

# **Madhav Institute of Technology & Science, Gwalior – 474005**

(A Govt. Aided UGC Autonomous Institute Affiliated to RGPV, Bhopal)

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## **TENDER DOCUMENT**

**FOR**

**Digitization of Examination Work**

Tender Cost (Non refundable)	<b>Rs 2000/-</b>
EMD	<b>Rs 15000/-</b>
Tender availability in the Institute	upto 11/09/2019; 1:00PM
Last date and time for tender submission	upto 11/09/2019; 3:00PM
Opening of tender	At 11/09/2019; 3:15PM

**Part -1**  
**Terms and conditions**  
**FOR SCANNING, DIGITAL EVALUATION AND UPLOADING OF**  
**EVALUATED ANSWER BOOKLETS ON WEBSITE FOR DOWNLOADING**

**For**  
**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR**

1. The Bids are invited from reputed solution providers.
2. The tender is "Two bid' document. The technical bid should contain all the relevant information and desired enclosures in the prescribe format along with Earnest Money Deposit (EMD). Technical bid should be submitted in a separate envelope clearly indicating that it is a “TECHNICAL BID”.
3. The financial bid is needed in a separate sealed envelope clearly indicating that it is a “FINANCIAL BID”. It should contain only commercials in the prescribed format. In case, any bidder encloses the financial bid within the technical bid, the same may be rejected summarily.
4. Both covers (Technical bid and financial bid envelopes) should be placed in sealed bigger envelope and marked with bidder's name.
5. Tender document can be purchased from the office of Madhav Institute of Technology & Science (MITS), Gwalior on payment of Rs. 2000/- or can be downloaded from the institute web site. The down loaded tender must have contain tender document fee of Rs.2000/- in the form of demand draft in favour of Director, MITS, Gwalior payable at Gwalior.
6. The Earnest Money Deposit (EMD) of Rs.15000.00/- should be enclosed along with the "The Technical Bid" duly signed and stamped in the form of Account payee Bank Draft payable on any nationalized bank at payable at Gwalior in favor Director, MITS Gwalior. The bidder's name and signature of authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letterhead.
7. The sealed envelopes of the bidders containing "Technical Bid" shall be opened on 11/09/2019 at 3:15PM First. If bids opening day is a government holiday, then the bids shall be opened on next working day at same time.
8. Hardware for the purpose of digitizing the answer scripts will be provided by vendor. The infrastructure for scanning will be established by the successful bidder within one to two weeks from the date of issue of the purchase order by Madhav Institute of Technology and Science Gwalior to the bidder.
9. Uninterrupted power supply and secured location along with the basic facilities (viz. tables, chairs, covered space) for setting up the scanning Facility will be provided by the Institute. Hardware (Computers with keyboard and mouse) and uninterrupted power supply for the purpose of evaluating of the digitized answer scripts - will be available at the evaluation centers/colleges and will be organized by Madhav Institute of Technology & Science, Gwalior.
10. Adequate number of evaluators of every subject for the purpose of evaluation will be nominated and paid for by the Institute and bidder needn't include any such costs in their pricing.
11. The prices quoted in the financial bid should be exclusive of GST (that is to be mentioned separately). All applicable taxes should be quoted separately at the appropriate columns provided for them in the financial bid.

12. In case, GST are reduced or increased subsequently by the Govt. at the time of placement of the purchase order or delivery, then the same will be adjusted by either party on production of requisite proof.
13. 100% payment will be done by MITS Gwalior after successful completion of the work Semester wise.
14. The successful bidder shall sign an agreement immediately after the acceptance of the tender. The agreement will initially be for a period of one year (Two Examinations) and can be extended further based on the performance of the selected bidder on mutual agreement with the selected bidder.
15. The tender must be submitted on the prescribed tender document issued by Madhav Institute of Technology & Science, Gwalior.
16. In case of tenderers whose tenders are not considered for placing the purchase order, the Earnest money deposit (EMD) will be refunded. In case of selected bidder, the earnest money deposit will be converted as per the work and will be retained till the allotted work has been fully completed. Madhav Institute of Technology & Science, Gwalior will not pay interest on EMD to the bidder.
17. All the documents required should be submitted along with the technical bid of the tender only.
18. The tenders have to be submitted by hand or by post in the form of hard copy. Any tender submitted by telex/telegrams/fax/email will not be considered. No further correspondence will be entertained on this matter.
19. Madhav Institute of Technology & Science, Gwalior will not be responsible for any delay in obtaining the tender document by the bidder.
20. Technical Pre-requisites:-
  - A. The bidder should be a company/ consortium/Trust/society registered in India
  - B. The bidder should have minimum 3 years experience of working with educational institute. The documentary evidence in form of work/contract must be enclosed.**
  - C. Bidder should own or have the rights to access the complete source code of the software being used for conducting the evaluation.
  - D. The bidder should have on his pay roll sufficient Technical and Administrative employees for proper- execution of the contract.
  - E. The bidder's Average Annual Turnover during the last three years should be Rs 2 crore or above.
  - F. The bidder-should have owned or leased infrastructure in computers, appropriate technology, hardware and software, trained staff, adequate security measures and due diligence. The bidder should be able to demonstrate the capability on any day if called for technical evaluation.
  - G. Bidder-having Quality certifications CMMI Level 3 or above.
  - H. The registration number of the firm along with the place of registration should invariably be given

along with the technical bid.

21. The technical bid shall consist of :
  - A. EMD.
  - B. Technical information as desired in prescribed format (Section 2),
  - C. Organizational Structure and information as per Annexure A.
  - D. The financial information as per Annexure B.
  - E. The details of experience of similar works as per Annexure D.
  - F. Documentary Evidence to support clauses 22.
21. Madhav Institute of Technology & Science, Gwalior reserves the right to reject the BID without assigning any reason whatsoever and the Bidder will have no right to claim any damages of any Nature.
22. Tender will be rejected, if technical specifications offered by the firm in the technical bid differ from what is quoted in financial bid.
23. The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion/presentation. Responsive bidders will be given a notice of at least two (2) working days to make themselves available for the aforesaid presentation.
24. Madhav Institute of Technology & Science, Gwalior reserves the right to increase/ decrease the specified quantities of any item(s) given in the tender.
25. Canvassing in any form in connection with the tender is strictly prohibited and will disqualify the bidder.
26. Madhav Institute of Technology & Science, Gwalior reserves the right to reject any or all the tenders without assigning any reason whatsoever. Madhav Institute of Technology & Science, Gwalior would not be under, any obligation to give any clarifications to those bidders whose tenders have been rejected.
27. Successful bidder has to arrange the lodging and boarding of its employee at their own cost during their work deputation at MITS Gwalior.
28. Successful bidder will submit the complete details including Police Verification of employees deputed to MITS Gwalior
29. Secrecy of the data available to vendor is of utmost importance. Any breach of the same can lead to immediate discontinuation of order/service and legal proceedings.
30. Institute will not purchase any additional Software/Hardware for the proposed work.
31. All the legal software will be used for the proposed work.
32. Bidders make arrangement to scan minimum 1500 answer books per day for evaluation.
33. In case of any legal dispute, the jurisdiction will be Gwalior only.
34. Answer script should not temper/cut/folded etc. during scanning.
35. Taxes will be deducted as per the Govt. norms.
36. Travelling expenses for the employee of the service provider will not be paid.

**Seal and sign of vendor**

**DECLARATION BY THE BIDDER**

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc, of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions. This is also certified that I/We/our principal firm has no objection in signing the, purchase contract if the opportunity for this is given to me/us.

Date:

Signature:

Address:

Name:

Designation: On behalf of:

(Company Seal)

**PART -2**  
**TECHNICAL BID**  
**(IN SEPARATE SEALED ENVELOPE)**  
**FOR SCANNING, DIGITAL EVALUATION AND UPLOADING OF EVALUATED**  
**ANSWER BOOKLETS ON WEBSITE FOR DOWNLOADING**  
**FOR**  
**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR**

**1. Scope of Work for On Screen Evaluation and uploading of evaluated answer booklets ON WEBSITE FOR DOWNLOADING:**

The scope of work for On Screen Evaluation has been categorized into three broad phases including Pre-Evaluation, Evaluation and Post-Evaluation. Scope of all these phases is defined below.

**Pre Evaluation Phase.**

S. No.	Description	Does Bidder's solution comply? (Y/N)
a)	Designing the evaluation process in consultation with MITS for: A). Evaluator handling process B). Other related processes involved or evaluation C). Training of persons nominated by the Institute. D). GUI for the Director to see the progress of evaluation	

**Handling of Answer Books**

Description	Bidder's Agreement with Process? (Y/N)
The Answer Books in sealed bags/ packets will be handed over to the service provider to the Institute	
Suitable and adequate number of trained manpower, for opening sealed packets/bags containing Answer Books and statements shall be supplied by the service provider.	
Service provider will return all the answer books (physical copy) immediately after scanning process to the institute and the contents of the answer book will not be shared with other.	
After the completion of all the valuation/downloading of answer script , vendor should delete all softcopies of the answer scripts.	

### Training Requirements

Description	Bidder's Agreement with Process? (Y/N.)
The service, provider shall undertake to train the officials of the Institute as appointed by the MITS to know The process. The service provider will monitor the system and the technical persons are to be appointed as per requirement. The technical person would guide the evaluators regarding the software used as and when required. A detailed report of evaluators and their attendance at Evaluation center for each day shall be shared with the MITS	

### Infrastructure for scanning of Answer Books

S. No.	Description	Bidder's Agreement with Process? (Y/N)
A).	Uninterrupted power supply and a secured location along with basic Facilities (viz. table, chairs) for setting up the scanning facility will be provided by the Institute. Computer for the purpose of evaluating of the digitized answer script will be available at the evaluation institute and will be organized by MITS. Hardware for scanning along with required software will be provided by the vendor. Similarly application used for valuation also provided by the vendor	
B).	Computers/nodes for evaluation would be organized and arranged by Institute. They will also ensure that no internet is available on the evaluator's machine during the evaluation at the evaluation center.	
C).	The service provider would ensure local-server development.	
D).	All the manpower involved in the scanning work should, be engaged by the service provider and the secrecy of the Answer Books will be the responsibility of the service provider	
E).	Adequate number of evaluators of every subject for the purpose of evaluations will be nominated and paid for by the Institute.	

### System Requirements for Evaluation

S. No.	Description	Bidder's Agreement with Process? (Y/N)
A).	All administration and scoring related functionally must be accessed through browser.	

B).	The system should allow for flexible work assignments (e.g. a scorer can grade any question, of an exam, or he can grade only one question, or a group of questions).	
C).	The system should allow for flexibility in scoring supervision (e.g. Supervisors can monitor scorers assigned to one exam, to a group of exams or to a subject or group of subjects.).	
D ) .	The system should be able to allow for flexible work flow (e.g. the Head Examiner/Administrator should be able to define how much work one or more scorer receives).	
E).	System should support online training using real exam images or service provider should have web based training module.	
F).	Vendor will customize the GUI and operations of the software according to the need of MITS.	
G).	Vendor should provide marks summary of each answer script to the institute in the format decided by the institute	

### Answer Script downloading portal

Description	Bidder's Agreement with
Evaluated answer scripts in the form of pdf/jpeg etc. need to be uploaded in the web portal developed by the service provider(Vendor), each answer script should be preceded by the summary of marks for each questions	
Answer sheet downloading portal should provide following i) Registration of Students(identity verification via email and/or SMS) ii) SMS gateway/email/hosting/domain charges bearded by the vendor iii) Provide interface to the student to pay answer script downloading fee using payment gateway iv) Vendor should provide SSL certificate to the portal v) Service provider is required to provide Summary of all downloads, failed transactions, Duplicate transactions etc. to institute	

**PART -3  
FINANCIAL BID**

**(IN SEPARATE SEALED ENVELOPE)**

**FOR SCANNING, DIGITAL EVALUATION AND UPLOADING OF  
EVALUATED ANSWER BOOKLETS ON WEBSITE FOR DOWNLOADING**

**FOR  
MITS, GWALIOR**

Cost Per Answer Script (including supplementary, sheet(s)) for scanning, digital evaluation and uploading of evaluated answer booklets on website for downloading for complete pre and post evaluation process as per tender document.

= Rs\_\_\_\_\_ (per copy)

GST = \_\_\_\_\_ %

Total = Rs. \_\_\_\_\_

Note:

The bidders should quote the per answer script price keeping in mind that approximately 25,000 (one examination) Answer Scripts would be digitally evaluated (As per the previous year data, data may increase or decrease over time), each answer booklet is of 36 pages.

Date:

(Signature/Seal of the Bidder)

**ANNEXURE —A**

**STRUCTURE OF THE ORGANIZATION**

1. Name and address of bidder.
2. Telephone No./Fax No. Email address. –
3. Legal status (Attach copies of original document defining the legal status).
  - a) An individual/Consortium.
  - b) A Proprietary/ Partnership firm.
  - c) A Trust
  - d) A Limited Company Corporation.
4. Particulars of Registration with various Government bodies (attach attested photocopy).
  - a) Registration number.
  - b) Organization/Place of registration.
  - c) Date of validity.
5. Names and titles of Directors and Officers with designation to be, concerned with this work.  
Also names with designations. of individuals authorized to act for the organization.
6. Have you and your constituent partner(s) been debarred black listed for tendering in any organization at any time? If so give details.
7. Any other information considered necessary MITS not included above.

(Signature of Bidder)

**PART -4**  
**ANNEXURES- B**

**FOR SCANNING, DIGITAL EVALUATION AND UPLOADING OF  
EVALUATED ANSWER BOOKLETS ON WEBSITE FOR DOWNLOADING**

**FOR  
MITS INSTITUTE**

**FINANCIAL INFORMATION**

I. Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/Profit & Loss for the last 3. (Three) years, as submitted by the bidder to the Income-Tax Department (copies to be attached).

S. No.	Details	Financial Years		
		(1) 2016-17	(2) 2017-18	(3) 2018-19
i)	Gross annual turnover.			
ii)	Profit/Loss			
iii)	Financial Position:			
	n) Cash			
	b) Current Assets			
	c) Current, liabilities.			
	d) Working Capital b-c			
	e) Current ratio (b/c)			
	Current Assets			
	Current Liabilities			

II. Up to date Income Tax Clearance Certificate.

Note: Attach additional sheets, if necessary

(Signature of Bidder)

**ANNRXURE C**

**DETAILS OF SIMILAR WORK EXPERIENCE DURING LAST 3 YEARS**

<b>S.No.</b>	<b>Name of work/ and location</b>	<b>Name of Sponsoring organization / owner</b>	<b>Date of commence ment as per contract</b>	<b>Any Litigation/ Arbitration pending (Y/N)</b>	<b>Name, Email and Phone Number of officer with whom reference check can be made</b>

(Signature of Bidder)

**ANNEXURE- D**

**DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE  
EMPLOYED FOR THE WORK**

**(This list will be given by the selected vendor before starting the process)**

<b>S. No.</b>	<b>Designation</b>	<b>Total, number of employees in that category</b>	<b>Number available for this work</b>	<b>Name</b>	<b>qualifi cation</b>	<b>Professional experience and details of work carried</b>	<b>In what capacity these would be involved in this work</b>	<b>Rem arks</b>

(Signature of Bidder)