



VIKRAMA SIMHAPURI UNIVERSITY

NELLORE -524 320, ANDHRA PRADESH

Tender (e-Tender) Document For

Work Contract for three (3) years relating to the Technical process for Examination and results works

to

Vikrama Simhapuri University, Nellore

TENDER NO: VSU Exams/e-TENDER No.2 /IT Vendor/ 2019 dated 24.07.2019

Bid Document Downloading Start Date	:	01.08.2019
Bid Document Downloading End Date	:	16.08.2019
Last Date & Time for Receipt of Bids	:	20.08.2019
Technical Bid Opening Date and Time	:	22.08.2019 at 11.00AM
Price Bid Opening Date and Time	:	22.08.2019 at 03.00PM



VIKRAMA SIMHAPURI UNIVERSITY

NELLORE – 524 320

No: VSU Exams/e-TENDER No.2 /IT Vendor/2019

Dated 24.07.2019

NOTICE INVITING TENDER (Online version)

Sl.No.	Description	Details
1.	Department Name	Vikrama Simhapuri University, Nellore
2.	FILE / Tender Number	VSU Exams/e-TENDER No.2 /IT Vendor/ 2019 dated 24.07.2019.
3.	Tender Subject	Work Contract for three (3) years relating to the Technical process for Examination and results works to Vikrama Simhapuri University, Nellore
4.	No. of Candidates to be registered Approximately (Not to exact)	40,000 per semester (or) 1,00,000 per year Approximately
5.	Cost of Tender Document	Rs. 5,000/- (Rupees five thousand only) (Non-refundable) in the form of Demand Draft, drawn from any nationalized bank in favour of “Registrar, Vikrama Simhapuri University, Nellore” payable at Nellore
6.	EMD Amount for provisions (INR)	Rs. 1,00,000/- (Rupees one lakh only) (Refundable without Interest) in the form of Demand Draft, drawn in favour of Registrar, Vikrama Simhapuri University, Nellore.
7.	Tender Type	Open
8.	Tender Category	Services (IT Vendors)
9.	Bid Document Downloading Start Date	01.08.2019
10.	Bid Document Downloading End Date	16.08.2019
11.	Last Date & Time for Receipt of Bids	20.08.2019
12.	Technical Bid Opening Date and Time(Qualification and Eligibility Stage)	22.08.2019 at 11.00AM
13.	Price Bid Opening Date and Time (Financial Bid Stage) Only those bidders, who have qualify in Technical Bid i.e., whose bids found “Technical Responsive”.	22.08.2019 at 03.00PM
14.	Bid Validity Period	90 days from the date of opening of Bid.
15.	Place of Tender Opening	Registrar’s chamber, Vikrama Simhapuri University, Kakatur(v), SPSR Nellore- 524320
16.	Tender Inviting / Opening authority	Registrar, Vikrama Simhapuri University, Nellore.
17.	Address/E-mail id	vsuregistrar1@gmail.com
18.	Contact Details/Telephone number	0861-2353288, 0861-2330484
19.	Procedure for bid submission on e-procurement plat form (e-tendering)	As published in Chapter-1
20.	Tender Conditions	As published in Chapter-2
21.	Eligibility Criteria	As published in Chapter-3
22.	Evaluation Criteria	As published in Chapter-4
23.	Other Essential Terms & Conditions	As published in Chapter-5
24.	Scope of Work	As published in Chapter-6

Sd/-
Registrar

Chapter – 1

PROCEDURE FOR BID SUBMISSION ON e-Procurement PLAT FORM (e-Tendering):

1. The bidder shall submit his response through Bid submission to the tender on e-Procurement platform at www.eprocurement.gov.in by following the procedure given below. The bidder would be required to **register on the e-procurement market place www.apecurement.gov.in** and submit their bids online. **Offline bids shall not be entertained** by the Tender Inviting Authority for the tenders published in e-procurement platform.
2. The bidders shall submit their eligibility and qualification details, **Technical bid, Financial bid** etc., in the online standard formats displayed in e-Procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificate/documents in the e-Procurement web site. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
3. **Registration with e-Procurement platform:** For registration and online bid Submission, bidders may contact HELP DESK of <http://www.apecurement.gov.in>. contact no. 040-39999700/701.
4. **Hard copies:**
 - i) Attested copies of all the uploaded scanned copies, D.D towards EMD by participating bidders must submit along with tender document to the tender inviting authority **before scheduled date and time of the opening of the Technical bid**, otherwise the tender will be rejected on online.
 - ii) All the bidders shall invariably upload the scanned copies of DD in e-Procurement system and this will be the primary requirement to consider the bid responsive.
 - iii) The department shall carry out the technical evaluation solely based on the uploaded certificates/documents, DD towards EMD in the e-Procurement system and open the price bids of the respective bidders after evaluation of technical bids.
 - iv) The department will notify the successful bidder for submission of original hardcopies of all the uploaded documents, DD towards EMD prior to entering into agreement.
 - v) The successful bidder shall invariably furnish the original DD towards EMD, Certificates/Documents of the uploaded scan copies to the Tender Inviting Authority before entering into agreement, in personal, the receipt of the same within the stipulated date shall be the responsibility of the successful bidder. The department will not take any responsibility for any delay in receipt/non-receipt of original DD towards EMD, Certificates/Documents from the successful bidder before the stipulated time. On receipt of documents, the department shall ensure the genuineness of the DD towards EMD and all other certificates/documents uploaded by the bidder in e-Procurement system, in support of the qualification criteria before concluding the agreement.

5. The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority a proof of Hardcopies submission to avoid any discrepancy.
6. The G.O. Ms. No. 174 –I & CAD dated: 1-9-2008 Deactivation of Bidders, If any successful bidder fails to submit the original hard copies of uploaded certificates/documents, DD towards EMD within stipulated time or if any variation is noticed between the uploaded documents and the hardcopies submitted by the bidder, as the successful bidder will be suspended from participating in the tenders on e-Procurement platform for a period of 3 years. The e-Procurement system would deactivate the user ID of such defaulting bidder based on the trigger/recommendation by the Tender Inviting Authority in the system. Besides this, the department shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for execution of the development schemes taken up by the government. Other conditions as per tender document are applicable.
7. **Payment of Transaction Fee:**
It is mandatory for all the participant bidders from 1st January 2006 to electronically pay a Non-refundable Transaction fee to the M.D., APTS, Hyd the service provider through "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking of ICICI Bank, HDFC, Axis Bank to facilitate the transaction. This is in compliance as per G.O.Ms.13 dated 07.05.2006. A service tax of 14.50% + Bank Charges for Credit Card Transaction of 2.09%(inclusive of service tax) on the transaction amount payable to the M.D., APTS, Hyd shall be applicable.
8. **Corpus Fund:**
As per GO MS No.4 User departments shall collect 0.04% of ECV (estimated contract value) with a cap of Rs.10,000 (Rupees ten thousand only) for all works with ECV upto Rs.50 crores, and Rs.25,000/- (Rupees twenty five thousand only) for works with ECV above Rs.50 crores, **from successful bidders** on e-Procurement platform before entering into agreement / issue of purchase orders, towards e-procurement fund in favour of Managing Director, APTS. There shall not be any charge towards e-Procurement fund in case of works, goods and services with ECV less than and upto Rs. 10 lakhs.
9. **Tender Document:**
The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender Document and seek clarification if any from the Tender Inviting Authority. Any offline bid submission clause in the tender document could be neglected.
The bidder has to keep track of any changes by viewing the Addendum/Corrigenda issued by the Tender Inviting Authority on time-to- time basis in the E-Procurement platform. The Department calling for tenders shall not be responsible for any claims/problems arising out of this.
10. **Bid Submission Acknowledgement:**
The bidder shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidder. Users may also note that the bids for which an acknowledgement is not generated by the e-Procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids. The Registrar, Vikrama Simhapuri University, Nellore and the Government of AP and M/s are not responsible for incomplete bid submission by users.

Chapter – 2

TENDER CONDITIONS

1. Online (e-Tendering) tenders are invited for **“Work Contract for three (3) years relating to the Technical process for Examination and results works to Vikrama Simhapuri University, Nellore”**. The Registrar, Vikrama Simhapuri University, Nellore is desirous to have this tender in two bids i.e., (1) Technical bid and (2) Financial bid. All Tenderers should submit the attested copies of all scanned and uploaded certificates on online including ORIGINAL EMD to the Tender Inviting Authority on or before scheduled date and time of opening of the Technical bid as mentioned in NIT. The financial bids of those tenderers who are technically qualified alone, will be opened on the date and time as mentioned in the NIT by the Registrar, Vikrama Simhapuri University, Nellore or any other officer authorized by the Registrar, Vikrama Simhapuri University, Nellore. The University may extend the last date by issuing an amendment in which case all rights and obligations of the Registrar, Vikrama Simhapuri University, Nellore and the tenderers previously subject to the original deadline will then be subjected to the new deadline. **SUBMISSION OF TENDER DOCUMENTS ON OFFLINE WILL NOT BE CONSIDERED.**
2. The amount of Processing fee of Rs. 5,000/- (Rupees five thousand only) (Non-refundable) and Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees one lakh only) (Refundable without interest) should be necessary accompanied with the technical bid in the form of Demand draft drawn from any Nationalized Bank in favour of the **Registrar, Vikrama Simhapuri University, Nellore**, and should scan and upload at the time of tendering. The EMD will be released only after successful completion of the Tender work in all respects. The EMD will not carry any interest.
3. The success Tenderer shall have to deposit a **performance security of Rs. 3,00,000/- (Rupees three lakh only) in the form of Bank Guarantee**. The performance security should remain valid for a period beyond the date of completion of all contractual obligations including warranty. In case, the contract is further extended beyond the initial period of three years, the performance security Bank Guarantee shall have to be renewed accordingly and its extension shall be communicated at the time of award of addendum of contract. Earnest Money Deposit shall be refunded to the successful bidder on receipt of performance security.
4. The rate should be quoted **inclusive of all taxes** per active student per semester exam both in figures and words (Per candidate/per semester/per Exam).
5. Further, Registrar, Vikrama Simhapuri University, Nellore cannot issue statutory forms like Form C or Form D etc. and this should be taken into account by the vendor while quoting the rates to Registrar, Vikrama Simhapuri University, Nellore.
6. The tender documents should be sealed and clearly super-scribed with the words **“Tender for Work Contract for three (3) years relating to the Technical process for Examination and results works to Vikrama Simhapuri University, Nellore**. The tender should be sent / submitted to the O/o the Registrar, Vikrama Simhapuri University, Kakatur, SPSR Nellore – 524 320 before closing of time and date for acceptance of tenders. No tender received later the stipulated date & Time or from other modes/ place shall be entertained & shall be declared un –responsive.
7. Negotiations will be made in case of necessity, with the lowest selected tenderer /tenderers and in this regard the decision of Vikrama Simhapuri University, Nellore shall be final and binding on the suppliers without any recourse.

8. The tender accepting authority i.e., the Registrar, Vikrama Simhapuri University, Nellore reserves the right either to reject any or all tenders without assigning any reason. In this regard the decision of Registrar, Vikrama Simhapuri University, Nellore is final and binding on the tenderer without any recourse. Further, it is understood by both the parties to the tender and is specifically accepted by the tenderer when the tenderer files the tender before the Registrar, Vikrama Simhapuri University, Nellore the acceptance or rejection of the tender by the Registrar, or adopted by University in short listing the companies for providing service shall not become a cause of action or ground to initiate any legal action before any Court or Courts of Law for obtaining any order, Injection, Direction etc., from the Hon'ble court or Courts to stall the proceedings in Registrar, Vikrama Simhapuri University, Nellore.
9. Vikrama Simhapuri University, Nellore reserves the right to accept or reject any tender and to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability to the affected tenderer or any obligations to inform the affected tenderers, the grounds of acceptance or rejection.
10. Vikrama Simhapuri University, Nellore reserves the right to charge penalty as decided by the Registrar or withhold payment for any under quality sound service by the tenderer without prejudice to its other rights. In this regard, the decision of Registrar is final.
11. The prices quoted shall be fixed from the date of submission of tender to the date of completion of the work contract of contract in all respects. ANY REQUESTS FOR REVISION IN THE RATE OR RATES BY THE VENDORS/FIRMS SHALL NOT BE ENTERTAINED DURING THE WORK CONTRACT.
12. The Rate contract shall be for a period of three years from the date of award of contract or as indicated in the Letter of Award (LoA). The contract may be extendable year to year (subject to a maximum period of 2 years), on the same terms and conditions or as may be agreed mutually by both the parties under the prevailing circumstances. The University reserves the right to close the contract at any point of time as per the orders/directions of the Government.
13. Penal clauses of the Vendor/Firm whatsoever like payment of interest on delayed payment of bills etc. shall not be acceptable to University.
14. For breach of any of the above tender conditions by the approved tenderer, the E.M.D. and Security Deposit are liable to be forfeited duly blacklisting the Firm. Further, Non-performance of any of the contract provisions to the satisfaction of Registrar, Vikrama Simhapuri University, Nellore will disqualify the tenderer to participate in the tenders for the next five(5) years, by disabling the digital certificate.
15. The successful tenderer shall be required to execute agreement. The Signatory should produce documentary evidence of empowering him to do so, if called upon at any time during the contract period. In case of change in the Authorized signatory it is binding on the supplier to inform the changes to the Registrar, Vikrama Simhapuri University, Nellore.
16. The successful tenderer should execute an agreement on non-judicial stamp paper worth Rs.100/- agreeing to all the conditions of the contract. If the successful tenderer fails to execute the agreement within the time specified or withdraw the tender after the intimation of the acceptance of his tender by Registrar, Vikrama Simhapuri University, Nellore or he is unable to undertake the contract due to any other reason, his contract will be cancelled and his E.M.D. shall be forfeited and he will also be liable for all damages sustained by the Registrar, Vikrama Simhapuri University, Nellore by reason of breach such as failure to provide services/delayed services including the liabilities to pay differences between the prices accepted by him and those ultimately paid for the procurement of the commodity. Such damages shall be assessed by the Registrar, Vikrama Simhapuri University, Nellore whose decision shall be final and shall be binding on the Vendor.

17. The University reserves the right to terminate / amend / modify the contract without assigning any reason or advance notice to the tenderer/Vendor. Similarly, the terms of the tender may be amended/modified by University if necessary, to ensure competitiveness and quality of procurement / service.
18. The EMD amount except the Approved tenderer will be returned after the finalization of tender. The EMD amount in respect of second Approved tenderer will be returned after approved orders received from the competent authority and execution of agreement of first lowest bidder.
19. SUB-CONTRACTING: The Selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency (ies) without prior written consent of the Vikrama Simhapuri University, Nellore. If it is found that the firm has given sub-contract on the basis of procurement/supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
20. The Supplier who applies for this tender has to furnish the declaration that they have not been black listed in any of the organizations. Any wrong declaration in this regard which comes to the notice at a later date will disqualify them from tendering in future in University and the tenders so received shall be automatically rejected.
21. The Tenderer should give an affidavit duly notarized on Stamp paper worth Rs. 50/- therein clearly and un-ambiguously mentioning that it has neither been black listed/no criminal case is pending against him by any of the Govt. Institute/Ministries/Departments/PSU with whom, it had contract for supply of stationery items ect. During last five years **nor** has been penalized by such organization on account of poor/spurious quality.
22. No vendor shall be allowed at any time on any ground what so ever to claim revision or modification in the prices quoted by him/her, Conditions such as Subject to Availability Supplies will be made as and when supplies are received etc, will not be considered under any circumstances.
23. In the event of any dispute arising out of the tenders, such dispute would be subject to the jurisdiction of Nellore, A.P..
24. Work should be done within stipulated time, partly (or) as and when required (or) wholly as per the requirement of the authorities, VSU.
25. All entries in the tender form should be legible and filled clearly in the published Technical Bid and Financial Bid Form only. If the space furnishing the information is found insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting or other than issued forms is permitted in the bid forms. In such cases, the tender shall be declared un-responsive.
26. Work contract may be entered with more than one bidder at the lowest rate for the given specifications to meet the demand of work.
27. Penalty: In case of default by successful bidder, Vikrama Simhapuri University, Nellore has right to impose the penalties that may be deemed fit to recover from the bidder and amount equivalent to that incurred without prejudice to his other rights including the right to cancel the order without pre-notice, forfeit the security deposit or recover for damages for breach of contract.

28. Strict confidentiality should be maintained in works, data should be confidential and should not be leaked and should be protected at their office. Otherwise the agency is liable for any type of criminal action taken by the University, in addition to forfeiture of E.M.D., F.S.D. and no payments for the work already done but not paid and black listing the firm for a minimum period of 5 years.
29. The University may constitute an expert committee to verify the technical features, its advantages, security, expertise of the vendor and its team to ensure quality of service.
The bidders are required to submit documents to establish their capability and also presentations and demo of the software.
30. The rate submitted by the tendering Firm/Agency/Company should not be higher than the rates at which the Work Contract relating to the Technical process for Examination and results works by it to other Govt. Institutes/Ministries/Departments/PSUs/Universities. If subsequently it is found that the firm has supplied at higher rates to the Vikrama Simhapuri University, Nellore, the excess amount shall be recovered from the performance Security and /or from the pending bills of the firm along with a penalty on firm on such occasion and shall be doubled on subsequent occasions.
31. The tendering Firm/Agency/Company should have its own Bank Account Number, PAN number, GST registration number. Self-attested copy of the same should be enclosed. The bank name and account number should be intimated to The Registrar, VSU, Nellore to which all payments will be made through ECS transfer in case of the successful bidder.
32. In case of non-performance or loss of confidence, the University may terminate Contract at any time, such termination for valid and justifiable reasons. However the entire amount of funds provided and mobilization fund by the University will be recovered/ adjusted in the bills before the terminations of the contract. The tenderer should submit the data to the university/ new tenderer in the required format or otherwise their bills will not be settled. The tenderer is liable to repay the entire outstanding funds if any before the termination of the contract based on submission of the total students database.
33. All original data shall be complied and delivered to the University pre-mature termination of contract.
34. The successful Bidder is required to deploy the necessary manpower resources, both Technical and Operations **at the University project location** throughout the tenure of the project and to furnish the details of each staff members who are associated with this work to the Registrar, VSU, Nellore. Establish the following functional structure to execute the Project related works and intimate the same to the University;

Project Manager: To represent the company in all aspects of the Projects.
Project Coordinator (UG courses): To Coordinate with the UG courses related activities.
Project Coordinator (PG & Professional courses): To Coordinate with the PG & Professional courses related activities.
Systems Representative: To address issues on data, schemes, etc.(UG, PG & Professional).
35. The vendor shall appoint them only after ascertaining their integrity; the University shall have the right to initiate criminal proceedings against the employees of the vendor if they are involved, directly or indirectly, in any kind of illegal activities which would damage the reputation of the University.
36. The successful Bidder shall ensure that confidentiality is maintained at all levels of work.
37. The successful Bidder shall take over the materials/ documents/data etc. from the University/previous vendor and hand over the same/entire data after expiry of the tender period.

38. This University will release payment on satisfactory certification of Controller of Examinations and authorities of the Vikrama Simhapuri University, Nellore after completion of the work. The payment to be made at the time of every examination based on the students strength will be in four stages i.e.

Stage 1: 30% of the cost on completion of the Pre-examination activities i.e. Online Applications Process, Q.P. Indent, Barcode, Printing of Hall Tickets, D-Forms, etc.

Stage-2: 30% of the cost on completion of Post-Examination activities i.e. Scanning/entering of marks , Results Process, Results hosting, Printing of Certificates, TM, TR.

Stage -3: 20% of the cost after declaration of revaluation results and Printing of Certificates (RV).

Stage -4: 20% of the cost after completion of NAD, SWC, Jnanabhumi, VSU server works, back up data etc., other requirements if any from Govt./University and hand over data to C.E., VSU.

39. The rate quoted should include processing of revaluation results and declaration, printing of additional marks cards/ provisional pass certificates/ degree certificates etc.. No separate rate for Revaluation process.

40. The successful Bidder shall adhere to the directives of the University in completing the job chart as per the dates mentioned by the Registrar failing which a penalty of Rs.1000/- per day for each elongated date of occurrence.

41. The successful Bidder shall be responsible for the mistake, if any, committed intentionally or otherwise and the University may impose penalty in such cases depending on the gravity of the mistake.

42. The current contract will be for three years, upon completion of the three years it can be extended to two more years on mutually agreeable on the same terms and conditions.

43. The university reserves the right to cancel the agreement at any point of time, if the vendor fails to serve the university as per the norms.

44. The University will provide the Space, Tables & Chairs, Power Backup, Marks card, Certificates (Pre-Printed Stationery).

45. The successful IT Vendor to be used Web based modules, Imaging technology based modules, Legacy modules or any other latest modules acceptable to the University, own Computers, own Printers, etc..

Modules based on the above technologies shall be introduced at the appropriate time by keeping in mind the implementation phase / schedules.

Chapter – 3

ELIGIBILITY CRITERIA

The tender must fulfill the following specifications (all documentary proofs, self-attested and stamped (seal), are required to be submitted along with the technical bid):

1. The bidder should be a registered company incorporated in India/Permitted by the State Govt. within in a minimum of 5 years existence.
2. The firm should have ISO 9001 – 2008 certificate/ Certified by the Central or State Govt..
3. The firm should have GST Registration.
4. The tender should have its own Bank Account, PAN/TIN/TAN Number, VAT and Service Tax Number Self-attested Photostat of all should be enclosed.
5. The firm should have latest I.T. certificate with PAN number.
6. The firm should submit details of relevant critical equipment, work wise, machinery wise, shift wise capacity.
7. The firm has to submit the full detailed postal address with phone numbers.
8. The firm should have experience more than five years in similar type of works i.e., in processing of Examinations works, Declaration of Results, printing of certificates for the Boards/Universities.
9. The tenderer should be reputed & financially sound having minimum experience of five years and expertise in examinations works to state/central Government Institutes /Ministries Departments /Universities/Public sector & Undertakings ect.. Proof of experience in the form of copy of certificates obtained from Govt. Dept. etc. should be enclosed copy of income Tax Return for the last three years may also be enclosed with the Technical Bid. Should clear mention the University name, Scope of work, contact person name & details.
10. The Tenderer should have an annual turnover of not less than Rs.50 Lakh Copy of relevant stipulated proof may also be enclosed with Technical Bid.
11. The tendering Firm/Agency Company are advised in their own interest to quote their rates as per the specifications laid down in Financial Bid.
12. Technical capabilities and similar experience:

The vendor should have adequate infrastructure to handle the project.

- (a) Should have experience of using Imaging Technology comprising of Bar Codes / QR Code / OMR / OCR and ICR for University Examination Results Processing Activities.
- (b) Fluency in Windows, DOS Operating Systems.
- (c) Proficiency in the Frontend/Backend tools primarily in Microsoft technologies, which can handle large data base and high security.

- (d) Should have basic knowledge of Hardware and Networking systems.
- (e) Should be able to visualize such systems, which will contribute to the improved performance of the University.
- (f) Bidder should have **an in-house software capability** to customize according to the University requirement.
- (g) The vendor should be able to handle and provide web service of the results to the Social welfare and other departments of the A.P., Government and UGC, New Delhi to maintain all the results in web service mode.
- (h) Any new type of services need / implemented by the government/ university as and when required by the same.
- (i) The Vendor should be appointed committed Project team with one Manager and Six members above for various works assigned by the University for three years period.

Chapter – 4

EVALUATION CRITERIA

1. Submission of tender documents on offline will not be considered.
2. The conditional/incomplete bids not be considered and shall be declared unresponsive.
3. The tenders will be opened in office room of the designated officer at Vikrama Simhapuri University, Nellore by a Committee constituted by the competent authority of VSU, Nellore. in the presence of such tendering firm/Agency/company or their authorized representatives only (one representative from each company shall be allowed) who wish to be present/witness at the time of opening of bids.
4. A committee will be constituted under the direction of The Registrar to finalize the successful tenderer. The committee will finalize the successful tenderer by considering Technical quality bid & cost based bid. The decision of the committee will be final.
5. The Technical bid will be evaluated first and the date and time for opening of financial bids of the technically qualified tenderers shall be communicated later as per convenience of this office.
6. If a tendering Firm/Agency/company decides to withdraw from the bidding before the financial bids are opened the Vikrama Simhapuri University, Nellore shall have the authority to forfeit the EMD for Rs. 1,00,000/- has deposited with the technical bid.
7. The Technical Responsive bidders Financial Bid shall only be opened and L-1 bidder shall be decided on the basis of lowest rate quoted by any of the bidder.
8. Negotiations will be made in case of necessity, with the lowest selected tenderer /tenderers and in this regard the decision of Vikrama Simhapuri University, Nellore shall be final and binding on the suppliers without any recourse.
9. This office shall have the full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.

Chapter – 5

OTHER ESSENTIAL TERMS & CONDITIONS

1. The Selected Tenderer would be required to arrange Web based modules, Imaging technology based modules, Legacy modules or any other latest modules acceptable to the University, own Computers, own Printers, etc..
2. The selected Tenderer Firm/Agency/Company shall also provide the name and mobile number of the key persons, who can be contracted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement relating to the Technical process for Examination and results works on short notice to VSU, Nellore.
3. The selected Tenderer shall be deployed the Project manager, Coordinators, System Operators, and other supporting staff **at the University project location** from the date of submission of tender to the date of completion of the work contract **without changing of the staff**.
4. Prices quoted should be inclusive of all taxes as per specifications laid down in Financial Bid. Transportation, Equipment and staff should be arranged on their own. Damages, breakages etc. of the equipment at the responsibility of the agency.
5. Bills in triplicate for the items supplied by the firm(s), should be raised for payment. Payment shall be released after deducting **TDS as per Income Tax Rules** and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quantity of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced immediately, for which no extra payment shall be made by Vikrama Simhapuri University, Nellore.
6. Vikrama Simhapuri University, Nellore shall be the sole authority to cancel or amend the tender/contract period/order, as per requirement.
7. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering firm/Agency/Company. The bill shall be raised indicating permissible taxes separately and the copies of proof of GST or other applicable taxes deposited to Tax authorities by the firm for recent period, just before the submission of bills must also be enclosed for reference of VSU, Nellore authorities.
8. Any complementary scheme offered by the manufacturer shall be provided to Vikrama Simhapuri University, Nellore, with no additional cost.
9. In his own interest the tenderer is advised to submit the desired papers/documents with their technical bid as per the specifications indicated in **Check list** failing which their bids shall be declared un-responsive.

Chapter – 6

Scope of Work

1. Setting up of and mapping of all courses, regulations, subject parameters and Paper codes.
2. Generate the Passwords for the Colleges for opening of the VSU web portals.
3. Opening of the Server for Uploading of Examination Applications online for all Colleges as per the Fee notification given by the University.
4. Generate the online applications in the VSU website to enter their students' information by the colleges.
5. Online capturing of Admission data of candidates. Capture the entire data which is uploading by the Colleges.
6. Follow the fee structure of the University and create the Challan(s) online and update the payments as well as submitting by the colleges.
7. Design a secured Gateway payment Service.
8. Record of the Exam Fee details to be generated college wise time-to-time.
9. Follow the regulations/structure of the Course, Subjects and papers at the time of Uploading of Online Examination applications as per the syllabus given by the University.
10. Late Applications will be processed offline.
11. To support in Revaluation / Retotaling / Challenge valuation / Board valuation / 3rd valuation such as pulling out Answer scripts / masking of marks coding / entry of revaluation marks / generation of 3rd valuation report.
12. Preparing data for next examination after updating the results announced later and incorporating the Revaluation / Retotaling / Challenge Valuation results, also hosting results on internet & enabling Results declaration through SMS to candidates.
13. Support to be given for Old correction such as name correction, announcement of to be announced later cases-TAL cases II, ect., (for cases which are computerized).
14. Legacy data to be converted to support the above said activity.
15. Tracking and mapping of Marks card with Registration number.
16. Hosting of results on to be Internet Cloud. (Data Availability for candidates on the Website)
17. NAD integration capability for Certificate depository enablement (Space & Server & Internet Bandwidth will be provided by the University)
18. Receiving, Capturing , adapting and updating of Old data (Starting to ending) with the Existing and the same to be maintained for further processing.
19. Printing of duplicate/additional provisional pass certificate / degree certificate etc., for both Old and New batches.
20. Provision for colleges to enter Absentees and Malpractices details online.
21. Generation of all mandatory reports such as marks Ledger (bounded) results sheets Rank list, Marks list, Topper list Statistical reports, ect.
22. Generation of Register Numbers.
23. Hosting of Admission list, Exam Application, IA Marks, Hall Tickets, D-Forms, attendance sheets, Nominal rolls on Internet of VSU website for downloading and verification of the same by the college concerned.
24. Online generation o Answer book requirement and generate the Barcode against each paper.
25. Entry of marks, scanning of OMR to extract theory memos.
26. Solve the discrepancies as well as amending by the University time to time.
27. Generation of data fills for hosting results on internet.
28. Convocation Process(starting to ending).
29. Printing of marks cards College wise.
30. Provide the Count of Students, Courses, Subjects, Papers for the allotment of Exam Centres and for the arranging of the Question Papers.
31. Mapping of Time Tables.
32. Mapping of Exam Centres.
33. Jumbling of Colleges and Students as per the Orders of Authorities.
34. Provide the Indent of Question Papers (Exam Centre wise) in Excel format for printing purpose.

35. Provide the Bar Code data student wise, course wise, Exam Centre wise for Printing of OMR Booklets.
36. Mapping of D-Forms as per the seating in the Examination Centre.
37. Printing of D-Forms (Seating arrangement) Exam Centre wise.
38. Mapping of Attendance sheets of students Date wise.
39. Printing of Attendance sheets of the students Exam Centre wise.
40. Online Process for entering of the Internal Marks by the Colleges.
41. Capture and Process of Internal Marks.
42. Mapping and Process of Practical Marks.
43. Scanning of Barcode and Awarded Marks after completion of Evaluation of Answer script.
44. The External marks of OMR sheet map with the Barcode of the candidates for results processing.
45. Mapping of External marks, Practical Marks and Internal Marks with Coding Slips, Barcode and Hall Ticket number.
46. Processing of Absents.
47. Processing of Final Results.
 - Follow the Course structure.
 - Follow the Grade System course wise.
 - Follow the rules of Maximum Marks and Minimum Marks.
 - Follow the rules of Moderation of Marks.
 - Declaring of Results (Pass/Fail) as per the University norms.
 - Follow the rules as per the amendments of the VSU/Govt. time-to-time.
48. Announcement of Results with VSU portals.
49. Clear and Update the Discrepancies Time to Time.
50. Printing of Marks Memos.
51. Printing of Consolidated Marks Memos.
52. Printing of Provisional Certificates.
53. Process of Revaluation Applications through Online.
54. Provide the Script pulling data for Revaluation.
55. Mapping of Revaluation Marks.
56. Processing of Revaluation Results.
57. Printing of Marks Memos after announcement of Revaluation.
58. Printing of Provisional Certificates after announcement of Revaluation.
59. Printing of TM and TR.
60. Provide the Data pertaining to the Examinations, Students' information as per the requirement of VSU, Govt. of A.P., UGC, etc..
61. Jnanabhumi Portals works.
62. UGC works.
63. NAD works.
64. Other works relating to the Higher Education, Social Welfare Dept., Govt. of A.P. and UGC as well as amended time-to-time.
65. All examinations works for UG, PG & Professional courses shall be done simultaneously (No time to be allotted course wise/semester wise).
66. Soft Copy semester wise year wise shall be provided to the Controller of Examinations, VSU after completion of Process and same to be updated in VSU Server module.
67. Provide the Login in Server for Controller of Examinations and other identified University authorities for pursuing of the examination works.



VIKRAMA SIMHAPURI UNIVERSITY
NELLORE -524 320, ANDHRA PRADESH

No: VSU Exams/e-TENDER No.2 /IT Venodr/ 2019

Dated : 24.07.2019

TECHNICAL BID

1.	Tender Subject	:	Work Contract for three (3) years relating to the Technical process for Examination and results works to Vikrama Simhapuri University, Nellore
2	Name of the supplier Company/Firm/Agency	:	
3	Name of Proprietor/Director of the company/Firm/Agency	:	
4	Full Address of Reg. Office (A copy of Company/Firm/Agency registration must be enclosed)	:	
	Telephone Nos.	:	
	Fax Nos.	:	
	E-mail ID	:	
5	Details of Banker of the Firm with full address	:	
	Telephone Nos. Banker	:	
	Fax Nos. of Banker	:	
	E-mail Id of Banker	:	
6	Bank Ac/s No. of firm for ECS payments	:	
7	PAN, GST Registration No. of the firm (Enclosed a copy of the same)	:	
8	Details of cost of Tender	:	
9	Details of EMD	:	

10. Financial turnover of the tendering company/Firm Agency for the last three financial years:
(Attach separate sheet if space provided insufficient)

Financial Year	Amount (Rs.Lacs)	Remarks, if any
2016-2017		
2017-2018		
2018-19		

11. Give details of major contracts handled by the tendering Company/Firm/Agency for the last three years in the following format (enclose the self-attested copies): (if the space provided is insufficient, a separate sheet may be attached)

S.No.	Details of client along with address, telephone numbers and fax numbers	Amount of Contract (Rs. in Lakh)	Duration of contract	
			From	To
1				
2				
3				

(Signature of authorized person)

Date:
Place:

Full Name: _____
Seal: _____

CERTIFICATE

I, _____ Son / Daughter / Wife of
Sri _____ Proprietor / Director / authorized signatory of the
agency /Firm, mentioned above, is competent to sign this declaration and execute this tender document;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

The information/documents furnished along with the above application are true and authentic to the best of my Knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

I, do hereby declare that the our firm has neither been blacklisted/no criminal case pending against him (attach an affidavit duly notarized on stamp paper worth of Rs.50/-) stating that no criminal /Black listing case is pending against the firm) by any of the Government Institute/Ministries/ Departments/PSUs with which the firm had contracted for Examination Processing works during the last five years nor has been penalized by such offices/organizations for Examination Processing works of poor/spurious services.

(Signature of authorized person)

Date:
Place:

Full Name: _____
Seal: _____



VIKRAMA SIMHAPURI UNIVERSITY
NELLORE -524 320, ANDHRA PRADESH

No: VSU Exams/e-TENDER No.2 /IT Vendor / 2019

Dated: 24.07.2019

FORMAT OF EXPERIENCE CERTIFICATE

Project Name	Name of the Employer	Description of Work	Contract No.	Value of Contract (Rs. in Lakhs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Remarks explaining reasons for delay & work completed

*Attach certificate (s) of payments.

**Immediately proceeding the financial year in which bids are received.

DETAILS OF SIMILAR WORKS EXECUTED DURING THE LAST 3 (THREE) YEARS

Name of the Agency.....

Contract No. /Supply No.	Name of Organization	Description Contract/ Supply	No. of works	Value	Year of contract	Continuing (YES/NO)

From

M/s.....

.....
.....

To

The Registrar

Vikrama Simhapuri University

Kakatur ,SPSR Nellore-524 320



VIKRAMA SIMHAPURI UNIVERSITY
NELLORE -524 320, ANDHRA PRADESH

No: VSU Exams/e-TENDER No.2 /IT Vendor/ 2019

Dated: 24.07.2019

FINANCIAL BID

S.No.	Nature of Work	Description	Rate including all Taxes (In figures and words)
1.	Technical process for Examination and results works (As per the Tender document)	Per Candidate per semester per exam	



VIKRAMA SIMHAPURI UNIVERSITY
NELLORE -524 320, ANDHRA PRADESH

No: VSU Exams/e-TENDER No.3 /IT Vendor / 2019

Dated: 24.07.2019

CHECK LIST FOR TECHNICAL BID

1	The cost of Tender Document enclosed in the form of Demand Draft of Rs. 5,000/- (Rupees five thousand only) (Non-Refundable) from any nationalized Bank in favour of “Registrar, Vikrama Simhapuri University, Nellore” payable at Nellore and must accompanied with Technical Bid if the tender document downloaded from the website.	Mandatory
2	EMD Rs. 1,00,000/- (Rupees one lakh only) (Refundable) in the form of Demand Draft payable in favour of Registrar, Vikrama Simhapuri University, Nellore at any of the Nationalized / scheduled bank branches.	Mandatory
3	The firm should have minimum annual turnover of Rs. 50 Lakh or above in the last three years.	Mandatory
4	The firm should have ISO 9001 – 2008 certificate / Certified by the Central or State Govt..	Mandatory
5	The firm should submit experience certificate of similar works from Governments / Universities / Boards in the state.	Mandatory
6	The firm should submit latest I.T. certificate with PAN number	Mandatory
7	The firm should have GST Registration proof of Bank Account	Mandatory
8	The firm has to submit the 3 years I.T. returns issued by C.A	Mandatory
9	The firm has to submit the 3 years balance sheet	Mandatory
10	The firm should submit details of relevant critical equipment, work wise, machinery wise, shift wise capacity	Mandatory
11	The firm has to submit the full detailed postal address with phone numbers	Mandatory
12	The Tender should be submitted under Two Bid System. The Firms/agencies are advised to submit two separate envelopes super-scribing “Technical Bid Technical process for Examination and results works” and “Financial Bid for Technical process for Examination and results works”. Both sealed envelopes should be kept in third bigger sealed envelope super-scribe with the words “Tender for Technical process for Examination and results works”.	Mandatory
13	Presentations and demo of the software	Mandatory
14	All the columns of the tender form should be, properly filled in.	Mandatory
15	The bidder should submit all the bid documents and their proofs documents stamped and signed.	Mandatory
16	Declaration of an affidavit duly notarized on stamp paper worth of Rs.50/- that the firm has neither been blacklisted/no criminal case pending against him.	Mandatory