations etc. at any point of time.	
6.	The bidder is required to produce a Work/supply order(s) from the Central Universities / State Universities / Higher Education Institutions / Boards in the field of work relating to Scanning & Processing work of OMR title page of Answer Sheets, where the firm worked as such in the past – Attach proof.	
7.	Copy of Income Tax Return filed during last three years, duly certified by the Chartered Accountant.	
8.	Copy of Permanent Account No. (PAN) under Income Tax Act.	
9.	Proof of Registration for GST.	
10.	Hardcopy of HSN Code must submit while quoting the tender.	
11.	Earnest Money (EMD) of Rs.2,40,000/- through online mode only.	
12.	Tender Document Fee of Rs.15000/- through online in favour of Finance Officer, M.D. University, Rohtak payable at Rohtak.	
13.	Earnest Money (EMD), Tender Fee & e-Service Fee through online mode only and through any other mode, the same shall not be acceptable.	

Scope of Work:

Sr.No.	Outsourcing work for Scanning & Processing of OMR title page of Answer Sheets for three years (Tentative 25 Lakhs per year)
1	Receiving the OMR Answer Sheets from the Secrecy Branch under signature.
2	Scanning of title page of the Answer Sheets to carry out the following in one pass: i) Verify the no. of Answer Sheets in each bag as per Supdt. Slip supplied. ii) Verification of Question Paper Ids as per Supdt. Slip supplied. iii) Allocation of fictitious No. on the OMR page of Answer Sheet at 2 (two) places. iv) Tearing / separating the part containing Roll No. from the OMR page of the Answer Booklet & preservation of the same by the confidential section of the agency/vendor. v) Image + OMR scanning of the detached part, fetching the data, editing it to accuracy & storing it in the database course-wise. vi) Making the sub-packets of Answer Sheets of 20 in each packet. vii) Supply & generation of OMR Award List for 20 students on each award list.
3	The Agency/vendor will hand over the Answer Sheets bags class-wise, and associated OMR award lists to the Secrecy Branch for further evaluation of Answer Sheets.
4	Scanning of award list and generation of final data: i) Receiving the completely filled award lists from Secrecy Branch (Identity-wise) under signature. ii) Scanning of award list having 20 candidates after evaluation (Examiner ID-wise, Subject wise, semester-wise). iii) Merging the data of scanned award list with the earlier scanned Roll No(s) and implementing all kind of corrections / editing and finding out the exceptions from the scanned data viz. iv) A report / softcopy of discrepancies (either bubbles related or writing of columns related) so faced during the scanning viz: bubbles are not darkened / left blank or partially darkened, roll no. not written or wrongly written etc. will be prepared by the Agency and further necessary corrections / editing will be made by the Agency in consultation with the Secrecy Branch. v) Preparation of the final Data in the form of result data i.e. Course-wise, Roll No., Subject wise, fictitious no., QPID, Bag Ids, Answer Sheet serial number, marks and awards serial nos.
5	Provide hard copy and soft copy in specified format in MS-Excel, CSV, and DBF class-wise or in a format as required by the University after resolving all types of discrepancies.
6	Handing over the award lists to the Secrecy Branch / concerned Result Branch(s) / Head, Computer Centre.
7	The vendor will maintain and hand over the data at various stages of work to Result Branch (s).

TERMS & CONDITIONS:

- 1- The Agency / Firm will provide high speed Scanners, computers and other equipments etc. as per requirement of work assigned.
- 2- For carrying out the work of "Scanning & Processing of OMR title page of Answer Sheets", the University will provide space & electricity only, at its cost. The other things i.e. manpower, stationary and other scanning equipment like scanner etc. will be arranged by the Vendor for getting the job done within the as frame.
- 3- Scanned images of OMR Sheet shall be required to be handed over to Secrecy Branch in the shape of soft copy after completion of Scanning & Processing Work .
- 4- **GST and other taxes, as applicable under Govt. rules shall be extra.**

- 5- The outsourcing work for Scanning & Processing of OMR title page of Answer Sheets (Tentative 25 Lakhs per year) shall be initially for a period of 03 year examination w.e.f. July-August 2022 to May-July 2025 examinations which may be further extended on year to year basis for maximum another 03 years after the year 2025 provided the work and conduct of the firm remains good/satisfactory. In any case the extension in period, granted on year to year basis, shall not exceed the maximum period of 03 years.
- 6- The Agency / Firm shall be required to submit Identity proof of staff engaged for Scanning & Processing work of OMR Sheets etc. like Adhaar Card or Voter Card etc. and issue proper Identity Cards before deputing them on work in the University and the staff so engaged must wear the Identity Card, during working hours, as issued by the firm.
- 7- **Penalty:** In case, any errors/mistake in "Scanning & Processing of OMR title page of Answer Sheet is detected then a penalty of Rs.100/- per mistake shall be imposed. Further, in extreme cases of violation, its Earnest Money (EMD) as well as **Security Money** in the shape of Bank Guarantee shall also be forfeited depending upon the extent of the violation as judged by the Competent Authority or any other as decided by the authorities of the university. The 1% and above mistake will be treated / considered as extreme cases of violation.
- 8- The Agency / Firm to which the outsourcing work for "Scanning & Processing of OMR title page of Answer Sheet" is allotted, will have to deposit a Performance Guarantee as Security Money equal to **5% of annual cost of the tender** in the form of FDR / Bank Guarantee / TDR for the warranty period of 3 years, in the name of Finance Officer, M.D. University, Rohtak **within 10 days of allotment of work**, in addition to Earnest Money (EMD), already deposited.
- 9- The Agency / Firm shall not sublet the work for "Scanning & Processing of OMR title page of Answer Sheets", to any other firm / agency. Suitable action shall be taken against the defaulting firm as per University rules.
- 10- In case, the Firm / Agency backs out of its contract / tender, its **Earnest Money as well as Performance Guarantee as Security Money in the shape of Bank Guarantee** shall be forfeited, and / or any other action will be taken against the firm as per University rules..
- 11- The Agency / Firm will complete the work of "Scanning & Processing of OMR title page of Answer Sheets" within a week after receipt of the last awards and the agency will maintain confidentiality, safety and security absolutely.
- 12- The Agency / Firm must obtain an Affidavit from all the employees who are engaged for the Company that he/she himself/herself and any or his / her relative(s) is not appearing in any examination(s) of M.D. University and Agency also shall give an Affidavit and also take an Affidavit from each employee of his company and the same must be submitted to Dy. / Asstt. Registrar (Secrecy).
- 13- The use of Mobile Phone by the staff of the Agency / Firm shall remain prohibited during the working hours.
- 14- The Agency / Firm must depute a Manager who will Supervise / Coordinate all the work and take other precautions as it deem fit. The Scanning & Processing work and its related tasks will be executed in the Secrecy Branch under the Supervision of Dy.Registrar / Asstt. Registrar (Secrecy) and no access of outside person in the designated area will be allowed except the authorized university staff.
- 15- The Agency / Firm will send the awards through Read only with proper Password protected file to the Dy.Registrar / Asstt. Registrar (Secrecy) and Agency will also supply the file containing scanned raw data under process to the Secrecy Branch.

- 16- The Firm / Agency shall be responsible for "Scanning & Processing work of OMR title page of Answer Sheets" safely and secretly till declaration of the result. In case, at any time, it comes to the notice of the University that the work allotted is found unsafe / leakage of any secrecy, tempering of awards from a source connected with the firm, through its connivance or negligence, the action will be taken as deemed fit by the Controller of Examinations which could be to the extent of forfeiture of whole payment as EMD and performance Guarantee and also the security deposited, blacklisting of the firm, prosecuting the firm even if it comes to the notice of the University after release of security / payment of the bill. The firm shall have to deposit amount of penalty as imposed by the Controller of Examinations with the office of the University within a fortnight from the date of issue of the letter, failing which the Registrar, M.D. University, Rohtak shall have the right to recover the amount through the Court of Law and all expenses incurred on litigation by the University, shall be borne by the firm / bidder.
- 17- No advance payment will be made. The 90% of total payment of the Bill for "Scanning & Processing work of OMR title page of Answer Sheets" will be made after successful declaration of examination results and remaining 10% payment will be made after 3 month of declaration of results and after settlement of accounts.
- 18- In case of dispute of any kind, courts at Rohtak only shall have jurisdiction. Further, all the disputes shall be settled at Rohtak only.
- 19- The Bidder / Vendor must execute an Agreement with the University on non-judicial stamp paper before undertaking the job for strict compliance of the Terms & Conditions.

CONTROLLER OF EXAMINATIONS

The Scope of Work and terms & conditions of the University mentioned at Sr. No.1 to 19 are acceptable.

**Signature of the Authorized signatory of the firm
(With seal/stamp of the firm).**