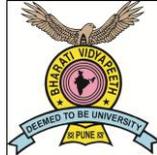


**TENDER DOCUMENT**

Dated: October 1, 2018



**Bharati Vidyapeeth (Deemed to be University), Pune**

**Invites**

**Online Tender for Digitisation of Answer scripts and Computer based Evaluation System**

Tender document can be downloaded from :

[bvuniversity.edu.in](http://bvuniversity.edu.in)

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**Bharati Vidyapeeth (Deemed to be University), Pune**

## BharatiVidyapeeth (Deemed to be University), Pune

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Ref:

Dated: October 1, 2018

### TENDER NOTICE

Online tenders are invited from eligible and qualified bidders for digitization of answer scripts and computer based evaluation of the B.Tech examinations to be conducted by the University. The proposal submission time lines are as follows :

Sr	Items	Date and Time
1	last date for submission of the tender online at <a href="mailto:exam.dept@bharativedyapeeth.edu">exam.dept@bharativedyapeeth.edu</a>	8 <sup>th</sup> October 2018 by 5 pm
2	Opening of Technical Bids	9 <sup>th</sup> October at 11 am
3	Opening of Financial Bids	9 <sup>th</sup> October at 1 pm

**Registrar**

For any queries/suggestions related to the tender, the prospective bidders may contact the Controller of Examinations, Bharati Vidyapeeth (Deemed to be University), Pune  
Email : [exam.dept@bharativedyapeeth.edu](mailto:exam.dept@bharativedyapeeth.edu)

## **1 Conditions**

- 1.1 Tenders should be submitted before the end date and time of bid submission, failing which the offer of bid will not be considered.
- 1.2 The bidders shall submit two separate emails i.e. for i) Technical bid and ii) Financial bid. The technical bid must contain all details and its specifications regarding the product/service which must necessarily meet the requirements specified. The financial bid should mention the cost involved in supply of the above mentioned requirement.
- 1.3 The work intended to tender is highly confidential, hence the bidder should maintain absolute confidentiality while carrying out the work. The successful bidder shall neither outsource nor sublet any activity related to the entire process within the scope of the tendered work.
- 1.4 The technical bid will be opened first and will be evaluated based on technical requirements. The financial bid will be opened only of those bidders who have qualified the technical evaluation/requirements. The lowest financial bidder shall be considered for award of work.
- 1.5 Right to reject any or all tenders without assigning any reasons there for, is reserved with the University.
- 1.6 In the technical bid, the bidder shall submit the bid which satisfies each and every condition of conduct of the digitization of answer scripts and computer based evaluation process, failing which the bid will be liable to be rejected. Conditional bids will be rejected.
- 1.7 In the technical bid, papers related to company details (copies of PAN, TIN, GST numbers etc), product details and specifications, other brochure/leaflets must also be sent along with the bid.
- 1.8 In the financial bid, the quoted price should be inclusive of all taxes etc. The quote price shall be written both in words and figures without any errors or overwriting. All currency is to be quoted in Indian Rupee only. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct.
- 1.9 The bidders should have previous experience in conduct of the digitization of answer scripts and computer based evaluation process and should have executed similar kind of work in the last three years..
- 1.10 All communication, correspondence and other documents pertaining to this bid document and subsequent contract will be in English language only.
- 1.11 If a negotiation meeting is conducted by the University, the tenderer(s) invited should attend the same as per schedule..
- 1.12 Delayed tender after the due date will not be considered.
- 1.13 The bidder will have to enter into regular agreement within 10 days from the receipt of acceptance of the tender and shall abide by all the rules and regulations embodied therein.
- 1.14 On acceptance of the tender, the name of the representative(s) of the firm/supplier who would be responsible for taking instructions from the University shall be communicated in writing to the Controller of Examinations, BVDU, Pune -30
- 1.15 The right to accept or reject the tenders without assigning any reason rests entirely with the University.
- 1.16 The jurisdiction for any legal proceedings as regards this work shall be at courts of Pune only.

- 1.17 Payment terms - The payment will be made on delivery of services and on receipt of the invoice. 100% payment will be made after satisfactory receipt and conduct of services as per the purchase order.

**Registrar,**  
BVDU, Pune

## **2 Scope of Work**

The functional area of the work is described as below:

- 2.1 The System should have the computer based Evaluation software with requisite features. The online evaluation system will be conducted at the designated examination centers in Pune.
- 2.2 Bidder should provide the implementation plan to University with the training schedule for the staff, faculty members etc.
- 2.3 The University will provide data related to programme, centers, students etc.
- 2.4 The proposed system should enable digitization of the hand written answer scripts with appropriate resolutions and store the same in server for computer based evaluation by the registered examiners.
- 2.5 Scanning should be done without cutting the spine of any Answer script.
- 2.6 The evaluation system shall have high security features.
- 2.7 The digitization process should include the bar code system for the answer scripts and generate unique numbers for each answer script to ensure anonymity.
- 2.8 The proposed system should have built in features for tracking the entire lifecycle of the computer based evaluation process viz., receipt of the physical answer scripts from the University to digitizing to sorting for preparation of examination and handing over the same back to the University. The proposed system shall facilitate the university officials for stacking the answer scripts in a storage area and enable to locate and get the physical answer script from the storage area incase needed.
- 2.9 The proposed system should enable fragmentation of question paper and scheme answer key for computer based Evaluation of the Answer Script.
- 2.10 The proposed system should enable the computer based Evaluation of Answer scripts only by authorized evaluators of the University for which there must be an approved built in mechanism. Biometric authentication of examiners may be implemented.
- 2.11 The proposed solution should provide suitable authentication using login id and password to the evaluators. Provision shall also be made for the password to be sent to the registered mobile numbers of the evaluators.
- 2.12 The system should dynamically allot the digitized Answer scripts to the registered evaluators through randomization and ensure complete secrecy in the whole process. Randomization and allocation of the answer scripts should be fully automated.

- 2.13 The proposed digital evaluation system should be user friendly with Answer scripts, QP, Scheme and Marks Entry etc to be provided on the same screen in a single window.
- 2.14 The unevaluated answer scripts by any particular examiner should get back to the common pool in the server at the end of the day and should be made available to other examiners for evaluation.
- 2.15 The proposed system should allow multiple levels of evaluation that will be configured by the University through a set of rules and configurable parameters.
- 2.16 The proposed system should provide option for the answer scripts already evaluated to be allocated for moderation and further evaluation as per University norms.
- 2.17 A proper tracking system should be made available for monitoring the number of answer scripts received by the Service Provider, digitized, evaluated, Answer scripts pending for evaluation have to be made available to the Central Assessment Program (CAP) in-charge.
- 2.18 The system should provide digitized copy of the answer scripts with marks to the students, if demanded under RTI/ for verification.
- 2.19 The proposed system should have the feature to re-evaluate the Answer scripts without disclosing the marks entered during the previous evaluation(s).
- 2.20 The system should have features to extract copies (with fast search facility) of the digitized copy of Answer scripts along with marks and annotations by the University immediately after declaration of results.
- 2.21 Hardware and software for the purpose of evaluating of the digitized Answer sheets will be made available at the evaluation centres by the service provider. All the expenses at the evaluation centers will be borne by the service provider.
- 2.22 If the agency chooses to install temporary scanning infrastructure within the University premises, the space will be provided by the University.
- 2.23 It is responsibility of the University to provide list of evaluators to the Service Provider. Bidder prices are exclusive of payment to evaluators/examiners.
- 2.24 The evaluation system requirement will be decided by the University considering the number of answer scripts and availability of examiners (evaluators).

**TECHNICAL BID**  
(to be printed on letter head)

The tenderer must submit the following information along with relevant supporting documentation :-

**I. General Particulars to be provided by the Tenderer**

1. Name of the firm .....
2. Name of the Proprietor/Owner/Authorised Person.....
3. Mailing address.....  
.....
4. Firm Registration no. ....
5. (i) Tel. No. ....(ii) Mobile No .....(iii) Fax No. ....
6. E-mail address .....
7. Name and designation of the person authorized to make commitments to BVDU, Pune  
.....
8. Year of establishment of organization. ....

**II Detailed description and documents**

9. Description of business and business background (on firm's letter head with seal.)
10. Product/Service profile & client list (on firm's letter head with seal.)
11. All other requirements/documents to be attached as mentioned under conditions of this tender notice

Signature & Seal of Tenderer

**FINANCIAL BID**  
(to be printed on letter head)

1. Name of the Bidder : .....

2. Address : .....  
.....  
.....

Sr	Description of the work	Rate in Rs (per answer script)
	digitization of answer scripts and computer based evaluation	

Signature & Seal of Tenderer

Note: Rates must be inclusive of all taxes

**DECLARATION**  
(to be printed on letter head)

I/We ..... do hereby declare that

- The firm has not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- the business has not been banned by any Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government
- I/We have submitted all the supporting documents and furnished the relevant details
- the information and documents submitted with the tender are correct and I am/we are fully responsible for the correctness of the information and documents submitted by us.
- the firm is not black listed/debarred and no esquires /cases are pending against us by Govt. of India/ State Govt. or any State Board/ Universities, since inception of the firm/company.

I further undertake that if above declaration proves to be wrong/ incorrect or misleading our tender/ contract stands to be cancelled/terminated.

Date : .....

Place : .....

**Signature of Authorised Person**

**Seal**