



Vikram University, Ujjain

Ref./STORE/EXAM/2024/362

DATE: 13/12/2024

E-tender Call Notice

**E-TENDER FOR PRE & POST
EXAM RESULT PROCESSING**

Tel. No.–exam controller mob.no. 9425123498 (Registrar off.) 0734–2514277

Vikram University, Ujjain invites E tender through webside [www. mptenders.gov.in](http://www.mptenders.gov.in) for Pre & Post Examination Result Processing.

Start of Sale of Tender Documents from : 14.12.2024 to 03.01.2025 pm 17:30 pm

Date of Bid Submission online : 14.12.24 to 03.01.2025 pm 17:30 pm

Date of Opening Technical Bid : 06.1.25 at 03:00 P.M.in the University Office

Cost of tender form : Rs. 10,000/-

Earnest Money Deposit : Rs. 4,00,000/-

for further details please visit on website [www. mptenders.gov.in](http://www.mptenders.gov.in)

**Registrar
Vikram University,Ujjain**

VIKRAM UNIVERSITY, UJJAIN (M.P)
E-TENDER FOR PRE & POST EXAM RESULT PROCESSING

Vikram University is one of the oldest universities in the state of Madhya Pradesh. It has been imparting state of art education to the students. The university has a large jurisdiction and conducts a number of examinations every year.

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

SCOPE OF WORK : There are a number of examinations conducted at various levels such as Graduate level, post graduate level Annual/Supplimentary/Semester/NEP examinations and Professional examinations. The number of students varies for each examination. Total Number of students for Pre&Post Examination work shall be approx 2.75 lakhs in nearly 400 different examinations. The detailed scope of work is given below:-

- A) Annual/Supplimentary/Semester/NEP B.Sc./B.A./ B.Com./BHSC/BA (Hons)/B.Com (Hons)/ B.Sc. (Hons)/ BBA (Hons)/MA/M.Sc./M.Com/B.Ed. (Basic),BA B.Ed/B.Sc B.Ed & LLB.,BA LLB etc.
- B) Semester Exams: UTD/BBA/BCA/MBA/MCA/B.P.Es./M.Ed./LLM etc.
- C) Professional Exams : BE/MBBS/B.Pharma/BAMS/ BUMS/MD/MS etc.
- D) UG & PG Exams of Agriculture Courses

INPUT TO THE SYSTEM

- 1. Scheme of examinations
- 2. Exam wise Subject wise coding
- 3. College code list
- 4. Exam centre list
- 5. Data sheet, online data of candidates appearing at various examinations.
- 6. Marks & carry forward marks.
- 7. Marks obtained by each candidate in each subject/paper/practical/sessional in the form of foil/counter foils/online.
- 8. UFM List, absentee list, withheld list-exam wise/subject wise.

OUTPUT TO THE SYSTEM

Sr.No.	Particulars	Pre Exam Type of Stationery
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1. Printing of Basic Roll list in two copies & Final Roll 60 GSM 132 column

list along with subject wise/centre wise/category wise numerical returns. (for semester, main and supplementary examination separately)

2. Any other statements or reports as required by the University.

Post - Exam

SrNo.	Particulars	Type of Stationary
1	Scheme of examination 2 copies.	60 GSM paper
2	Statistical summary of Result in 2 copies.	60 GSM paper
3	Tabulation Register in three copies	Two Copies on 80 GSM & one copy on 60 GSM paper
4	For Main and Supplementary/Semester ATKT examinations separately	
5	Result sheets in 2 copies	60 GSM paper
6	Merit list in 2 copies for each examination	60 GSM Paper
7	Subject wise, Roll No. wise and bundle No. wise Marks Foil Details CD to be provided	
8	The data of all results will be given to the university in a CD in required format.	
9	The firm has to upload the results on Vikram University website.	
10	Print variable data of candidates of each examination in approved mark sheet format with each candidate's photo.	105 GSM paper, A4 size, 2 color front & single color back with Barcode Feature.
11.	As per Government norms, the complete data of all exams has to be submitted for Digi-locker in the design and data structure given by government.	

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OMR Sheets

Certain subjects in various examinations are examined and valued through OMR sheets.

Bidders will be required to supply OMR sheets on 100-105 GSM papers in the design as required by the University. Bidder will have to do the following:-

1. Supply of OMR sheets – Number as required by the University.
2. Reading of OMR sheets by fast speed OMR Scanners.
3. Valuation of each OMR sheets as per the standard answer sheet provided by the University & preparation of Foil and Counter Foil (softcopy as well as hard copy)
4. Validation of missing OMR sheets, if any.
5. Inclusion of awards of OMR sheets in the main database of awards for preparation of results.

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GENERAL TERMS AND CONDITIONS

Earnest Money Deposit:

(i) The cost of the tender form is Rs.10,000 (non refundable). The tender form along with terms and conditions may be downloaded from Vikram University website(www.vikramuniv.ac.in) and ([www. mpeproc.gov.in](http://www.mpeproc.gov.in)). Without the cost of tender documents, the tender will not be accepted. Enclose online E-Tender Purchase receipt.

(ii) Tender shall be accompanied by an earnest money of Rs. 4,00,000/- (Four lakhs) without which tenders will not be considered. The amount should be deposited online. Without earnest money, tender will be rejected.

(iii) Refund of earnest money:- the earnest money of unsuccessful bidders shall be refunded within 15 days after finalization of the tender. After completion of the tender process, the successful bidder will have to deposit 5% performance guarantee at the time of contract in the university in the form of FDR/Bank Guarantee in the name of the Registrar, Vikram University Ujjain. The EMD amount will be returned after the bidder submits the FDR/Bank Guarantee.

1. The agency should be a Government Agency or an agency registered as private or public limited company and should have work experience of National Education Policy-2020 (NEP) and at least 3 years of current continuous experience of pre and post examination related data processing work in any State university/Central university. Self attested copy of the certificate and copy of work orders must be kept in envelope no. -2 (Technical Bid)

2. Enclose sufficient proof for 3 years continues result processing experience for minimum 3.00 lakhs candidates per annum. Enclose two successful completion certificates from any State universities/Central universities. Self attested copy of the certificate should be kept in envelope no.2.

3. The sealed tenders should be addressed to the Registrar, Vikram University, Ujjain Envelope duly marked pre and post examination work should reach to the Registrar, Vikram University, Ujjain by Speed Post only on or before date prescribed mentioned above.

4. Any tender received after due date and time shall not be accepted and shall not be entertained and shall be liable to rejection.

5. All tenders received within the specified due date and time shall be opened on the date mentioned in the tender notice.

6. The Bidder should be ISO 27001:2022 or 9001:2015 certified and also CMMI Level 3 Certified for quality certification. The self attested copy of this certificate should be kept in envelope No.2.

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7. Successful bidder will prepare scheme of tabulation of examination results in accordance with existing rules and regulations of the university. Two copies of the scheme for each examination result shall have to be submitted and got approved before starting with post examination process.
8. (A) Bidders are requested to fill up per student total rates for all works of category no. I serial no. 1 to 4 (as stated in financial bid). The work Sr. No. 5 to 7 of Category are mandatory to be done. Rate for extra printed blank mark sheet will be given separately as mentioned in Category II. Bidders should also quote separately as mentioned in Category III and as mentioned in Scope of Work (OMR Sheets).
- (B) The rate quoted must be for rates inclusive of all charges and including all taxes as per govt. norms including stationery. However, GST as per applicable rates will be paid extra.
9. As the work is of confidential nature there must be proper security arrangements of the premises round the clock.
10. Bidder should have permanent staff strength minimum of 100 persons (submit ESIC/PF returns.) Self attested copy of the certificate be kept in envelope no.2..
11. The Bidder must have a turnover of at least Rs.5.00 crore per year in preceding three Financial year. For evidence of this self attested copy of the audited trading & profit and loss A/c and Balance Sheet should be kept in envelope No.2.
12. The agency's net worth minimum Rs.1.00 crore as on 31/03/2024 evidence of this self attested copy of the certificate of chartered accountant must be enclosed in envelope No. 2.
13. Enclose copy of PAN No. issued by income tax department, copy of GST (if applicable) Registration No. issued by concerning tax department, copy of the registration as registered firm certificate of incorporation from Registrar of Company in case of company. Self attested copies of these documents must be kept in envelope No. 2.
14. Enclose copy of the Income Tax Return of the company for the previous three assessment years in envelope No. 2.
15. Enclose copy of the experience certificates as required in envelope No. 2.
16. Enclose copy of the complete list of the hardware infrastructure and layout in envelope No. 2.
17. Enclose copy of the owned/leased OMR and photo scanners available with firm in envelope No. 2.
18. Bidder shall furnish affidavit stating that the bidder has not been black-listed in any of university/organization/State or central government offices or institutions since last three years. If any false affidavit produced by the bidder, shall be prosecuted as per law. This affidavit shall

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be kept in envelope no. 2. If the bidder worked in this University previously than a certificate for satisfactory work must be given by the bidder. This certificate shall be kept in envelope No. 2.

19. Technical write-up on the examination process should be kept in envelope no. 2.

20. Enclose all relevant samples in envelope No. 2.

21. After accepting the bidder's bid & contract signed by the bidder, the contractee shall perform the works as per university order. Payment will be made to the contractee only for the works performed by him as per approved rate and terms & conditions of the bid and contract signed by the contractee. The works performed by the contractee shall be verified by the university confidential/examination department.

22. Payment will be made after audit by govt. auditors as per govt. rules from time to time . Payment will be made online or by crossed cheque and the taxes as per rules shall be deducted.

23. Procedure for submission of the tender document.

Sealed envelopes 1,2 and 3 (as stated below) be placed in a single big sealed cover and superscripted as tender for Pre and Post examination Vikram University, Ujjain.

Envelope No. 1:- Proof of EMD (Rs. 4,00,000/-) and cost of tender document (Rs.10,000/-) if downloaded from the website shall be submitted.

Envelope No. 2:- each page of the tender form should be signed and sealed by the bidder. All certificate, documents as per tender form required in technical bid.

24. All bidders are required to read the tender document carefully before quoting rates and submission of tender. Submission of the tender shall be considered as meeting the following requirements:

- (a) Tender documents have been carefully read and understood by the bidder, and
- (b) The bidder is ready to quote the rate as per the terms and conditions mentioned in the tender document of Vikram University, Ujjain.

25. Conditional tenders shall not be accepted in any case.

26. Physical inspection of the infrastructure and availability of the competent manpower may be made by a committee constituted by the university.

27. The Registrar, Vikram University, Ujjain does not bind itself to accept the lowest or any other offer and reserves all the rights to accept or reject any or all the offers either in full or in part without assigning any reason. The Registrar, Vikram University, Ujjain also reserves the

right to reject any bid which in his opinion is violating any of the conditions and statutory provisions without any liability to any loss whatsoever it may cause to the proposer in the process.

28. The contract shall be for a period for of **two** years. However, under certain circumstances the running contract may be renewed for another two years on mutual agreement between the contractor and the university. If work was found as per university norms and as per declaration of results within time.

29. After depositing security deposit amount the successful bidder will have to execute an agreement on a non judicial stamp paper of 500/- in the prescribed form with the Registrar, Vikram University, Ujjain within 10 days. After executing the agreement work order shall be issued to the bidder, through Registered Post/Speed Post only.

30. The University will not pay any interest on the EMD and security deposit.

31. Earnest money shall be forfeited in case the select bidder do not start the work/complete the work within specified time as mentioned in the work order by the Registrar, Vikram University, Ujjain. Under such circumstances the University is free to issue the contract to the second lowest bidder and the excess money will be deducted/ adjusted from the EMD deposited by the bidder.

32. The tenderer shall have no right to sub-let, assign the work/part of work in any manner to any third party or authorize any other person to complete the contract awarded to him.

33. The contractor has to maintain secrecy at all levels and throughout the execution of the work.

34. The contractor has to provide all data online as per the University instruction.

35. In case of completion of tender period / change of contractor (in future) the working contractor must be liable to transfer all the data (online & otherwise) to the Vikram university / new contractor as per university direction.

36. Penalty for delay -

(i) The time specified for performing examination work, shall be deemed to be the essence of the contract and the successful Tenderer must arrange to perform examination work within the specified period as directed by Vikram University in order form.

(ii) In case of delay in performing examination work within prescribed time penalty shall be imposed on contractor on the basis of following :

(a) Delay in pre examination work (as stated in financial bid on No.-1) Rs. 5000/- per day

(b) Delay in post examination work and other works Rs. 5000/- per day



(as stated in financial bid on No. 2 to 9)

(c) Delay in supply of blank marklists (as stated in financial bid on No.9) Rs. 1000/- per day

(d) On failure of providing online data (as per condition No. 35) Rs. 1000/- per day

(iii) Data Centre will take around 4 days in preparing the result if number of students in an examination are less than 5,000.

(iv) Data Centre will take around 7 days in preparing the result if number of students in an examination are more than 5,000.

(v) In exceptional cases, if there is delay, it will be mutually decided by University and Data Centre.

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

38. In the event of dispute arising out of this agreement, the Vice Chancellor, Vikram University, Ujjain shall be the sole arbitrator and his decision shall be final and binding on both the parties.

39. The Honorable Vice-Chancellor, Vikram University, Ujjain reserves the right to annul modify/change/delete/add any further terms and conditions prior to issue of the contract.

40. It is expected and assumed that all documents, certificates, declarations made are true and correct on the basis of which technical evaluation will be made. If the above information is not correct and subsequently has come to the knowledge of Vikram University, Ujjain then the awarded contract may be liable for cancellation at the discretion of Vikram University, Ujjain.


Registrar

Vikram University, Ujjain

I have read the terms and conditions mentioned above in this tender document and undertake to abide by as specified in the terms and conditions section of this document in case of award of the contract of the Pre and Post examination work to me.

SIGNATURE OF THE BIDDER -----

SEAL-----

NAME IN FULL-----

ADDRESS-----

TELEPHONE NUMBER-----

EMAIL ID OF THE TENDERER-----

MOBILE NUMBER-----

Signature of the Bidder

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VIKRAM UNIVERSITY, UJJAIN (M.P)

Bidders Profile (For Technical Bid)

Name of Bidder (Firm/Company)

Address :

Tel Nos. :

Fax :

E-Mail

Status PSU/P.Ltd.

Name of CEO

Contact Person

GST NO.

PAN No.

Banker's details for transferring
Online payment.

**Signature
Seal of the Bidder**

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VIKRAM UNIVERSITY, UJJAIN (M.P.)

Process of Opening Bids

First : Envelope No. 1 will be opened. if Online Receipt of Rs 10,000/- for tender document and receipt of Rs.4,00,000/- for earnest money are not found in the envelope, the tender of such bidder/bidders will not be considered and Envelope No. 2 shall not be opened of that bidder or bidders.

Second : Envelope No. 2 will be opened. All the document in accordance with the terms and conditions of the tender should be found in this envelope. If any one or more than the documents (required as per terms & conditions of the tender) are not found in the envelope, that tender of such bidder or bidders shall not be considered and envelope No. 3 of such bidder or bidders shall not be opened.

Third : There is no physical document of envelope No.3. Envelope No. 3 shall be opened only online of such bidder whose required documents (as per terms and condition of the tender) found correct in envelope No. 1 and 2.

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VIKRAM UNIVERSITY, UJJAIN (M.P.)
E-TENDER FOR PRE & POST RESULT PROCESSING 2024
FINANCIAL BID SUBMITTED ONLINE (website-www.mptender.gov.in)

Category *	RATES
I as per Para 1 to 7 of Financial Bid	Rs.per student
II as per Para 8 of Financial Bid	Rs.per marksheet
III As per Para 9 of Financial Bid	Rs.per OMR sheet

* :- For description of the works of category I and II see Appendix.

TERMS & CONDITIONS:

1. The rates are inclusive of all pre-printed and blank stationery, files, media, etc.
2. The rate quoted must be for rates inclusive of all charges and including all taxes as per govt. norms including stationery. However, GST will be paid extra.
3. The rate should be inclusive of transportation cost for delivering outputs.
4. I/we have read and understood all 42 terms & conditions of this tender. I/we accept the terms & conditions of this tender and agree to work as per the terms & conditions of this tender.

Date :

**Signature of Bidder
with official seal**

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APPENDIX**VIKRAM UNIVERSITY, UJJAIN (M.P.)
Tentative no. of students****E-TENDER FOR PRE & POST RESULT PROCESSING 2025**

Category	S.No.	Description	Approx Number of total students
I	1	Pre examination work including all reports as per specifications in tender form.	2,00,000
	2	Post examination work including all reports and mark sheets as per specifications in tender form	2,00,000
	3	Revaluation work including all reports as per specifications in tender form.	15,000
	4	Supplementary/ATKT examination work including all reports as per Specifications in tender form.	60,000
	5	Web facilitated provision for issuance of duplicate mark sheet at University Premises.	
	6	Upload of Results on website.	2,75,000
	7	Preparation of data for Digi-locker & transferring the same online.	2,75,000
II	8	Supply of extra Blank printed mark sheet (Per Mark Sheet) and CBCS Pattern Blank Marksheet	15000
III	9	Supply and processing of OMR sheets	3,00,000 sheets

