



Samrat Vikramaditya Vishwavidyalaya), Ujjain

Date: 24/02/2026

Serial no./ store / Exam/Tender/2026/ 370

Tender Notice for Digital Evaluation System of Answer Books

E-tenders are invited for of Digital Evaluation System of Answer Books from turn key solution provider. Tender document and other tender terms and conditions can be downloaded from the website of government of Madhya Pradesh tender portal (<https://mptenders.gov.in>) on the online payments of Rs.2000/- (Non-refundable) as cost of tender form and documents.

Summary of Tender

(A) Name of Work: Digital Evaluation System of Answer Books

S.No.	Events	Date and Time
1.	Uploading/Publication of Tender Document	25/02/2026 at 12:30 PM .
2.	Downloading of Tender Document through website https://www.mptenders.gov.in/	25/02/2026 at 11:30 PM
3.	Pre-Bid Meeting	06/03/2026. at 03:00 hrs at IQAC all Offices Madhav Bhawan s.v.v Ujjain
4.	Last date of bid submission	17/03/2026.... at 5:30 PM
5.	Technical bid opening	18/03/2026 by 04:00 PM at IQAC cell Madhav Bhawan SVV, Ujjain
6.	Financial Bid opening	Date will be notified on University website www.vikramuniv.ac.in
7.	Bid Security / Earnest Money Deposit (EMD).	INR Rs 6,00,000.00 (Rs. Six lacs Only) is to be paid Online. The bidder is required to upload the scanned copy of their e-transaction details.
8.	Tender Fee	INR Rs. 2,000.00 (Rupees Two Thousand Only) + GST is to be paid online. The bidder is required to upload the scanned copy of their e- transaction details.

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Amendment of Tender Terms and Condition

At any time till one day before the deadline for submission of Bids, for any reason, University, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by amendment. All the amendments made in the document would be informed through the **SVV Website Only**. All such amendments shall be binding on all the Bidders. The Bidders are also advised to visit the aforementioned website on regular basis for checking necessary updates. SVV, Ujjain also reserves the rights to amend the dates.

Registrar, svv

1. PRE-QUALIFICATION CRITERIA

The bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements, as described in the Tender document. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the services sought by the Samrat vikramaditya Vishwavidyalaya, Ujjain for the entire period of the contract. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the Tender document else the bids shall be rejected summarily.

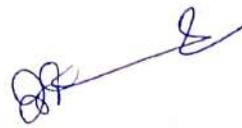
The invitation to bid is open to all bidders who qualify the eligibility / pre-qualification criteria as given below:

- i) Bidder should be a state/central PSU and working in India. The registered agency should be operating in India for a minimum of eight years as on 31/03/2025 with an objective of offering IT services and IT enabled Services in Madhya Pradesh.
- ii) The bidder should have an average minimum annual turnover of Rs. 10 Crore in IT related activities in the last 3 financial years (22-23, 23-24 & 24-25).
- iii) The Bidder must be a profitable organization during the previous successive three years of operations.
- iv) The bidder must not be a defaulter to any financial institution with any case pending in the court of law.
- v) The bidder must be in the business of Digital Evaluation for a minimum of 8 (eight) years. Work order pertaining to the same must be provided. Work order from Central/ State Government will only be considered.
- vi) The bidder should be registered with appropriate tax authorities such as Income Tax and should submit the certificate of registration with these authorities.
- vii) The bidder must have a minimum certification of "CMMI Level 3" and ISO 9001:2015.
- viii) The bidder must have experience in carrying out Digital Evaluation of at least 05 Lakh booklets per year for each of the last three consecutive financial years — FY 2022–23, FY 2023–24, and FY 2024–25 — for any Department of the Government of Madhya Pradesh.

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2. SCOPE OF WORK

The SVV intends to implement a system that will manage the Answer Book Scanning and On-Screen Marking process. The system shall mainly comprise of the following activities:

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

A. Scanning and digitizing all pages of Answer Booklets.

1. Digitization and packing of answer booklet images for Digital Evaluation (e-Evaluation)
2. Setting up of Digital Scanning Centers at University Premises in SVV Ujjain which can match the demand/requirement of the University.
3. Digitization of Answer booklets should be done with/without cutting the spine and by using high speed scanners.
4. Digitized of Answer booklets should be pushed to secure State data center servers.

B. Digital Evaluation

1. Complete Evaluation process of Answer booklets using the Digital Evaluation software.
2. Setting up and Management of evaluation centers and also giving permission to work from home to the examiners maintaining the security features, on case-to-case basis.
3. Dynamic allocation of Answer scripts to eligible evaluators.
4. Mapping of evaluator data to the valuation centers and sending SMS messages and emails.
5. Daily hard copy report Generation of Answer booklets corrected by evaluator and signature collections and uploading to systems.

C. Training to evaluators

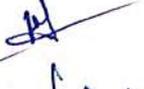
Providing training to evaluators as per the schedule given by SVV ,Ujjain The Agency has to give training to the head evaluators and evaluators both in online and offline mode as per the list and venues provided by the SVV, Ujjain

- D. Software should be on par with legal compliance and statutory need required of SVV, Ujjain
- E. Results processing by applying the validation rules & declaring the results and related reports.
- F. The Digital Evaluation system software should have the following broad features:

1. The solution has to provide a simple and effective medium for faster and accurate evaluation of answer scripts. All the peripheral tasks of totaling, validation of maximum marks awarded, ensuring all answers are marked and taking care of optional sections/ questions/ Extra questions answered than the prescribed, is to be taken care by the software system as per the business logic provided by SVV, Ujjain and the evaluator's burden has to be reduced.

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2. The method of evaluation will be intimated by SVV, Ujjain Bidder should make necessary changes in the software as per requirements of SVV, Ujjain.
3. Digital Evaluation will be organized by SVV, Ujjain at various locations by the agency.
4. Bidders should provide the implementation plan to SVV, Ujjain with the training schedule. Accordingly, SVV, Ujjain will permit the University staff, teaching staff and other staff to attend the training sessions as per the schedule.
5. SVV, Ujjain will hand over the master data related to colleges, Courses, Regional Centers, Evaluation Centers and Students' data and pool of examiners subject wise.
6. The proposed system should enable digitization of the handwritten Answer Scripts (AS) with appropriate resolutions and store the same in the servers for digital evaluation in a distributed environment by the assigned examiners.
7. Scanning should be done with cutting the spine of any Answer script.
8. Digitization process should have
 - a) The ability to read Barcode/OMR/QR/ICR / other from the Answer sheet.
 - b) Automatic generation of unique random numbers for each Answer sheet to ensure anonymity.
 - c) Masking of selected fields on any or every page of the Answer Script.
9. The proposed system should have built-in features for tracking the entire life-cycle of the Digital Evaluation process viz., receipt of the physical Answer scripts from SVV, Ujjain to digitizing centers, sorting for preparation of evaluation, and handing over the same back to SVV, Ujjain.
10. The proposed solution should provide suitable authentication using login id and password to the evaluators. Provision shall also be given for the password to be sent to the registered mobile numbers of the evaluators.
11. The system should dynamically allot the digitized Answer scripts to the registered evaluators through randomization and ensure complete secrecy in the whole process. Randomization and allocation of the Answer Scripts should be fully automated.
12. The proposed digital evaluation system should be user friendly with Answer scripts, QP, Scheme and Marks Entry etc to be provided on the same screen in a single window with zoom in/out facility and marking facility with markers.
13. The un-evaluated Answer scripts by any particular examiner should get back to the common pool in the server and should be made available to other examiners for evaluation without any time delay or pending for valuation under any evaluator bin/login.
14. A proper tracking system should be made available for monitoring the number of Answer scripts received by the Service Provider, digitized, evaluated and pending evaluation has to be made available to SVV, Ujjain, to monitor daily progress and closure of camp.
15. The proposed system should have the feature to re-evaluate the Answer scripts without disclosing the marks entered during the previous evaluation(s).

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16. The proposed system should have a stacking module for enabling proper storing and retrieval mechanism of physical answer scripts after scanning the answer scripts.
17. It is the responsibility of SVV, Ujjain to provide the list of evaluators to the Service Provider. Bidder prices are exclusive of payment to evaluators/examiners and evaluation centers setup.
18. The proposed system should make the Answer Script available to the student through web services.
19. The evaluation centres' requirements will be decided by SVV, Ujjain. Considering the number of answer scripts and availability of examiners (evaluators).
20. The Mode of evaluation will be evaluation center based/Home Based.
21. SVV, Ujjain shall provide power supply and furniture only.

G: Privacy and Security Standards

Privacy and Security Standards are required as per Government Norms.

3. MODEL OF ENGAGEMENT

SVV, Ujjain is looking for a Technical implementation partner for the period of five years from date of go-live. Following will be operational aspect of proposed project:

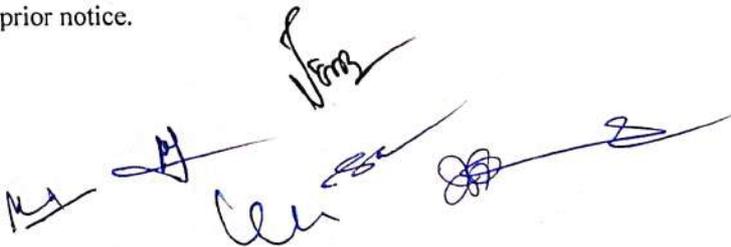
- a. 5 years engagement agreement between SVV, Ujjain and Selected agency from the date of MoU.
- b. Site allocation by SVV, Ujjain in consultation with selected Agency and number of systems with required configuration.
- c. Payment will be made on Per answer booklets evaluation basis.
- d. The unit of work will be awarded to selected Agency would be "Academic session (semester - wise) "and payment will be made within 15-30 days of the successful completion for the successful count.
- e. SVV, Ujjain will nominate an authorized person from university and provide required candidate data in consultation with selected agency.
- f. If SVV, Ujjain is satisfied with the work the contract may extend for another 5 years with mutual agreement.
- g. In the event of an increase in the RFP scope—whether related to manpower, modules, or additional features—the applicable rates shall be revised through mutual discussion and agreement.

4. GENERAL TERMS & CONDITIONS

1. Tender documents, costing to Rs.2000/-(non-refundable) can be purchased by paying online on website <https://www.mptenders.gov.in>
2. Bid offer should be valid for 06 (Six) months from the date of opening of tender.
3. The entire work shall be carried out under successful bidder's custody and the successful bidders should follow all safety regulations and take all measures to prevent damage/loss to the documents of the University.

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4. Agency will make arrangement for the stay of its staff at Ujjain or elsewhere.
5. The EMD of successful bidder will be refunded only on successful completion of digitization work as per work order.
6. The payment will be made only on presentation of bills in duplicate together with the quantum of actual work done, on verification of work to the satisfaction of the undersigned, as per terms and conditions.
7. The bidders are required to quote their rate per Answer Book .
8. Data shall be accepted subject to installation, wherever necessary, and satisfactory report of the Inspection Committee/Committee of Experts of the University.
9. Our bankers are: UCO Bank, Samrat virkamaditya Vishwavidyalaya, Ujjain (M.P.)
10. The bank charges, if any, shall be to the Agency's account.
11. Bill No. should be duly printed / machine numbered.
12. No advance payment on any account will be made.
13. Payments shall be subject to deduction of any amount for which the vendor is liable under the agreement against this contract. Further, all payments shall be made subject to deduction of TDS (Tax Deduction at Source) as per the Income Tax Act, 1961 and any other taxes.
14. The Central Purchase Committee/Purchase Committee constituted for the purpose reserves the right to accept or reject any or all the bids or negotiate on any of the tender conditions/items and to annul the bidding process and reject all the bids at any time prior to placement of order without assigning any reason thereto and without any obligation to inform the affected bidders.
15. The decision of the Samrat vikramaditya vishwavidyalaya, Authorities shall be final and binding upon in the event of any dispute arising out of the terms of the contract. Disputes, if any, shall be subject to jurisdiction of Indore Courts. Any other jurisdiction mentioned in Agency's quotation or invoices shall be invalid and shall have no legal sanctity.
16. All the entries in the letter on the prescribed tender should be written in clear and neat letters. If there is any type of overwriting in the cut chart, the tender form will be rejected.
17. At the time of verification of the tender form, the authorized representative will be present with the authority letter and identity card given by the tenderer.
18. After successful completion of the contract, the Performance Security Performance Guarantee Form will be returned. In case of violation of the terms and conditions written in the contract, the Performance Security will be forfeited.
19. If the successful tenderer fails to execute the contract after receiving the work, such In such a case, the performance security amount deposited will be taken by the SVV, Ujjain and action will be taken to blacklist the tenderer.
20. If any of the parties wants to terminate the tender, then it is necessary to give minimum three months prior notice.

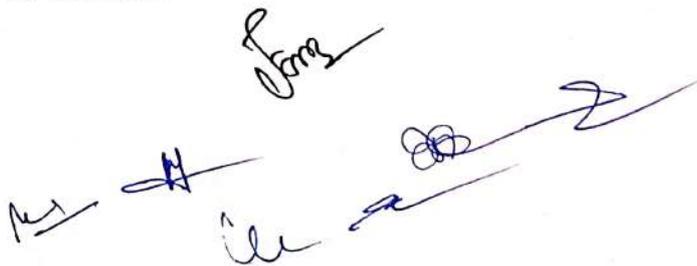
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21. In normal circumstances, the amount will be paid within one month after deducting tax as per rules, but in case of unavoidable delay, interest etc. No separate payment will be made.
22. The SVV, Ujjain reserves the right to accept or reject any tender. The University is not constrained to give any reason in this regard. The SVV, Ujjain decision in this regard will be final and binding.
23. The Service Provider whose bid is accepted will have to start the work within 15 days from the date of issuing of the work order. The Service Provider shall, however, have to start its office in the premises of SVV, Ujjain. This period will not be extended in normal situation.
24. A written agreement will be made between SVV and the Service Provider within 15 days of receiving order along with the submission of performance guarantee. The amount of performance guarantee will be 3% of the ordered value.
25. The Service Provider shall require to sign non-disclosure agreement with SVV, Ujjain for not exposing sensitive and confidential data to anyone.
26. In case of dispute, the decision of the Vice Chancellor of SVV, Ujjain shall be final and binding.
27. All disputes shall be subject to Ujjain judiciary.

5. INSTRUCTIONS TO BIDDER

(i) Instruction

- a. Other details can be seen in the complete tender documents available on e-portal <http://www.mptenders.gov.in> and SVV website (www.vikramuniv.ac.in)
- b. Tender documents can be purchased only online and download from main portal <http://www.mptenders.gov.in> by making online payment for the prescribed non-refundable tender document fees. Only in case if the tender is dropped without opening, the tender fees shall be refunded after deduction of necessary portal charges. Manual purchase of tender is not allowed. It is mandatory for all the bidders to pay tender document fees to participate in tender.
- c. The relevant portion of tender which tenderers have to fill online would be available on above website on date mentioned against each tender. The SVV, Ujjain reserves the right to reject any or all the tenders or accept any tender in full or part as considered advantageous to SVV, Ujjain, whether it is lowest or not, without assigning any reason whatsoever it may be.
- d. Bidders intending to participate in the Tender are required to get themselves trained on the e-Procurement System.
- e. The required amount of EMD shall be paid online.

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f. No offer will be accepted without valid Earnest Money Deposit. If on opening of tender, it is revealed that EMD amount is inadequate / any other discrepancy is noticed, the tender shall be rejected and returned to the tenderer.

g. The corrigendum or addendum to the bidding documents, if any, as well as any change in due date(s) of opening of tender will be published on the SVV's Ujjain website but will not be published in newspaper. Hence participant bidders are advised to regularly visit the websites until the bid opening. The SVV, Ujjain shall not be responsible in any way for any ignorance of the bidders about the corrigendum or addendum or change in the due date(s).

(ii) Authentication of Bid

The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Agreement. All pages of the Bid, shall be initialed and stamped by the person or persons signing the Bid.

(iii) Validation of interlineations in Bid

The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

(iv) Language of Bids

The proposal and all correspondence and documents shall be written in English. In case of accompanying literature or brochures etc. being in a language other than English, a certified translation should accompany the documents as a part of the Request for Proposal (RFP).

All proposals and accompanying documentation will become the property of SVV, Ujjain and will not be returned.

(v) Documents Comprising the Bids

The Proposal shall have Two Cover System for this RFP:

- a) TECHNICAL BID
- b) FINANCIAL BID

The technical Bid submitted by the Bidder shall comprise scanned copy of e- transaction for payment of EMD, signed tender document and number of formats and Annexures given in this tender document. The information to be filled in the given formats.

Format 1	Total Responsibility Undertaking
Format 2	Structure & Organization
Format 3	Affidavit of company's / firm's representative that bidder is not black listed.

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Annexure A	A valid copy of Bidder having proof of a state/central PSU and working in India. With a proof of operating in India for a minimum of eight years as on 31st Mar 2025 with an objective of offering IT services and IT enabled Services in Madhya Pradesh.
Annexure B	Copy of the GST Registration Certificate.
Annexure C	Copy of the PAN Number
Annexure D	Copy of the Certificate of Registration or start-ups /MSME (If Applicable)
Annexure E	Proof of average minimum annual turnover of Rs. 10 Crore in IT related activities in the last 3 financial years (22-23, 23-24 & 24-25).
Annexure F	As documentary proof, Audited Balance Sheet & Profit & Loss has to be submitted certify by Authorized reputed CA firm. Start-ups + MSME will be exempted (As per Store Purchase rule 2023 Madhya Pradesh).
Annexure G	Proof of Digital Evaluation for a minimum of 8 (eight) years. Work order pertaining to the same must be provided. Work order from Central/ State Government will only be considered.
Annexure H	Proof of minimum certification of "CMMI Level 3" and ISO 9001:2015.
Annexure I	Proof of experience in carrying out Digital Evaluation of at least 10 lakh (1 million) booklets per year for each of the last three consecutive financial years — FY 2022-23, FY 2023-24, and FY 2024-25 — for any Department of the Government of Madhya Pradesh.

The Financial Bid Submitted by bidder shall Comprises the Following Format.

Format 4	Financial Bid Format
Format 5	Detailed Financial Bid

Both Technical & Financial Bid to be submitted online through e-procurement portal to in Development Authority/ Govt. organization in Madhya Pradesh, copy of work order, certificate of successfully running work or successfully running work. If work is undergoing and completion certificate shall be furnished as documentation proof. Hard copy of all above documents must be submitted in a sealed envelope mentioned Technical Bid before last date of bid submission mentioned in the table above by speed post or by hand to following address:

The Registrar,
 Samrat Vikramaditya
 Vishvidyalaya,
 Madhav Bhawan , Ujjain (M.P.)
 India Pin-456010

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Bidders shall furnish the required information on their Qualification and commercial strengths in the enclosed formats only. Any deviations with respect to this may make the Bid liable for rejection.

6. Bid Prices

- a. The Bidder shall indicate the price in the prescribed format, it proposes under the Agreement. In absence of above information as requested, the Bid may be considered incomplete and be summarily rejected. The price components furnished by the Bidder in accordance with format provided in the RFP will be solely for the purpose of facilitating the comparison of Bids by SVV, Ujjain.
- b. The Bidder shall prepare the Bid based on details provided in the RFP. It must be clearly understood that the Scope of Work is intended to give the Bidder an idea about the order and magnitude of the work and is not in any way exhaustive and guaranteed by SVV, Ujjain.
The Bidder shall carry out all the tasks in accordance with the requirement of the RFP and due diligence and it shall be the responsibility of the Bidder to fully meet all the requirements of the RFP. If during the course of execution of the Project any revisions to the work are to be made to meet the goals of SVV, Ujjain, all such changes shall be carried out within the current price.
- c. The Bidder shall quote a fixed price as detailed in the RFP on a single responsibility basis. No adjustment of the Agreement price shall be made on account of any variations in costs of labor and materials or any other cost component affecting the total cost in fulfilling the obligations under the Agreement. The payment based on commercial proposal of the Bidder shall be the only payment, payable by SVV, Ujjain to the selected Bidder for completion of the contractual obligations by the selected Bidder under the Agreement, subject to the terms of payment specified in the Agreement.
- d. The prices, once offered, must remain fixed and must not be subject to any escalation for any reason whatsoever within the period of Project. A proposal submitted with an adjustable price quotation or conditional proposal may be rejected as non-responsive.

(i) Bid Currencies

Prices shall be quoted in Indian Rupees (INR).

(ii) Bidder Qualification

- a. The "Bidder" as used in the RFP shall mean the one who has signed the Bid Form. The Bidder may be either the Principal Officer or his duly Authorized Representative, in either cases he/she shall submit a Certificate of authority. All Certificates and documents (including any clarifications sought and any



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subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative and the Principal Officer.

b. It is further clarified that the individual signing the RFP or other documents in connection with the Bid must certify whether he/she signs as the Constituted Attorney of the Company.

(iii) Bid Security (Earnest Money Deposit)

- a. Bidders shall submit, along with their Bids, Bid security or Earnest Money Deposit (EMD) of INR Rs. 6,00,000.00 (Rs. Six Lakhs Only) is to be paid Online. EMD in any other form will not be entertained.
- b. The EMD of all unsuccessful Bidders would be refunded by SVV without any interest on completion of contract agreement and bank guarantee submitted by the successful bidder. The Bid security, of the successful Bidder would be returned after submission of performance security.
- c. Bid without adequate Bid security/EMD shall be rejected without providing any opportunity to the Bidder concerned.

(iv) Forfeiture of Earnest Money Deposit (EMD):

The Earnest Money Deposit will be forfeited in the following cases, in addition to the conditions specified in the earlier clauses:

- a. If the Bidder withdraws the Bid after the last date and time of submission for any reason whatsoever;
- b. If the Bidder whose Bid has been accepted, fails to execute the Agreement and/or submit the Performance Bank Guarantee within the time stipulated by the SVV, Ujjain and
- c. If the Bidder adopts unfair practices to influence the outcome of the Bid process.

(v) Bid Validity Period

- a. The proposals shall be valid for a period of 06 (Six) calendar months from the date of submission of Bids. A proposal valid for a shorter period may be rejected as nonresponsive. On completion of the validity period, unless the Bidder withdraws his proposal in writing, it will be deemed to be valid until such time that the Bidder formally (in writing) withdraws his proposal.
- b. In exceptional circumstances, at its discretion, SVV, Ujjain may solicit the Bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by email.

(vi) Modification and Withdrawal of Bids

No proposal may be modified / withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the Bidder on the proposal form. In case the Bidder wishes to

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withdraw the Bid after the date of opening of the bids he may do so, but the EMD of the Bidder shall be forfeited.

(vii) Opening of Bids

(a) Opening of Technical Bid

The Online Bid shall be opened in the presence of Bidders' representatives who choose to attend the Bid opening sessions on the specified date, time and address. The Bidders' representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for SVV, Ujjain the Bids shall be opened at the same time and location on the next working day or any further date convenient to SVV and will be intimated to bidders.

(b) Evaluation of Technical Bid

a. Tender Evaluation Committee [TEC] duly appointed by SVV, Ujjain shall evaluate the Technical Bids.

b. The evaluation shall be done for only those Bidders, whose EMD amount is in order as per the RFP.

c. Bidders need to fulfil all the Qualification conditions mentioned in Qualification Criteria of the RFP. TEC will examine the Bids to determine whether they are complete, whether the Bid format conforms to the RFP requirements, whether documents have been properly signed, and whether the Bids are generally in order.

d. Bids of Bidders whose Qualification proposal do not meet the set criteria shall be rejected forthwith.

e. TEC may seek oral clarifications with the Bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the Bid Documents. The Committee may seek inputs from their professional, technical faculties in the evaluation process.

f. Conditional Bids will be rejected.

g. The decisions of the Tender Evaluation Committee on whether the tenders are responsive or non-responsive will be final.

h. A Bidder, at any stage of tender process or thereafter, in the event of being found after verification by the Tender Inviting Authority, to indulge in concealment or misrepresentation of facts, in respect of the claims of the offer, shall be debarred/black listed and agreement / contract / LOI / work order will be cancelled.

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(c) Bids Not Considered for Evaluation

Bids that are rejected during the Bid opening process due to incomplete documentation or late receipt shall not be considered for further evaluation. The SVV, Ujjain in its discretion, reserves the right to reject all or any of the Bids without assigning any reason.

(d) Opening of Financial Bids

a. Only the Financial Bids of those companies/firms qualified in the detailed scrutiny and evaluation of the Technical bid conducted by the Tender Evaluation Committee / Tender Inviting Authority shall be opened in the second round.

b. The Financial Bid shall be submitted in the format given in this document as Financial Bid Form. The Financial Bids submitted in any other formats will be treated as non-responsive and not considered for tabulation and comparison.

c. The Price offered should be given strictly on the format given in the Financial Bid only.

d. The financial bid offer should have detail of all payable taxes and GST etc.

e. Financials Offered shall be in Indian Rupees.

f. If the contract attracts any statutory deductions, the same will be deducted while settling the payment.

g. There should not be any hidden costs.

(e) Comparison of Financial Bids

a. The commercial quote of the Lowest Bidder shall be notified as L1. In case L1 offers to execute the work as per the schedule and location specified in the RFP, the Tender Evaluation Committee [TEC] then shall have the rights to give the order to the L1. SVV, Ujjain may award the contract to the Bidder whose Bid is found to be most responsive, competitive and technically sound.

b. In case L1 backs out, it shall be blacklisted from participating in any future bidding of SVV, Ujjain / Government of Madhya Pradesh projects and are liable for legal action by SVV, Ujjain / Government of Madhya Pradesh. In such case, university may negotiate with L2 to work on L1 rates and if L2 found suitable the contract may be awarded to L2.



(f) Negotiation

Normally, there would be no post RFP negotiations. If at all negotiations are warranted, it would be only under exceptional circumstances and SVV, Ujjain shall reserve the right to negotiate with the Bidder based on the evaluation of the proposals.

(g) Rectification of Errors

a. Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted price will be entertained after the proposals are opened. All corrections, if any, should be initialled by the person signing the proposal form before submission, failing which the figures for such items may not be considered.

b. Arithmetic errors in proposals will be corrected as follows: In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall govern. The amount stated in the proposal form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall proposal price to rise, in which case the proposal price shall govern.

(h) Contacting SVV

a. No Bidder shall contact the SVV, Ujjain on any matter relating to its Bid, from time of opening to the time the work is awarded. If the Bidder wishes to bring additional information to the notice of the RFP Issuing Authority, the same should be done in writing to SVV, Ujjain. The RFP Issuing Authority reserves the right to decide whether such additional information should be considered or otherwise.

b. Any effort by a Bidder to influence the RFP Issuing Authority in its decision on Bid evaluation, Bid comparison or contract award may result in disqualification of the Bidder's Bid and also forfeiture of his Bid security.

(i) Notification of Award

a. The SVV may award the contract to the Bidder whose Bid is found to be most responsive, competitive and technically sound. The decision of the SVV in this regard shall be final and binding on the Bidder(s). The SVV, Ujjain however, in its discretion, reserves the right to reject all or any of the Bids without assigning any reason.

b. Purchase Order / Award of Contract (AOC) may be issued only after execution of the Agreement and submission of the Performance Bank Guarantee.

MC9
[Handwritten signatures and initials]

(j) Signing of Agreement

At the same time as SVV notifies the successful Bidder that its proposal has been accepted and SVV, Ujjain shall enter into an Agreement with the successful Bidder.

(k) Discharge of Bid Security

Prior to signing of the Agreement, SVV, Ujjain shall promptly request the Selected Bidder to provide Performance Guarantee. On receipt of the Performance Guarantee, the Bid security of all unsuccessful Bidders will be released. The EMD amount of successful bidders will also be returned.

(l) Expenses for the Agreement

The incidental expenses of execution of Agreement/Contract shall be borne by the successful Bidder.

(m) Bank Guarantee for Performance

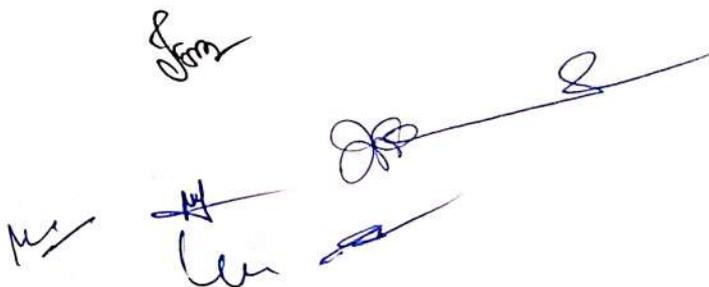
a. The successful Bidder shall at his own expense may deposit with SVV, Ujjain within 15 (fifteen) days after the receipt of notification of award of the Contract (Letter of Intent) from SVV, Ujjain, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized Scheduled Bank acceptable to SVV, Ujjain, in the format prescribed in for the due performance and fulfilment of the Agreement by the Bidder.

b. This Performance Guarantee shall be for an amount equivalent to 3% of Agreement value. All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Guarantee shall be borne by the Bidder. The Performance Guarantee shall be valid for six months post completion of the contract period. Subject to the terms and conditions in the performance Bank Guarantee, at the end of 6 months of completion of contract, the Performance Bank Guarantee may be discharged/ returned by SVV, Ujjain upon being satisfied that there has been due performance of obligations of the Bidder under the Agreement. However, no interest shall be payable on Performance Guarantee.

c. The Performance Guarantee may also be submitted as Demand Draft/Banker's Cheque/Bank Guarantee from a Scheduled Bank.

7. General Information to be Submitted with Bid:

Format & Annexure to be submitted along with Bid.



FORMAT-1

TOTAL RESPONSIBILITY UNDERTAKING

(Submit this form by printing the below specified content in your company letter head.)

To,
The Registrar,
Samrat viramaditya Vishwavidyalaya,
Madhav Bhawan Ujjain (M.P.), India Pin- 456010

dated <dd/mm/yyyy>

Ref: RFP Notification no.....<xxxx>

Sub: Self certificate regarding Total Responsibility

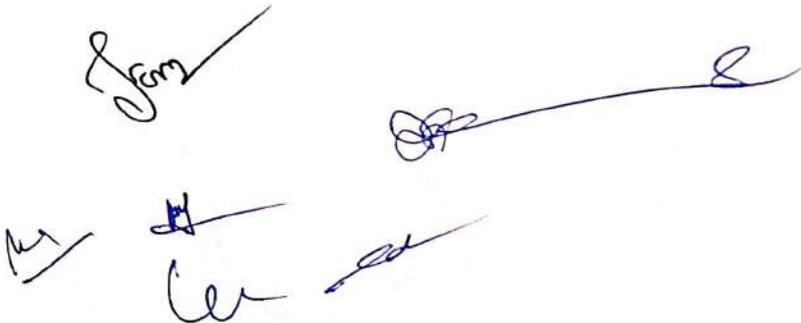
Dear Sir,

This is to certify that we undertake total responsibility for the successful and defect free operation of the proposed Project solution, as per the requirements of the RFP for Answer Book Scanning and Digital Evaluation process for SVV, Ujjain .

Thanking you,

Yours faithfully

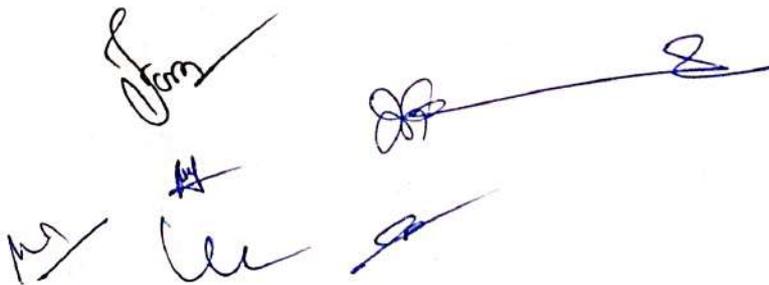
(Authorized Signatory
Authorized Signatory's Name:
Authorized Signatory's Designation:
Place:
Date:
Bidder's Company Seal:

The image shows several handwritten signatures and initials in blue ink. There are four distinct signatures: one at the top left, one in the middle right, and two at the bottom left. The signatures are stylized and appear to be in cursive or a similar fluid script.

FORMAT 2
STRUCTURE & ORGANIZATION

1	Name & Address of the applicant:	
2	Telephone Number:	
	Fax Number:	
3	Legal status of the applicant (attached copy of incorporation certificate)	
4	Name of Officers with designation to be concerned with this work:	
5	Designation of individuals authorized to act for the Organization	
6	Was the applicant ever required to suspend assignment for a period of more than six months continuously after you commenced the assignment? If so, give the name of the project and reason of suspension of work.	
7	Has the applicant ever been debarred/black listed for tendering in any organization at any time? If so, give details.	
8	Has the applicant ever been convicted by a court of law? If so, give details.	
9	Any other information considered necessary SVV not included above	

Signature of Applicant(s) with date & seal



FORMAT -3

UNDERTAKING FOR NON-BLACK LISTING

Submit this form by printing the below specified content on Rs.500 /-notarized stamp paper)

To,
The Registrar,
Samrat viramaditya Vishwavidyalaya,
Madhav Bhawan Ujjain (M.P.),India Pin- 456010

Ref: RFP Notification no.....<xxxx> dated<dd/mm/yyyy>

Subject: Self Declaration of not been blacklisted

Dear Sir,

We confirm that our company, _____, is not terminated or blacklisted in any manner whatsoever by any of the State/UT and/or central government in India on any ground and also not included in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

(Authorized Signatory
Authorized Signatory's Name:
Authorized Signatory's Designation:
Place:
Date:
Bidder's Company Seal:

(As per notarized format)

[Handwritten signatures and initials]

FORMAT 5

Financial Bid (BoQ)

Financial Bid for Selection of Agency for Answer Book Scanning and Digital Evaluation process for SVV, Ujjain .

Note: Single rate on per answer booklet basis must be quoted.

<i>For Entire work described in this document</i>	<i>Per answer booklet</i>
Per Answer booklet Cost	--
Tax	--
Total Cost (GST)	--
<i>Total Cost per answer booklet Basis:</i>	
<u>In words:</u>	

Station :
Date:

Signature of MD
OR
Authorised person
Name & Designation:
with Office Seal.

The bottom of the page contains several handwritten signatures and initials in blue ink. There are four distinct marks: a checkmark-like signature at the top left, a signature with a horizontal line extending to the right at the top right, a signature with a horizontal line extending to the right in the middle, and a signature at the bottom center.