

திருவள்ளூர் பல்கலைக்கழகம்

**THIRUVALLUVAR UNIVERSITY**

(A State University)

(Established by the Thiruvalluvar University Act 32,  
2002) SERKKADU, VELLORE – 632 115.



**Tender Document**

**“INVITING TENDER FOR ONLINE DIGITAL VALUATION SYSTEM ”**

**Tender Notification No.TVU/R/ODVS/Examination/2022-2023/2023/**Dated:**24 .01.2023**

SCHEDULE FOR INVITING SEALED TENDER UNDER TWO COVER SYSTEM IN RESPECT OF ONLINE DIGITAL VALUATION SYSTEM FOR THIRUVALLUVAR UNIVERSITY EXAMINATIONS FOR A PERIOD OF **THREE YEARS /SIX SEMESTER.**

Tender Reference No.	No.TVU/R/ODVS/Examination/2022-2023/2023 Dt. .01.2023
Price of the Tender Document*	<b>Rs.17700( Cost of Tender Document Rs.15,000/- +GST Rs.2700)</b> by way of DD drawn in favour of The Registrar, Thiruvalluvar University - payable at Vellore. Or amount shall be remitted in our University savings bank a/c no. 248401000000001, IOB, Serkkadu, IFSC Code IOBA0002484 and enclose the original remittance challan.
EMD*	<b>Demand Draft drawn for</b> participating part – I item Rs.2,00,000/-, For participating Part –II item Rs.,3,70,000/- For Participating Part – III item Rs. 2,00,000/- For Participating Part – IV items Rs. 30,000/- The Registrar, Thiruvalluvar University - payable at Vellore. Or amounts shall be remitted in our University savings bank a/c no. 248401000000001, IOB, Serkkadu, IFSC Code IOBA0002484 and enclose the original remittance challan
Last Date & Time for submission of Tender along with DD for Tender Document,C.T.O and EMD	<b>23.02.2023 at 03.00 p.m</b>
Opening of Tender Bids and Scrutiny	<b>23.02.2023 at 04.00 p.m.</b>
Place of Opening Tender	Office of the Registrar Thiruvalluvar University, Serkkadu, Vellore-632 115
Address for Communication	The Registrar Thiruvalluvar University, Serkkadu, Vellore-632 115.
Contact Telephone	Phone: 0416 - 2274746 email- <a href="mailto:registrartvu@gmail.com">registrartvu@gmail.com</a> <a href="http://www.tvu.edu.in">website: www.tvu.edu.in</a>

\*SIDCO &amp;NSIC Registered units are exempted from fees

**DETAILED TENDER SCHEDULE**

Sl.No	Activities	Date	Time
1.	Tender Release	<b>24.01.2023</b>	<b>10.00 a.m</b>
2.	Tender document can be downloaded from Thiruvalluvar university website <a href="http://www.tvu.edu.in">www.tvu.edu.in</a>	<b>24.01.2023</b>	<b>10.00. a.m</b>
3.	Tender Closing	<b>23.02.2023</b>	<b>03.00 p.m</b>
4.	Tender Opening – Technical Bid	<b>23.02.2023</b>	<b>04.00 p.m</b>
	Tender Opening – Commercial Bid		

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## INSTRUCTION TO TENDERERS FOR SUBMISSION OF TENDER DOCUMENTS

### 1. GENERAL INSTRUCTION

- 1.1 For Tender documents/schedule ,Terms and Conditions – log on to our website <http://www.tvu.edu.in> and can be downloaded
- 1.1.2 The Cost of the Tender documents is **Rs.17,700( Cost of Tender Document Rs.15,000/- +GST Rs.2700)** by way of DD drawn in favour of The Registrar, Thiruvalluvar University - payable at Vellore. Or amount shall be remitted in our University savings bank a/c no. 248401000000001, IOB, Serkkadu, IFSC Code IOBA0002484 and enclose the original remittance challan.(SIDCO/NSIC Registered units are exempted from the payment for Cost of the Tender Document)
- 1.1.3 The bidder/tenderer whose commercial offer has been determined to be lowest will be selected and awarded the contract. The Tendering Authority, keeping in view of the technical suitability and past track record of the bidder, shall have the right to select a bidder whose bid is not lowest and to negotiate for lowering the Bid Price and award the contract

### 1.2 PERIOD OF CONTRACT

- 1.2.1 The contract shall be initially for a period of **THREE YEARS(SIX SEMESTER EXAMINATIONS)** from the date of issuance of Letter of Award. However, the contract may be renewed further on the basis of performance of work provided that both parties agreed on mutual terms and conditions as specified in the contract.
- 1.2.2 Duration of the contract shall *be for* **THREE YEAR (SIX SEMESTER EXAMINATIONS)** subject to periodical appraisal and review by the Tendering Authority. In case the performance is not found to be satisfactory or not in conformity with the terms and conditions of the Tender document, or otherwise the tendering authority deems it fit for cancellation, the contract shall be terminated even before the schedule time after following due procedure of law. In the event of premature closure of contract for reasons mentioned herein above, the Security Deposit shall be absolutely forfeited along with penalty as decided by the Tendering Authority; if the contract is cancelled for non-performance of the contractual terms and conditions.

### 1.3 BIDDING DOCUMENTS

- 1.3.1 **The Bidder is expected / advised to go through the tender documents and understand all instructions, forms, terms, scope of the work and specifications in the tender documents. The tender shall be submitted as per the procedure and requirements stipulated herein**  
Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect shall be at the Bidder's risk and may result in rejection of the bid. The tender offer is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the tender document is not given therein, or if the Forms/Proforma in the tender are not fully furnished.
- 1.3.2 A Prospective Bidder requiring any clarification in the *Tender Document* will respond in

writing or by mail to the Tendering Authority. *Any request* for clarification of the Tender Document should be received not later than 2 days prior to the last date for the receipt of bids prescribed. Written copies of the response (including an explanation of the query but without identifying the source of enquiry) may be sent to all prospective bidders who have received the Tender.

#### **1.4. NON -TRANSFERABLE BID**

The tender document is not transferable.

#### **1.5. REJECTION OF BID**

The **REGISTRAR** Thiruvalluvar University Vellore reserves the right to accept /reject / release or relax any or all or part of the bids received on the due date without assigning any reason whatsoever

#### **1.6 EARNEST MONEY DEPOSIT (EMD)**

1.6.1 Bidders are required to submit DD

For participating part – I item Rs.2,00,000/-,

For participating Part –II item Rs.,3,70,000/-

For Participating Part – III item Rs. 2,00,000/-

For Participating Part – IV items Rs. 30,000/- drawn in favour of The Registrar, Thiruvalluvar University - payable at Vellore Or amounts shall be remitted in our University savings bank a/c no. 248401000000001, IOB, Serkkadu, IFSC Code IOBA0002484 and enclose the original remittance challans. Cheques and Bank Guarantee will not be accepted. Offers made without Earnest Money Deposit shall be rejected.(Exempted for SIDCO & NSIC registered units).

**1.6.2** Unsuccessful Bidder's Earnest Money Deposit shall be discharged / returned after the expiration of the period of Tender Offer validity prescribed in this tender.

**1.6.3** The successful Bidder's Earnest Money Deposit shall be discharged upon the Bidder executing the contract work completely.

**1.6.4** The Earnest Money Deposit shall be forfeited and Bid shall be rejected:

(1) If a Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid form or

(2) In case of a successful Bidder, if the Bidder fails:

(i) To sign the contract form in accordance with the terms and conditions

(ii) To furnish performance security/security deposit as specified in this tender

#### **1.7.SIGNING OF BIDS**

Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the bid, attesting them.

#### **1.8. COMPLETENESS OF BIDS**

The bid shall be summarily rejected if all or any of the above documents mentioned in the Annexure are not enclosed.

#### **1.9. ERASUERS OR ALTERATIONS.**

Offers containing erasures or Alterations shall not be considered. There should be no Handwritten Material, corrections or Alterations in the offer. Technical details must be completely

filled in. Filling up of the Technical Detail Form using terms such as “OK”, “Accepted”. “Noted”, “As given in brochure/Manual” is not acceptable. The *Tendering Authority* may treat offers not adhering to these guidelines as unacceptable.

#### **1.10 DEADLINE FOR SUBMISSION OF BIDS**

**1.10.1** For Submission of tender, tenderer must complete the bid submission stage as per schedule of the tender. The tenderers should ensure that their tender is submitted before the expiry of the scheduled date and time. In the event of the specified date for the submission of Bids being declared as a holiday for the Tendering Authority, the bids shall be received up to the appointed time on the next working day.

**1.10.2** The Tendering Authority may, as its discretion, extend this deadline for submission of bids, in which case all rights and obligations of the Tendering Authority and Bidders subject to the deadline shall thereafter be subject to the deadline as extended.

#### **1.11.LATE BIDS**

**1.11.1** No delay on account of any cause will be entertained, and

University shall not be responsible for that and any grievance regarding this shall not be entertained.

#### **1.12.EVALUATION COMMITTEE**

The Technical and Commercial Committee constituted by the University, shall evaluate the Tenders. The decision of the Committee in the evaluation of the Technical and Commercial bids shall be final.

#### **1.13. OPENING OF TECHNICAL BIDS:**

**1.13.1** Immediately after closing time and/or at any time and date specified thereafter, the Tendering Authority shall open the bids as per the schedule.

**1.13.2** The technical bids envelope shall be opened first and listed for further evaluation. The Bidder’s names, the presence or the absence of requisite Earnest Money Deposit and such other details as the Tendering Authority, at his discretion, may consider appropriate, shall be announced at the time of opening.

**1.13.3** The financial bids shall not be opened till the completion of evaluation of technical bids.

**1.13.4** Bids shall be opened either in the presence of bidders or its duly authorized representatives. The bidder representatives who are present shall sign a register evidencing their attendance. Only one representative per applicant shall be permitted to be present at the time of opening the tender.

#### **1.14 CLARIFICATION OF BIDS**

**1.14.1** Any clarification in the tender, the tenderer may contact the Tendering Authority **on or** before 20.02.2023 (between 11.00 a.m to 1.00 p.m).

**1.14.2** During evaluation of bids, the Tendering Authority may, as its discretion, ask the Bidder for a clarification of its bid. The request for a clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

#### **1.15.SCRUTINY OF THE BID**

**1.15.1** Preliminary scrutiny shall be made to determine whether bids are complete, whether any computational errors have been made, whether required EMD has been furnished, whether the documents have been properly signed.

**1.15.2** Prior to the detailed evaluation, the Tendering Authority shall determine the substantial

responsiveness of each bid. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations.

- 1.15.3. If a bid is not substantially responsive, it shall be rejected by the Tendering Authority and shall not subsequently be made responsive by the bidder by correction of the nonconformity. Technical bid shall be evaluated by examining the documentation furnished by the Bidder to see if the technical skill base and financial capacity and other Vendor attributes claimed therein are consistent with the needs of this project.

#### **1.16. ADDITIONAL INFORMATION**

The Tendering Authority may ask Bidder(s) for additional information visit Bidder's site and/or ask for technical presentation and may arrange discussion with their professional, technical faculties to verify claims made in technical bid documentation.

#### **1.17. DATE OF OPENING OF COMMERCIAL BIDS**

- 1.17.1 Commercial Bids of only technically qualified Bidders as mentioned above will be opened.
- 1.17.2 The opening of the commercial bid shall be effected only after the scrutiny of the technical bid has been completed as above.

#### **1.18. REVISED COMMERCIAL BIDS**

- 1.18.1. Should there be any changes in the terms and conditions of the tender pursuant to the negotiations during the evaluation of the technical bids, which are likely to impact on the financial bids, it shall be mandatory for the Tendering Authority to seek revised commercial bids in sealed covers ONLY from those Bidders cleared by the Technical evaluation committee. While seeking such revised commercial bids, the committee shall give reasons justifying the need for such a course of action.

#### **1.19. CORRUPT, FRAUDULENT PRACTICE / AND MISREPRESENTATION.**

- 1.19.1. The Tendering Authority requires that the bidders/suppliers/contractors under this tender observe the highest standards of ethics during the procurement and execution of such contracts.
- 1.19.2. For the purposes of this provision, the terms defined for CORRUPT, FRAUDULENT PRACTICES / AND MISREPRESENTATION will be as per Law.
- 1.19.3. The Tendering Authority shall reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 1.19.4. The Tendering Authority shall declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

#### **1.20. PERFORMANCE SECURITY/ SECURITY DEPOSIT AND SIGNING OF CONTRACT**

- 1.20.1. Within Ten (10) days of the receipt of notification of award from the Tendering Authority, the successful Vendor shall furnish the Performance Security/ Security Deposit in accordance with the Conditions of Contract, in the performance security/ Security Deposit form provided in this document or in another form acceptable to the Tendering Authority.
- 1.20.2. The Security Deposit shall be the form of a Bank guarantee issued by a

nationalized/scheduled bank located in India acceptable to the Tendering Authority in the form provided in the bidding documents

1.20.3. The Performance Security/ Security Deposit shall be discharged by the Tendering Authority and returned to the Vendor within thirty (30) days after the expiry of the contract period/extension period.

1.20.4. The successful bidders should enter in to a contract by signing agreement within the period specified by the Tendering Authority without fail. Failure of the successful bidder to sign the contract, proposed in this document (Conditions of Contract) and as may be modified, elaborated or amended through the award letter, shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Tendering Authority may make the award to another bidder or call for new bids.

#### **1.21. BINDING CLAUSE**

1.21.1. All decisions taken by the Tendering Authority regarding the processing of this tender and award of contract shall be final and binding on all parties concerned. The Tendering Authority, reserves the right:-

1.21.2. To vary, modify, revise, amend or change any of the terms and conditions in this Bid;

1.21.3. To reject any or all the tender/s without assigning any reason whatsoever thereof or to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) are any obligation to inform the affected bidder(s) of the grounds for such decision.

#### **1.22. CONDITIONAL TENDERS**

Hypothetical, ambiguous or Conditional tenders shall be summarily rejected.

#### **1.23. INTERPRETATION OF THE CLAUSES**

In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the Contract Document, the Tendering Authority's interpretation of the clauses shall be final and binding on all parties.

#### **1.24. FINANCIAL AND LEGAL LIABILITY**

The Vendor shall be solely responsible for any financial issues arising out of the result of this Contract. Any financial loss to Thiruvalluvar University Vellore., due to faulty work as a result of this tender, shall be sole responsibility of vendor and he has to fulfill all claims arising out of this problem.

#### **1.25. INDEMNITY**

1.25.1. The Bidder shall indemnify Tendering Authority from and against any costs, loss, damages, expenses and claims including those from third parties or liabilities of any kind howsoever suffered arising or incurred interalia during and after the contract period out of:-

1.25.2. Any negligence or wrongful act or omission by the Bidder or any subcontract or third party in connection with or incidental to this contract or

1.25.3. Any breach of any of the terms of this contract by all Vendors or any sub-contract or third party.



## **2.COMMERCIAL TERMS**

### **2.1 PAYMENT SCHEDULE**

**2.1.1** No advance payment will be made.

**2.1.2** The schedule of payment shall be as follows:

**A) For supply of Machinery And Equipment's, Computer And Accessories/Others**

The terms of payments for the purchase of equipment: 100% of the total cost of Equipment's will be paid on installation, commissioning and handing over of the same after testing all the technical specifications and certified by the Registrar Thiruvalluvar University, Vellore concerned for releasing the payment.

**2.1.3** The office of The REGISTRAR Thiruvalluvar University Vellore will deduct Income Tax and other statutory taxes at Source as applicable from time to time.

**2.1.4** For claiming this payment the following documents are to be submitted to the Purchaser.

(1) Invoice duly pre-receipted

(2) Delivery Chelan / Bills in duly pre-receipted.

**2.1.5** No payment will be made for goods rejected at the site on testing. Also, no payment will be made for rejected items, which do not confirm to the specifications stipulated.

### **2.2 PENALTY**

**2.2.1** In normal circumstances, Goods/items/works should be supplied/carry over strictly as per the schedule mentioned in the supply/work order. However, in urgent cases, items are to be supplied immediately. In case of delay in supplying the material/carry over the work, a Liquidated Damage will be imposed @ 1% per day of total cost of unsupplied Items/pending work- subject to a maximum of 10% of the total cost of unsupplied items/pending work – shall be liable to be imposed upon the defaulting firm by this office. In case of delay beyond 10 days, this office will be at liberty to procure the concerned item(s) from any other Agency at the risk and cost of the supplier and also it will result in the forfeiture of the Performance Security

**2.2.2** For any other irregularities, mistakes, etc. Penalty at the discretion of Tendering Authority will be imposed.

**2.2.3** That for unsatisfactory performance owing to absence of Vendor's staff, deficiencies in services or for some other reason the tendering authority shall be within its rights to make necessary deductions from the running bills of the Vendor for such deficiency in services. Alternatively, the tendering authority may, after giving an opportunity of being heard to the Vendor, get such deficiencies fulfilled at the cost and responsibility of the Vendor.

### **2.3 SUSPENSION OF WORK**

The Service Provider shall, if ordered in writing by the tendering authority for non- performance, temporarily suspend the works or any part thereof for such a period and such a time as ordered. The Service Provider shall not be entitled to claim compensation for any loss or damage sustained by him by reason of temporary suspension of the Works as aforesaid. An extension of time for completion, corresponding with the delay caused by any such suspension of the works as aforesaid shall be granted to the Service Provider, if request for same is made and that the suspension was not consequent to any default or failure on the part of the Bidder. In case the suspension of works, is not consequent to any default or failure on the part of the Service Provider, and lasts for a period of more than 2 months, the Service Provider shall have the option to request the tendering authority to terminate the Contract with mutual consent.

### **2.4 TERMINATION**

**2.4.1** The Tendering Authority may, without prejudice to any other remedy for breach of contract, by

written notice of default sent to the Vendor, terminate the Contract in whole or part:-

- (1) If the Vendor fails to deliver any or all of the Goods or Services within the period(s) specified in the Contract,
- (2) If the Vendor fails to perform as per the Quality standards and as per the Scope of the Work.
- (3) If the Vendor, in the judgment of the Tendering Authority has engaged in corrupt or fraudulent practices in competing for or in Executing the Contract. For the purpose of this clause the definition for corrupt practice and fraudulent practice shall be as per the law.

**2.4.2** The Tendering Authority may also at its sole discretion accept full or part work and also reserves the right to delete any items from the scope of the work.

**2.4.3** The Tendering Authority may, without prejudice to any other remedy for breach of contract, by written notice sent to the Vendor, without assigning any reason may terminate the Contract in whole or part:, if the tendering authority satisfies that the services of the Vendor are no more required or Vendor is not executing its services properly..

2.4.4 If the Vendor after submission of Bid and due acceptance of the same ie. after placement of order fails to abide by the terms and conditions of the tender document or fails to execute the work as per the prescribed schedule given or at any time repudiates the contract, the tendering authority will have the right to forfeit the EMD, invoke performance security deposited by the firm and get the work done from other vendor at the risk and consequences of the first vendor. The cost difference between the alternative arrangements and vendor's bid value will be recovered from the firm along with other incidental charges including transportation, taxes, etc. in case tendering authority is forced to work done through alternative sources and if the cost is lower, no benefit on this account would be passed on the vendor.

**2.4.5** The tendering authorities may be terminate contract if complete confidentiality is not maintained of this work and records relating to the work

**2.4.6** In case of failure by the bidder to carry out the job in accordance with provisions of the contract and as per the Scope of the Work, the tendering authority will have right to cancel the contract and award it to any other vendor and any loss sustained thereby will be recoverable from the first vendor.

## **2.5 RESOLUTION OF DISPUTES**

**2.5.1** The Tendering Authority and the Vendor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them in connection with the contract.

2.5.2 If, after thirty (30) days from the commencement of such informal negotiations, the Tendering Authority and the Vendor have been unable to resolve amicably a contract dispute, all such disputes, differences, claims and demands arising under the contract shall be referred to arbitration of a sole Arbitrator to be appointed by the mutual consent. All arbitrations shall be held in Vellore.

2.5.3. If arbitrator fails to settle the matter, the matter shall be referred to the competent court of law having jurisdiction at Vellore only.

## **2.6 APPLICABLE LAW**

The contract shall be interpreted in accordance with appropriate Indian laws.

## **2.7 TAXES AND DUTIES**

The Vendor shall be entirely responsible for all taxes, duties, license fees, road permits etc. No increase in the rates shall be allowed during the period of the contract. *However, a cost escalation request shall be considered at the sole discretion of the Tendering Authority at the expiry of a year of the successful completion of the contract keeping in view the general escalation of cost of the raw material / service as per the prevalent market situation*

## **2.8 NOTICES**

- 2.8.1. Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or by telex, cable or facsimile and confirmed in writing to the party's address
- 2.8.2. A notice shall be effective when delivered or on the notices effective date whichever is later. For the purposes of all notices by the Vendor to the Tendering Authority on change address if informed in writing, these shall be sent to the Tendering Authority by the Vendor at the address mentioned in the Letter of Award -

## **3.ELIGIBILITY CRITERIA**

- 3.1. The following are the mandatory requirements and must be fulfilled by the bidder for consideration, failing which the bid may be rejected.
  - 3.1.1 The bidder should be a company registered in India with a minimum of 5 years of existence in providing On Screen Markingsolutions.
  - 3.1.2 The bidder should mandatorily have ISO 9001:2015, ISO 27001:2013 and ISO 20000-1:2018 Certification. The Bidders having CMMi Level 3 & CERTIN certification will be added advantage.
  - 3.1.3 The bidder should have a minimum average turnover of at least Rs.10 Crores from On Screen Marking solution/services for last three years of operation in India. The bidder must submit auditor certificate and the balance sheet for the last three financial years i.e., 2019-20, 2020-21 and 2021-22.
  - 3.1.4 The bidder should have experience of executing 3 project for government affiliating universities related scanning answer-books without cutting/de-threading and onscreen marking (Project executed till tender publishing date will be considered).
  - 3.1.5 The bidder should have experience of processing at least 10 Lakh answer books per academic year without cutting / de-threading for one government affiliating university for 3 consecutive years.
  - 3.1.6 The bidder must never have been blacklisted or have any instances of forfeiture of any amount - EMD or otherwise - for inability to perform their duties by any government (central or state) universities, undertakings, institutions or departments. The Bidder should provide a self-declaration.
  - 3.1.7 The project contract period is 3 years/6 semester and on completion of the contract period the bidder should be willing to transfer the deployed setup, hardware and software to the university
  - 3.1.8 The bidder should be registered under GST and should submit the GST certificate, PAN Card copy and 3 years ITR's.
  - 3.1.9 The shortlisted bidder should present the solution in person at the university their proposed solution as part of the completion of bid evaluation process.

### 3.1.10 Special Note:

- a) The documentary evidence in form of work orders, contract, agreements or client report must be enclosed from the client. Similar project or work means scanning of answer books without cutting/de-threading using book scanners and uploading these scanned answer books for onscreen evaluation.
- b) Experience of last 3 financial years will be considered from tender publishing date.

## 4. SCOPE OF WORK/SPECIFICATION OF ITEMS/EQUIPMENTS

### SCOPE OF WORK Scanning Software Details

#### 4.1. The Software require to fulfill the following works

- 4.1.1. ICT Set-up to Enable Answer-Book Scanning and Onscreen Marking
- 4.1.2. AI Based Surveillance Set-Up
- 4.1.3. Onscreen Marking Software

- a) Software should ensure proper data management such that the single custodian of data is Thiruvalluvar University
- b) Software should ensure easy user account management like addition, modification and deletion of examiner and head examiner.
- c) Software should have Answer book management i.e. mapping of answer books.
- d) Software should enable one time security setting to set password.
- e) Software should have provision for awarding marks or marking as not attempted question wise by examiner.
- f) Software should ensure that examiner has visited each and every page of an answer book.
  - i. Examiner comment box for each question.
  - ii. Provision for zooming in/out of answer books for proper viewing.
  - iii. Provision for viewing of evaluated answer books by the head examiner/admin.
  - iv. One responsible person or a team must be available to respond to queries and other difficulties encountered in the process of evaluation by examiners/Thiruvalluvar University officials.
  - v. Display of the following Daily like...
    - Consolidated examiners' login details
    - Consolidated Chief/Head examiners' login details
    - Consolidated Subject- wise examiner details
    - Consolidated Subject- wise Chief/Head examiner details
    - Overall Subject- wise Evaluation (till date)
  - vi. Providing password to each and every examiner and Chief/Head examiner one time basis
  - vii. Date wise report of Examiners and Chief/Head Examiners
  - viii. After scanning of answer books the delivery at the marking centers can be by any secured mode as per the technology available with the Bidder which should be fully secured (should seek approval of the university)
  - ix. Maintaining audit log of each and every Chief/Head Examiner, Examiner and IT Manager of Evaluation service provider.
  - x. Provision for reset Password.
  - xi. Annotation of each and every question and page of answer books.
  - xii. At the end of the day, marking reports of every examiner to know the number of answer books evaluated per day.
  - xiii. Provision for subject wise selection of answer book.
  - xiv. Setting of limit for maximum no.of books to be evaluated by an examiner.
  - xv. Detailed audit log of evaluation.

- xvi. Provision for admin to view of answer books after evaluation
- xvii. PERT Chart/Gantt chart method of periodical reporting format to be followed by the Bidder to review pre-fixed targets and achievements with dates as specified by Thiruvalluvar University.
- xviii. The Reporting console should be facilitated to all users along with administrative officers as designated by Thiruvalluvar University.
- xix. Any kind of deviation in achieving the fixed target would be notified by the Bidder to Thiruvalluvar University.
- xx. The report console should be facilitated with print option.

#### 4.1.4. Pre-Evaluation Phase

- a) Designing the evaluation plan and evaluation process in consultation with Thiruvalluvar University
- b) To prepare and provide documentary manuals for all processes for safe and secure conduct of Evaluation, to be followed along with rules for contingency and exception handling/emergency Procedures.
- c) To provide specifications for Hardware and Software required at all stages of the evaluation as per marking scheme
- d) The software should have role base security mechanism and proper industry standard authentication and authorization mechanism should be implemented in the system.
- e) Software should facilitate for audit trail for all the transactions /activities during operation of the system.
- f) Answer Books in sealed bags/packets will be handed over to the Bidder by Thiruvalluvar University for scanning. Bidder needs to maintain proper accounting of Answer Books.
- g) Scanning should be done without cutting/de-threading the spine of the Answer Book by employing the Book Scanners. All the pages of the book should be accounted for and identified with the book ID number. Experience of answer-books scanned using ADF (Automatic Document Feeder) or experience of scanning answer-book cutting/de-threading the answer-book spine will strictly not be considered. Only experience of scanning of answer-books using book scanners without cutting or de-threading the spine of the answer book will only be considered for technical evaluation.
- h) The scanned answer books to be uploaded to the server and made available in the evaluation centers for evaluators to evaluate by the Bidder.
- i) Answer Books would be handed over to Bidder in presence of the Officer-in-charge deployed by Thiruvalluvar University along with the Center-in-charge deployed by Bidder.
- j) After processing the work of scanning and digitization, the answer books would be kept under custody of Thiruvalluvar University until evaluation is over.
- k) To provide suitable assessment scoring system or software as per requirement of Thiruvalluvar University.
- l) To carry out periodic audit at Evaluation Centers for sufficient number of scanners and required expertise manpower should be provided by the service provider to complete the entire work within stipulated target days for all the answer books.

#### 4.1.5. Testing Phase

- a) Prior to evaluation process, the selected Bidder would submit the software testing report with the approval of selected evaluators deployed by Thiruvalluvar University and would be treated as pre user acceptance.
- b) The Bidder may have the programme through which in the admin log-in, the cover page of answer books should reflect the marks awarded by the examiner against each question and the total marks secured by the examinee.
- c) The Accuracy and evaluation criteria to be cross-checked in presence of engaged evaluators.
- d) Time period for testing and amount of data to be scanned and evaluated would be decided by Thiruvalluvar University.
- e) In case of dissatisfaction of testing outcome/report the Bidder would be considered to be defaulter in achievement.

#### 4.1.6. Evaluation Phase

- a) To manage the evaluation process through internet based solution at all Evaluation Centers.
- b) To securely transmit, download, install and implement evaluators / evaluation details received from Thiruvalluvar University.
- c) To provide unique username and password to the evaluators at the evaluation centers/for home based evaluation
- d) To provide required instructions/ information to the evaluators at the evaluation Centers/remotely.
- e) To maintain complete log of all activities of evaluators during the course of examination to enable complete audit ability of the evaluation process.
- f) Software should have provision to configure as per Thiruvalluvar University process including two evaluators evaluating a answer book and if the marks awarded by them vary beyond a particular value, the answer book is presented to a third evaluator for evaluation
- g) To calculate marks obtained by each candidate as per requirement of the Thiruvalluvar University.
- h) Server data to be secured at a designated site every day by a responsible official of the Bidder along with a back-up of data.

#### 4.1.7. Post Evaluation Phase

- a) To share the evaluation mark data
- b) Supply of barcode wise marks and all reports generated through the software in form of soft copy as per format provided by the Thiruvalluvar University for result preparation.
- c) Provide link in the e-mail of the students who apply for rechecking/revaluation to download their evaluated Answer Book.
- d) Result Processing
- e) Publication of Results using Subject Master.

#### 4.1.8. Management of the Project (Digital Evaluation)

The following Technical manpower to manage the entire system should be provided by the software supplying firm.

- i. Manpower-Project Manager-1
- ii. Manpower-Technical -4

1. The firm should ensure the complete operation of the pre and post evaluation of the digital evaluation system of Thiruvalluvar University.
2. The above required manpower should be available in the University on all working days and coordinate with the Controller of Examinations.
3. Train the university employees to handle the project in future.
4. The required manpower for scanning and manpower for reconciliation and help desk will be provided by the University.
5. The entire software should be customized based on the Thiruvalluvar University examination system.
6. The entire operation should be maintained, monitored and delivered the output in stipulated time.
7. The complete secrecy should be maintained for the entire process of the digitalization of examinations, Thiruvalluvar University during the contract period.
8. Any violation in the terms and conditions will be viewed seriously and the penal punishment for damage will be awarded based on the recommendation of the committee constituted by the University.
  - a) **The company can participate in all THREE (PART – 1, PART -2, PART -3) or any TWO or any ONE part of the tender whichever they are having sufficient experience and knowledge. Tender comparison will be made each part separately.**

#### 4.2. Additional Specification details of the Scanner

- 4.2.1. The Scanning software should possess the following.
- a) Scanner should have inbuilt high-end overhead capturing device with appropriately built-frame to scan answer-book.
  - b) Scanner should be configurable to scan two pages answer-book
  - c) Scanner's high-end device should have integrated proprietary software to read various types of barcodes,QR codes, page numbers, or variable data that are available of the answer-books.
  - d) Proprietary scanning software should be able to automatically split the scanned two pages image to make it compatible for uploading the same on the online evaluation server. The images should support both 8 bit grayscale or 24 bit color image
  - e) Proprietary scanning software should include QA module to perform the below mentioned quality check before approving the same to be uploaded to the evaluation server
    - i. Answer-Book movement
      - Provision to enter the number of Answer-Books received subject wise
      - Provision to map bundle (subject wise) and Answer-Books
      - Provision to outward the bundle wise Answer-Books (after scanning and QC) to reconcile
    - ii. Scanning
      - Show the preview of the scanned image on screen
      - Read barcode on top sheet and page number barcodes on inner pages
      - Show the progress of each page scanned on the screen
      - Auto generate a dummy number to each Answer-Book during scanning
    - iii. Integrated QC to
      - Provide alert if a page is skipped or scanned twice
      - Scan cannot be closed until all the pages (count) supposed to scan is completed
    - iv. Provision for Manual QC
      - Provision to ensure all pages are scanned and scan quality
      - Provision to reject and forward for rescan
    - v. Rescan
      - Rescan management process
    - vi. Reports
      - Course wise, subject wise, date wise, Uid wise reports

## SPECIFICATION OF ITEMS/EQUIPMENTS

### **Part-1- MACHINERY AND EQUIPMENTS**

S.No	Types of Item	Configuration/Specification	Number of Items
1.	Overhead Answer Booklet Scanner (without cutting and de-threading of answer booklets)	Scanner should be compatible <ul style="list-style-type: none"> <li>- To be set up in LAN</li> <li>- With third party scanning software to               <ul style="list-style-type: none"> <li>• Read various types of barcodes</li> <li>• Managing the answer script workflow during scanning</li> <li>• For integrated scanning QC, etc</li> </ul> </li> </ul> Answer Book to be scanned in colour with output in jpeg or pdf format, compatible with online evaluation platform. Sensor: CMOS Pixel: 18 MP	65

		<p>Resolution: 4896*3672 DPI: 275 Processor: 32-bit MIPS CPU (refer Annexure-2 for more details about the scanner)</p>	
2.	Automatic Book Scanner	<p>_Speed: Up-to 2,500 pages/hour* (automatic mode) Page Turning: Automatic with process monitoring (including double sheet control), semi-automatic or weightless mode and single scan technology Aperture Angle: 60 degrees (steplessly adjustable between 60 and 100 degrees) Illumination: User and book-friendly LED illumination (without any exposure to heat, IR or UV) Resolution: Constant &amp; independent of the page format optical 300 dpi (included) optical 400 dpi (optional) Colour Depth: o 36-bits Image Type: Colour, Greyscale, Black &amp; White Page Format (Scanning Area): Minimum (2 times - Automatic Mode): 5 x 5 cm (1.97 x 1.97 in) Maximum (2 times - automatic mode): 32 x 32 cm (12.6 x 12.6 in) Single scan area: 30 x 43.2 cm (11.8 x 17 in) Book Size (Maximum): 35.5 x 34.0 cm (13.98 x 13.39 in) Book Thickness: Up-to 15 cm (5.91 in) Page Thickness: No restrictions (recommended spectrum: 40 g/m<sup>2</sup> to 260 g/m<sup>2</sup>) Page Quality: All pages, also acid damaged and wavy</p>	1



		pages Covers: All covers (soft and rigid) Book Age: 14th century up to now Storage Format: o jpg, jpg2000, tiff, tiff G4, png, gif, bmp, pdf Dimensions: L/W/H (without monitor): 0,78x0,78x1,90m (30.7x30.7x74.8 in)	
3.	Scanning pads to hold Answer Booklets	PROPRIETARY	65
4.	UPS	Capacity: 15 KVA/1hr	6
5.	Printers	Color Printer MFP Black & White MFP  Printer (For printing reports and Bar/QR code stickers)	2 Nos 2 Nos  Epson WF-M21000 – 2 Nos
<b>Part-2- COMPUTER AND ACCESSORIES/OTHERS</b>			
1.	Desktop PCs	RAM: 8 GB HDD: 512 GB SSD Processor: 12th Generation Intel Core i5 processor upto 4 GHz or similar Monitor: 21-inch FHD Antivirus Checkpoint Endpoint Security (Harmony Endpoint)	1.Systems – 130 2.Windows 11 professional with license key - 60 nos
2.	Software	Software development (Software for Scanner, Evaluation and Scanning Serveres) , antivirus, security features, firewall etc.,	Compatibility with Scanner and server hardware
3.	Server	<b>Evaluation Server</b> Gen10 24 CPUs x Intel(R) Xeon(R) Gold 5118 CPU @ 2.30GHz 256 GB RAM 10 TB HDD Checkpoint Firewall (Around 800 hitting)  <b>Scanning Server</b> Gen10 3106 8 CPUs x Intel(R) Xeon(R)Broze 3106 CPU @ 1.70GHz 64 GB RAM Total 6 TB HDD Checkpoint Firewall	1          1
4.	Operating System	Windows 2019 Server with license	2
5.	External permanent Storage	Clouds	70TB
6.	Database	SQL Server Standard with license key	2
7.	Platform Trolleys	(2/3 FT )2	
8.	Table Trolley (To		80

	provide inward and outward space for the Answer Booklets)		
9.	Answer Booklet Reconciliation Machine	PROPREITARY	
10.	Virtual Conference Studio Setting	High end work stations, Access points, Monitors, Multi View TV, Teleprompter, Software for streaming etc.,	1
<b>Part-3- OTHER ITEMS</b>			
1.	Air conditioner	2 Ton 1.5 Ton	10 Nos. 10 Nos.
2.	CC Cameras	3 MP Bullet Cameras 24 Port NVR with 10 TB Hard drive Monitor Requisite cabling	20
3.	Furniture (Tables, Chairs etc)	130 set	
4.	Generator (CEIG approved)	Make: Kirloskar or similar 150 KVA Requisite Capacity to power air conditioning, hardware, lighting etc	2
5.	Racking system		50
6.	Civil works	False Ceiling, Acoustic Setting	
7.	Electrical works	Fire Alarms, Earthing System, Lightning arrester, Lighting.	
<b>Part-4- MANPOWER</b>			
1.	Project Manager	B.Tech/M.C.A with minimum 5years experience information Technology Enabled Services	01
2.	Scanning Supervisors	Graduates with Knowledge of Computer Science	04

**\*The University will provide adequate manpower for scanning works.**

## 5. BID GUIDELINES

### 5.1. BID SUBMISSION GUIDELINES

5.1.1. Bids, complete in all respects, shall be accompanied by EMD DD participating part – I item Rs.2,00,000/-,  
For participating Part –II item Rs.,3,70,000/-  
For Participating Part – III item Rs. 2,00,000/-  
For Participating Part – IV items Rs. 30,000/- drawn in favour of The Registrar, Thiruvalluvar University - payable at Vellore **Or** amounts shall be remitted in our University savings bank a/c no. 248401000000001, IOB, Serkkadu, IFSC Code IOBA0002484 and enclose the original remittance challans. Cheques and Bank Guarantee will not be accepted. Offers made without Earnest Money Deposit shall be rejected.(Exempted for SIDCO & NSIC registered units).

5.1.2. Two Cover Bid

a) Cover – 1 (Technical Bid)

- EMD Cover
- Technical proposal and all needed supporting documents

b) Cover – 2 (Financial Bid)

c) Main Covers i.e., Cover – 1 & Cover – 2 needs to be put into the main cover and super-scribed as “Tender to provide Online Digital Evaluation System”

d) Main Cover needs to be addressed to “The Registrar, Thiruvalluvar University” and sent the Thiruvalluvar University, Serkadu, Vellore Tamil Nadu – 632 115 India.. The bidders name, address, email and contact number needs to also be mentioned on the left bottom corner on the main cover.

5.1.3. Bids need to be sent by “Registered Post / Speed Post” or “In Person” so as to reach The Registrar, Thiruvalluvar University on or before **23.02.2023** by **3.00 p.m.** All bids received after **3.00 p.m.** shall not be entertained and will be rejected.

### 5.2. Bid Opening Guidelines

5.2.1. The Main Cover and Cover-1 (Technical Bid) will be opened on **23.02.2023** at **4.00 p.m.** in the presence of the bidders or their authorized representatives, who may like to be present and the EMD cover will be opened and bids complying with the EMD fee norms will only be accepted for further processing.

5.2.2. The university evaluates the technical bids with respect of the set eligibility criteria and then finally shortlist the bidders. Bids not fulfilling the eligibility criteria will be rejected.

5.2.3. Bids fulfilling the eligibility criteria will be award of marks (Selection Criteria) and then their financial bids will be opened after given prior intimation.

5.2.4. Bid will be selected based on Selection criteria

5.2.5. University reserves the right to open/process single bid (if received) following due course of negotiation as recommended by the committee

5.2.6. EMD of rejected bids will be refunded within 30 days of bid finalization.

## 6. ANNEXURE-I

### FINANCIAL INFORMATION

Financial Year	FY- 2019-20	FY- 2020-21	FY- 2021-2022
Turnover in Crores for Examination Solution Only			
Average Turnover in Crores			

(Seal/Signature of Bidder)

## 7. ANNEXURE-II

Similar project Experience

S No	Project	Client	Project Period	Number of Scripts Processed	Client Details	Contact

## **8. ANNEXURE-III**

### Bidder Details

1. Name of the Bidder:
2. Address
3. Email Address & Contact Number
4. Name Authorized Person
5. Email id and Contact Number of Authorized Person
6. Legal Status:
7. Year of Incorporation
8. CIN No:
9. GST No:
10. PAN No:
11. Details called in the Eligibility Criteria.(See Eligibility Criteria)

## 9. ANNEXURE – IV

(FINANCIAL BID FORMAT)

Date:

To,  
The Registrar,  
Thiruvalluvar University  
Vellore

Nature of Work/Item: Online Evaluation Solution

### **Part-1- MACHINERY AND EQUIPMENTS**

S.No	Types of Item	Configuration/Specification	Number of Items	Amount in Rs.
1.	Overhead Answer Booklet Scanner	Scanner should be compatible - To be set up in LAN - With third party scanning software to o Read various types of barcodes o Managing the answer script workflow during scanning o For integrated scanning QC, etc Answer Book to be scanned in colour with output in jpeg or pdf format, compatible with online evaluation platform. Sensor: CMOS Pixel: 18 MP Resolution: 4896*3672 DPI: 275 Processor: 32-bit MIPS CPU (refer Annexure-2 for more details about the scanner)	65	
2.	Automatic Book Scanner	_Speed: Up-to 2,500 pages/hour* (automatic mode) Page Turning: Automatic with process monitoring (including double sheet control), semi-automatic or weightless mode and single scan technology Aperture Angle: 60 degrees (steplessly adjustable between 60 and 100 degrees)	1	

		<p>Illumination: User and book-friendly LED illumination (without any exposure to heat, IR or UV) Resolution: Constant &amp; independent of the page format optical 300 dpi (included) optical 400 dpi (optional) Colour Depth: o 36-bits Image Type: Colour, Greyscale, Black &amp; White Page Format (Scanning Area): Minimum (2 times - Automatic Mode): 5 x 5 cm (1.97 x 1.97 in) Maximum (2 times - automatic mode): 32 x 32 cm (12.6 x 12.6 in) Single scan area: 30 x 43.2 cm (11.8 x 17 in) Book Size (Maximum): 35.5 x 34.0 cm (13.98 x 13.39 in) Book Thickness: Up-to 15 cm (5.91 in) Page Thickness: No restrictions (recommended spectrum: 40 g/m<sup>2</sup> to 260 g/m<sup>2</sup>) Page Quality: All pages, also acid damaged and wavy pages Covers: All covers (soft and rigid) Book Age: 14th century up to now Storage Format: o jpg, jpg2000, tiff, tiff G4, png, gif, bmp, pdf Dimensions: L/W/H (without monitor): 0,78x0,78x1,90m (30.7x30.7x74.8 in)</p>		
3.	Scanning pads to hold Answer Booklets	PROPRIETARY	65	
4.	UPS	Capacity: 15 KVA	6	
5.	Printers	<p>Color Printer MFP Black &amp; White MFP</p> <p>Printer (For printing reports and Bar/QR code stickers)</p>	<p>2 Nos 2 Nos</p> <p>Epson WF-M21000 – 2 Nos</p>	





3.	Furniture (Tables, Chairs etc)	130 set		
4.	Generator(CEIG approved)	Make: Kirloskar or similar150 KVA Requisite Capacity to power air conditioning, hardware, lighting etc	2	
5.	Racking system	50		
6.	Civil works	False Ceiling, Acoustic Setting		
7.	Electrical works	Fire Alarams, Earthing System, Lightening arrester, Lighting.		
<b>Part-4- MANPOWER</b>				
1.	Project Manager	B.Tech/M.C.A with minimum 5years experience information Technology Enabled Services	01	
2.	Scanning Supervisors	Graduates with Knowledge of Computer Science	04	

(Signature & Seal of the Bidder)

Name of the bidder:.....

Registered address of the bidder:.....

Contact details of the bidder:.....