Envelope –A

JAGADGURU RAMANANDACHARYA RAJASTHAN SANSKRIT UNIVERSITY, JAIPUR

TECHNICAL TENDER FORM

(Opened on 16-11-2016)

Technical Tender for Online Pre & Post Exam work for session 2016-17& 2017-18

(Two years) including revaluation and supplementary exam.

1. Name of the Firm --- --

2. Status of firm (Single / Partnership /Company)---

3. Address of the firm --- --

4. Address (Jaipur office if available)-- --- --Phone No. ------------------

5. E-mail address ---

6. Details of Bank account No. ------------------------- Name of Bank ------------------- --------------------- IFSC Code ------------------------- (enclosed a cancelled cheque)

7. Authorized Person: Name ---Designation -- ------------------------------------Mobile No. ------------------------

8. Detail of payment of Tender fee Rs. 500/- -- ---

9. Detail of payment of Earnest money Rs. 16000/--- ---

10. The Sales Tax Registration Number /Tin No (Enclosure Number …………………)

Signature of Tenderar

11. Detail of PAN Number : (Enclosure Number …………………)

    Name : -- Number -----------------------

12. Service Tax   Registration Number : (Enclosure Number…………………)

    Name: ------------- --------------------------- Number -------------------------------

13. Details of infrastructure of Firm:

S.No.	Detail	availability	Any Remark
1	Net Connection		
2	Computers		
3	Server		
4	Line Printer		
5	Laser Printer		
6	Scanner		
7	OMR SCANNER		
8	Laptop		
9	Image Scanner		
10	UPS - 1KVA		
	UPS - 2KVA		
	UPS - 5KVA		

Signature of Tenderar

11	Software Engineer/Programmer		
12	Computer Operator		
13	Answer book coding capacity (no. of answer books per day)		
14	Licensed software to be used (FoxPro, Visual FoxPro, Visual Basic, other specify)		
15	Device used for fictitious number printing (Attach details as separate Annexure)		

14.   Turn over of last three years   (authentic Balance Sheet on page No.---------------to

   ---------------------)

                    2013-14 (Rs. in Lacs)--------------------

                    2014-15 (Rs. in Lacs)--------------------

                    2015-16 (Rs. in Lacs)--------------------

15.   Details of experience

S.No.	Name of University / Institution	Year of work	Number of student	Nature of work	Page Number of certificate for satisfactory work done
1					
2					
3					
4					
5					

Signature of Tenderar

6					
7					
8					
9					
10					

(If require enclose separate sheet)

I have read all the terms and conditions enclosed with this tender form and I have signed and all compulsory documents has been enclosed with this technical tender form in envelope-A.

Total Number of enclose :- ………………………

Signature of Tenderar

Name ----------------------------

Envelope –A

TERMS & CONDITIONS OF TENDER

Note: Tenderars should read carefully and comply strictly while submitting their tenders.

A - **Eligibility Conditions** -

1. Firm should deposited the tender fees and earnest money as mentioned in general conditions.

2. Firm should be registered with Sales Tax Department (VAT), Income Tax (PAN) and Service Tax.

3. Firm should have minimum infrastructure as follows :-

S.No.	Detail	Minimum	Any Remark
1	Net Connection	01	
2	Computers	10	
3	Server	01	
4	Line Printer	03	
5	Laser Printer	03	
6	Scanner	03	
7	OMR SCANNER	03	
8	Laptop	02	
9	Image Scanner	02	
10	UPS - 1KVA	03	
	UPS- 2 KVA	01	
	UPS - 5 KVA	01	

Signature of Tenderar

11	Software Engineer/Programmer	03	
12	Computer Operator	05	

4. The firm must have the experience of such type of works mentioned in the tender form at least 03 years for minimum 50,000 students per year. **Only certificate for satisfactory work done will be consider as experience. Work order will not be consider as experience certificate.**

5. Average turnover of the firm in last 3 years must be Rs 20,00,000/- per year or more.

6. University is free to take the decision of physical verification of the firm before opening the financial bid or after opening the financial bid.

7. University is free to take the decision of   DEMO by the firm before opening the financial bid or after opening the financial bid.

B-General Conditions -

1   Tender forms shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign the tender form at each page and at the end in token of acceptance of all the terms and conditions of the tender.

2   **Technical tender with enclosures and signed conditions should be submitted in envelope –A (Technical Bid) and only financial bid should be submitted in envelope – B (financial bid).**

3   Tender form can be obtained after depositing Rs. 500/- in the university or the submission of DD in favor of Registrar, JRRSU Jaipur payable at Jaipur or can be downloaded from the university website. In this position   Rs. 500/- in the form of D.D. in the name of the Registrar, JRRSU Jaipur payable at Jaipur will have to be deposited while submitting the tender by the renderer. Tenders not submitted on prescribed form or received without D.D. of Rs 500/- will be rejected. This amount will not be refund.

4   The tender period will be for Two academic years. Initial agreement will be signed for a period of two year. (Academic session 2016-17 & 2017-18) after two year if the work is executed satisfactory agreement can be extend the period for next academic session 2018-19 by mutual consent.

5   Tenderer submitting rate must have experience of executing online examination related work for at least three years of the same university having at least 50,000 students i.e. the firm must have completed such work for a single university having at least 50,000 students for at least three years. For the confirmations of the same certificate of concerned university must be enclosed.

6   Tender shall be accompanied by an earnest money of Rs. 16000/-. Without which tenders will not be considered. The amount should be deposited in either of the following forms in favour of the " Registrar, JRRSU Jaipur" payable at Jaipur. Bank Draft / Bankers Cheque of the scheduled Bank.

Signature of Tenderar

7 Partial exemption from earnest money: Firms which are registered with Director of Industries Rajasthan, shall furnish the amount of earnest money in respect of items for which they are registered as such subject to their furnishing registration certificate in original or Photo copy or a copy thereof duly attested by himself from the Director of Industries Rajasthan, at the rate of 0.5% of the estimated value of the tender shown in NIT.)

8 Forfeiture of earnest money : The earnest money will be forfeited in the following cases:-

  a. When tenderar withdraws or modifies the offer after opening of tender but before acceptance of tender.

  b. When tenderar does not execute the agreement if any, prescribed within the specified time.

  c. When the tenderar does not deposit security money after the acceptance letter is given.

9 Agreement and security deposit :

(a) Successful tenderar will have to execute an agreement on the non-judicial stamp paper worth Rs. 1000/- in prescribed format within a period of 7 days of receipt of acceptance letter and deposit security Rs. 40,000.(cost of stamp will be paid by firm)

(b) The earnest money deposited at the time of tender will be adjusted towards security amount.

(c) No interest will be paid by the University on the security money.

10 Forfeiture of Security Deposit: Security amount in full or part may be forfeited in the following cases :

 i. When any terms and conditions of the contract is breached.

 ii. When the tenderar fails to make complete work satisfactory. Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the University in this regard shall be final.

11 Any conditions added by tenderar in technical or financial bid will not be accept and tender also may be reject by university.

12 The agency will be required to compensate for mistakes committed in the work, errors in the data entered / result processed etc. or any other errors due to lapses from the part of agency, delays etc. A committee appointed by the Vice-chancellor/monitoring committee will examine the reason for mistake as well as fix responsibility.

13 University will have the right to outsource any part of the work assigned to the agency if the agency is found incapable of completing the work within the time period or not able to provide the work satisfactory and timely.

14 Income Tax may be deducted at source as per rules.

Signature of Tenderar

15   The Tendering Authority may at any time, by a written order given to the bidder, make changes within the general scope of the Contract.

16   The tendering Authority reserves the right to accept any bid, and to annul the tender process and reject all bids at any time prior to award of contract, without assigning reasons & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Purchasers action.

17   The time specified for processing and delivery of all the work as time schedule given by the University will be comply by firm strictly. The provisional time schedule is enclosed with this tender.

18   The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.

19   **The university will access the work done by the firm during process time to time. If the university observes negligence of the firm or feels the doubt to complete the work within time, the work order can be rejected and may be given to other firm as per decision taken by the University. In this position tenderar is liable to give all data and materials at that stage to the University without any hesitation/demand of payment. In the condition failure to this, University is free to take the criminal action against the firm and firm will be liable to compensate all the losses of University.**

20   If any dispute arises out the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to the Hon'ble Vice Chancellor, J.R.Rajasthan Sanskrit University, Jaipur whom decision shall be final.

21   The University reserves the right to accept any tender not necessarily the lowest.

22   All legal proceedings, if necessary arises to institute may by any of the parties (JRRSU or Contractor) shall have to be lodged in courts situated in Jaipur.

C. Special Conditions

1   **After completion of the examination work database of the students and the record of deposited fee in all respect must be provided to the University in soft copy and hard copy, as per requirement of university.**

2   Accuracy and confidentiality are required to be ensured by the firm. Any leakage or inaccuracy shall invite heavy penalty (double the amount of the work order) and the firm will have to accept the penalty imposed by the University in such matters. At the time of dis-compliance the criminal action also may be taken by authority.

3   The Registerar or his duly authorized representative shall at all reasonable time have access to the suppliers premises and shall the power at all reasonable time to inspect and examine the materials and workmanship of the goods/equipment/machineries during manufacturing process or afterwards as may be decided.

4   The tenderar shall furnish complete address of the premises of his office, godown and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose.

Signature of Tenderar

5   The tenderar shall be responsible for the proper packing so as to avoid damage under normal conditions of transport and delivery of the material in good condition to the University at destination. In the event of any loss, damage, breakage, leakage or any shortage the tenderar shall be liable to make good such loss and shortage found at the checking/inspection of the materials by the consignee. No extra cost on such account shall be admissible.

6   The bidder whose tender is accepted shall arrange to supply the ordered data / reports in which errors detected as per specifications mentioned in this document and within time period.

No advance or intermediate payment will be made to the firm. The full payment of the total work done by firm related to academic year will be made to the firm after 03 month of compilation of total work for the academic year including revaluation / supplementary examination and supply of all data to University.

7   Use of online documents and information

a. The bidder shall not, without the Tendering Authority's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Tendering Authority in connection therewith, to any person other than a person employed by the bidder performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purpose of such performance.

b. The bidder shall not, without the tendering authority's prior written consent, make use of any document or information enumerated in this document except for purposes of performing the contract.

c. Any document, other than the contract itself, shall remain the property of the Tendering Authority and shall be returned (in all copies) to the purchaser on completion of the work and during the process time to time as required by university.

8   The JRRSU will be free to use data and reports submitted in any possible way. The tendering authority reserves the right to release the order for whole or part of the products as per the requirements of the Tendering authority.

9   If the data submitted to JRRSU does not match with the verified data form, JRRSU shall reject the data and firm will be responsible for rectifying the error to extent as required by JRRSU.

10   The tenderar is directed to mentioned his rates in financial bid as per student. The rate accepted by University will be given to firm on the basis of total number of students registered for main examination + applications registered for revaluation + application registered for supplementary examination. The classes in which semester examination are held the two semesters will be counted as one unit. The details of work to be done by firm is enclosed in Annexure-A.

I have read all terms & conditions and accepted/signed.

Each page in confirmation of the same is signed.

Signature of Tenderar

The detailed Scope of Work of the Tender is as hereunder:

Part -A: Online Work
1. Design, development, implementation, execution, maintenance and hosting of candidate friendly application for online filling of application form for main exam./suppl. exam./revaluation/Enrollment Number. (For about 25,000 students and above 30 types of examinations approx.)
2. Storing photograph, signature of the candidate in JPG format.
3. Design and creation of Database as per the scheme provided.
4. Printing of challan as per the bank's requirement with proper fees by giving unique challan number.
5. Provision for Devnagri script in the system for Name of candidates, fathers name & mothers name etc.

Part -B:
I. Pre Examination Work:
1. Feeding/scanning of barcodes/Form no. of the forms received through university.
2. Printing of the checklist as per the scheme in two copies.
3. Updating of the data and providing update list.
4. Generation of Roll no. after getting all the forms, check list and update list.
5. Providing basic Roll List.
6. Providing Numerical Return - College wise/examination centre wise/consolidated
   In 6 copies as and when required.
7. Providing Q.P. statement subject wise/college wise/examination centre wise
   and consolidated in 6 copies as and when required.
8. Roll list in 3 copies.
9. Registration summary in 3 copies.
10. Admission card online in one copy.
11. Examination Centre copy in one copy - printed.
12. Alphabetic list.
13. Seating arrangement statement paper wise.
14. Generation of enrollment number for the fresh students.
15. Enrollment slips online.
16. Printing of enrollment register.
17. Statistics as per the specifications.
18. Examination fees statement for the forms received.
19. Supply of pre-scanned OMR sheets of 25X19 cms sized 100GSM mapilitho
    (Scanable on Opscan range Scanner) for Elementary Computer Application and
    Environmental studies with litho code numbering.
20. Centre wise attendance sheet in triplicate for each paper of examination where
    Coding is done and also for Elementary Computer Application and Environmental
    studies paper.
21. Supply of OMR award sheets college wise/centre wise with actual roll numbers
    for all practical subjects and such theory paper examinations where coding is not used.
22. Supply of Centre wise, date and session wise written answer books packets
    Collection list giving unique number to each packet (3 copies)

Signature of Tenderar

23. Reconciliation of bank statement/data with fee collected and identification of Application received without fee.

II. Post Examination Work:

1. Updating of Roll data incorporating all the corrections received up to updation time.
2. Preparations of compilation marks list after compiling the data for each student for part -I/II/III in case of UG Examination and previous/final in case of PG examinations and Semester examination.
3. Supply of coding number allotment registers examination wise/paper wise.
4. Evaluation through double scanning of OMR answer-sheets of Elementary Computer Application and Environmental studies subjects.
5. Posting of marks awarded by examiners on OMR award sheets, through double scan or on manual award sheets through double punching.
6. Providing Exception Report within 2 days of supply of last awards by exam section.
7. Preparation of the result as per the scheme, within 2 days of the receipt of exception report from exam section.
8. Preparation and supply of T.R. in 3 copies, on the day of declaration of result.
9. Supply of Mark sheets on the day of declaration of result with photographs on Laser printer of individual candidate printed on pre-numbered mark sheets of 90 gsm A4 or A4/2 sized paper and as per.
10. Preparation and supply of Provisional certificates of final year candidates on 80 Gsm paper (size 20x20 cms) on the day of declaration of the result.
11. Press Release.
12. Providing data to the University for posting of results on the internet.
13. Statistical summary as per the approved format.
14. Preparation of Merit list of first 25 candidates for each exam.
15. Providing statement regarding roll numbers (paper wise) securing highest marks for displaying answer books i.e.- Name of exam., paper, marks secured, roll numbers, fictitious number, examiner number etc. in 3 copies.
16. Preparation and supply of Tabulation registers for RL candidate on the declaration of result of the concerned examination.
17. Paper wise list of candidates being absent in single paper.
18. Preparation of result T.R.'s, marks sheets etc. for the RL candidates and absentee candidates on weekly basis.
19. Preparation of data for supplementary candidates for final year students where supplementary exam is scheduled.
20. Providing all information e.g. T.R., Merit lists, Highest marks etc. in Electronic form and in CDs.

III. Supplementary Exam. Work:

1. Hosting of examination forms with pre-generated roll no and centre, for supplementary candidate on internet as done for the main examination.
2. Supplementary candidate on internet as done for the main examination.
3. Generation of challan bearing the same number as of form number.
4. Collection of manual forms received in the University and giving them the new roll no / centre.
5. Rest pre and post exam work as done for main examination.

Signature of Tenderar

IV. Revaluation:

1. Hosting of data of each candidate for submission of revaluation form as per the conditions framed by the University along with the challan.
2. Software to be developed to receive the forms of the candidates whose result is declared at a later stage with the challan.
3. Printing of check list of all the forms received.
4. Updating of data as per the check list corrections.
5. Preparation of list paper wise/packet wise for fetching copies for revaluations.
6. Preparation of OMR award sheet with old fictitious roll numbers where coding is used.
7. Preparation of OMR award sheet with new fictitious roll numbers where coding is not used.
8. Receipt of flaps and preparations of database for actual roll numbers and fictitious roll numbers.
9. Exception Report if any when award are received.
10. Preparation of revaluation result as per the scheme.
11. Preparation of TR/Mark-sheets.
12. Preparation of Form 77 statement, change, no change letter. (Formats to be provided by examination Section)

The process mentioned in item number 9-12 of Revaluation keeps on repeating till the last result is out.

V   **Preparation and supply of final database after merging all the revaluation results, corrections, supplementary results, corrections, supplementary results for further use in next exam.**

VI   **Preparation and supply of final year passed students data for awarding degree in Excel Sheet in Hindi (Devnagri Script) and English.**

VII   **All formats will be approved by the Controller of Examination.**

VIII   **All examination related work which is not covered above work also be executed by the firm.**

IX   **Other Conditions (Related to examination)**

    1. Infrastructure and Manpower-The firm must possess Infrastructure and experienced, qualified, skilled Manpower in house for all the activities required to be undertaken within the ambit of this tender. No activity as such, must be outsourced or sublet. Addresses where the infrastructural facilities are located or installed must be mentioned along with documentary Proof of Address Pre printed and Ownership of Machinery etc. for the following activities.

        a. Data Processing
        b. Scanning of OMR Sheets
        c. Image Scanning
        d. Supply of Pre Scanned OMR sheets of 100 GSM mapilitho (All OMR sheets should be scannable on OPSCAN range scanner)
        e. Examination related online work.
        f. Location of the Server must be in India. Data should be in encrypted form only. Detail of Server be given.

Signature of Tenderar

g. There should be a system of ensuring total security/confidentiality. No information regarding candidates, results etc. is to be transmitted on to anyone else in any form. In case breach of trust is proved, penalty up to 2 times of the order will be imposed

2   **Tenderer submitting rate must have experience of executing online examination related work for at least three years of the same university having at least 50,000 students i.e. the firm must have completed such work for a single university having at least 50,000 students for at least three years. For the confirmations of the same certificate of concerned university must be enclosed.**

3   **After completion of the examination work database with suited software of the students in all respect must be provided to the University for Further Use like issuing the mark sheet, provisional degree, duplicate mark sheet, migration certificate in the form of useable softcopy for the above purpose.**

4   The firm will have to start the online work within 07 days from the date of issue of the work-order.

5   For online examination related work, the firm should have a separate website which should not host any other application other than J.R.Rajasthan Sanskrit University.

6   Examination Website must be available for whole year or for the period specified by the University, whichever is later.

7   There should be no advertisement on the website other than that of the J.R.Rajasthan Sanskrti University advertisement.

8   Hosting server uptime must be at least 95%.

9   Location of the server must be in India.

10   Data should be in encrypted form only.

11   There should be a system ensuring total security/Confidentiality during the implementation phase.

12   No information regarding candidates etc. is to be transmitted on to anyone else in any form.

13   **Sucessfully Tendrer has to open contact office at jaipur and will also intimate name of person's alongwith his telephone number to cordinate with controller of examination for day to day activities and implemention the work in the stipulated period.**

14   Coding Work/Scanning of OMR sheets would be done in the university premises (to be provided by the university)

15   The firm will have to provide students Service/Helping 18 hours a day, except Sundays and National holidays.

16   **Tenderer will do all work regularly in the smooth manner without any hurdle in the process of pre-exam and post exam work. In the case of any changes require for systematic and smooth execution, the tenderer will change necessary amendment in the Online or off line process.**

17   **For smooth executing of the specified work, if any changes require in the Online/off line process, the tenderer will make necessary uppadation/changes/amendment without any extra cost or charges.**

Signature of Tenderar

18   At the end of two/three years, the approved agency will transfer all computer applications developed and tested for error free operation of the project to the University Intranet server with all rights for the software including modification of its source codes and operation of it through a third part.

19   If in case of non executions or non timely executions, university have right to get the work done from the other firm or the risk & cost of tender for timely completion of the work.

20   Schedule of specified work will be provided by the university in due course and the same must be followed by the tenderer.

I have read all terms & conditions and accepted/signed.
Each page in confirmation of the same is signed.

Signature of Tenderer

Envelope –B

JAGADGURU RAMANANDACHARYA RAJASTHAN SANSKRIT UNIVERSITY

Village Madau, Post Bhankrota, Jaipur

Financial Offer

Financial Tender for Online Pre & Post Exam work for session 2016-17 & 2017-18   (Two years) including revaluation and supplementary exam.

Name of the Firm --

1. Details of work to be done by firm:-

The detailed Scope of Work of the Tender is as hereunder:

Part -A: Online Work
1. Design, development, implementation, execution, maintenance and hosting of candidate friendly application for online filling of application form for main exam./suppl. exam./revaluation/Enrollment Number. (For about 25,000 students and above 30 types of examinations approx.)
2. Storing photograph, signature of the candidate in JPG format.
3. Design and creation of Database as per the scheme provided.
4. Printing of challan as per the bank's requirement with proper fees by giving unique challan number.
5. Provision for Devnagri script in the system for Name of candidates, fathers name & mothers name etc.

Part -B:
I. Pre Examination Work:
1. Feeding/scanning of barcodes/Form no. of the forms received through university.
2. Printing of the checklist as per the scheme in two copies.
3. Updating of the data and providing update list.
4. Generation of Roll no. after getting all the forms, check list and update list.
5. Providing basic Roll List.
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   In 6 copies as and when required.
7. Providing Q.P. statement subject wise/college wise/examination centre wise
   and consolidated in 6 copies as and when required.
8. Roll list in 3 copies.
9. Registration summary in 3 copies.
10. Admission card online in one copy.
11. Examination Centre copy in one copy - printed.
12. Alphabetic list.
13. Seating arrangement statement paper wise.
14. Generation of enrollment number for the fresh students.
15. Enrollment slips online.
16. Printing of enrollment register.
17. Statistics as per the specifications.
18. Examination fees statement for the forms received.

Signature of Tenderar

19. Supply of pre-scanned OMR sheets of 25X19 cms sized 100GSM mapilitho (Scanable on Opscan range Scanner) for Elementary Computer Application and Environmental studies with litho code numbering.

20. Centre wise attendance sheet in triplicate for each paper of examination where Coding is done and also for Elementary Computer Application and Environmental studies paper.

21. Supply of OMR award sheets college wise/centre wise with actual roll numbers for all practical subjects and such theory paper examinations where coding is not used.

22. Supply of Centre wise, date and session wise written answer books packets Collection list giving unique number to each packet (3 copies)

23. Reconciliation of bank statement/data with fee collected and identification of Application received without fee.

II. Post Examination Work:

2. Updating of Roll data incorporating all the corrections received up to updation time.

3. Preparations of compilation marks list after compiling the data for each student for part -I/II/III in case of UG Examination and previous/final in case of PG examinations and Semester examination.

4. Supply of coding number allotment registers examination wise/paper wise.

5. Evaluation through double scanning of OMR answer-sheets of Elementary Computer Application and Environmental studies subjects.

6. Posting of marks awarded by examiners on OMR award sheets, through double scan or on manual award sheets through double punching.

7. Providing Exception Report within 2 days of supply of last awards by exam section.

8. Preparation of the result as per the scheme, within 2 days of the receipt of exception report from exam section.

9. Preparation and supply of T.R. in 3 copies, on the day of declaration of result.

10. Supply of Mark sheets on the day of declaration of result with photographs on Laser printer of individual candidate printed on pre-numbered mark sheets of 90 gsm A4 or A4/2 sized paper and as per.

11. Preparation and supply of Provisional certificates of final year candidates on 80 Gsm paper (size 20x20 cms) on the day of declaration of the result.

12. Press Release.

13. Providing data to the University for posting of results on the internet.

14. Statistical summary as per the approved format.

15. Preparation of Merit list of first 25 candidates for each exam.

16. Providing statement regarding roll numbers (paper wise) securing highest marks for displaying answer books i.e.- Name of exam., paper, marks secured, roll numbers, fictitious number, examiner number etc. in 3 copies.

17. Preparation and supply of Tabulation registers for RL candidate on the declaration of result of the concerned examination.

18. Paper wise list of candidates being absent in single paper.

Signature of Tenderar

19. Preparation of result T.R.'s, marks sheets etc. for the RL candidates and absentee candidates on weekly basis.
20. Preparation of data for supplementary candidates for final year students where supplementary exam is scheduled.
21. Providing all information e.g. T.R., Merit lists, Highest marks etc. in Electronic   form and in CDs.

III. Supplementary Exam. Work:

1. Hosting of examination forms with pre-generated roll no and centre, for supplementary candidate on internet as done for the main examination.
2. Supplementary candidate on internet as done for the main examination.
3. Generation of challan bearing the same number as of form number.
4. Collection of manual forms received in the University and giving them the new roll no / centre.
5. Rest pre and post exam work as done for main examination.

IV. Revaluation:

13. Hosting of data of each candidate for submission of revaluation form as per the conditions framed by the University along with the challan.
14. Software to be developed to receive the forms of the candidates whose result is declared at a later stage with the challan.
15. Printing of check list of all the forms received.
16. Updating of data as per the check list corrections.
17. Preparation of list paper wise/packet wise for fetching copies for revaluations.
18. Preparation of OMR award sheet with old fictitious roll numbers where coding is used.
19. Preparation of OMR award sheet with new fictitious roll numbers where coding is not used.
20. Receipt of flaps and preparations of database for actual roll numbers and fictitious roll numbers.
21. Exception Report if any when award are received.
22. Preparation of revaluation result as per the scheme.
23. Preparation of TR/Mark-sheets.
24. Preparation of Form 77 statement, change, no change letter. (Formats to be provided by examination Section)
    The process mentioned in item number 9-12 of Revaluation keeps on repeating till the last result is out.

V   **Preparation and supply of final database after merging all the revaluation results, corrections, supplementary results, corrections, supplementary results for further use in next exam.**

VI   **Preparation and supply of final year passed students data for awarding degree in Excel Sheet in Hindi (Devnagri Script) and English.**

VII   **All formats will be approved by the Controller of Examination.**

VIII   **All examination related work which is not covered above work also be executed by the firm.**

11   All rates must be FOR destination and no cartage or transportation charges will be paid by the University and the delivery of the data and metrial shall be given at the premises of University or as ordered by coordinator.

Signature of Tenderar

12   The tenderar is directed to mentioned his rates in financial bid as per student. The rate accepted by University will be given to firm on the basis of total number of students registered for main examination + applications registered for revaluation + application registered for supplementary examination. The classes in which semester examination are held the two semesters will be counted as one unit.

Offer Price

I have read the complete tender form, conditions carefully and I agreed with all conditions mentioned in tender form. My firm is agreed to work @ Rs. ---------------------- in words Rs. ---per candidates for complete work including VAT, Service Tax and any other Tax.

Signature of Tenderar