



BIKANER TECHNICAL UNIVERSITY, BIKANER
(Aligning with 21st Century: The Century of Consciousness)
Karni Industrial Area, Pugal Road, Bikaner Pin: 334004 Ph. 0151- 2250940, 2250950
E-mail id : coe@btu.rajasthan.gov.in; Web Site: www.btu.ac.in



NOTICE INVITING BID (ONLINE)
(SR FORM-14, RULE 68 OF GFAR-II)

Ref No: - BTU/Exam/2023/10719

Date: 30.04.23

Bikaner Technical University, Bikaner hereby invites online e-Bids under RTPP Act 2012 & Rules 2013 for procurement of following works/services from experienced, technically and financially sound & reputed bidders fulfilling eligibility criteria as described in the bid document. The e-Bids shall be submitted online only on the procurement portal www.eproc.rajasthan.gov.in up to the date and time mentioned below:-

S. No.	Name of work/services	Estimated Cost	Bid Security	Bid Price Rs. (Non-refundable)	RISL Processing Fee Rs. (Non-refundable)	Duration Of Work
1	2	3	4	5	6	7
1.	Data Processing Work	115.00 Lacs	Rs. 2.30 Lacs	1000/-	1000/-	Two Years

Important dates for all above works: -

S. No.	Events	Date	Time
1	On line availability of Bid document (Till date)	30.04.23	
2	Pre Bid Clarification meeting	05.05.23	02:00 PM
3	Last date and time for online submission Of Bid	20.05.23	05:00 PM
4	Last date for physical submission of Bid Security, Bid Price, and RISL processing fee	20.05.23	04:00 PM
5	On line opening of pre-qualification Bid/Technical Bid	20.05.23	6:00 PM
6	On line opening of Price Bid	To be informed separately to technically qualified bidders.	

Instruction to bidders: -

- The bidders must note the following points carefully before submission of the bid.
1. The e-Bid document is available on the e-proc portal www.eproc.rajasthan.gov.in, www.sppp.rajasthan.gov.in, and University website www.btu.ac.in. Interested Bidders may download the e-Bid document, corrigendum, and clarifications from the e-tender portal.
 2. The interested Bidders may submit their e-Bids along with separate Demand Drafts drawn in favor of “**Controller of Examination, BTU Bikaner**” payable at Bikaner towards the cost of Bid Price (non-refundable), Bid Security and RISL Processing fee (non-refundable) in favor of “**Managing Director, RISL**” payable at Jaipur from any scheduled commercial Bank duly put in sealed envelopes.

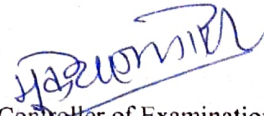
[Handwritten Signature]



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3. The above demand drafts must reach physically in the office of Controller of Examination, BTU Bikaner on or before last date & time as mentioned above failing which bids shall not be considered.
4. Interested bidders are required to get Digital Signature Certificate & password under the IT Act 2000 to sign & submit their proposal online on the website www.eproc.rajasthan.gov.in on or before the scheduled dates mentioned in NIB.
5. In the event of the specified dates being a holiday, the activities assigned on that date may be carried out on the next working day at the same time excluding online submission of the bid.
6. The University reserves the right to accept any bid or reject any bids, without assigning any reason thereof and without incurring any liability, whatsoever in favor of the bidder(s).
7. Validity of the rates shall be 90 days from the date of opening of Technical Bid, which can be extended by mutual consent.
8. The contract period for data processing work, preparation of the answer book for evaluation, and result preparation shall be for two years which may be extended as per RPPP Rules 2013 with mutual consent.
9. Financial and technical bids should be submitted separately in the prescribed form online on the website as mentioned in NIB within the scheduled date & time.
10. Firms have to present a technical presentation on a suitable date to be notified later before the technical committee of the university if required.
11. Price Bids (Financial Bids) of only those bidders, found responsive in Technical Bids, shall be opened as per scheduled date & time for which qualified bidder shall be informed separately.
12. Any information provided in support of the bids must be properly annexed, numbered, and duly signed.
13. Any ambiguous conditions quoted in the application may lead to summarily rejection of the quotation.
14. Bidders are required to read the document carefully before filling electronically bids. At the time of submission, every page duly numbered must be signed by the authorized signatory. The Bid document may be downloaded or seen on the website mentioned herein NIB.
15. In case of any query arises regarding the interpretation of the scope of work, T&C in the bid document, CoE will be the final authority to make the decision. The CoE may be contacted at 9414052529 or email at coe@btu.rajasthan.gov.in


Controller of Examination
Bikaner Technical University



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TECHNICAL BID
(SR FORM 15, RULE 68 OF GFAR-II)

1.	Bid for (name of goods/services for which the bid is submitted)	Data Processing Work
2.	Name and address of the firm submitting the bid (Photo ID Proof shall be attached)	
3.	Addressed to Procurement Entity	Address..... ContactNo..... Email id.....
4.	NIB No. & Date
5.	The bid price amounting to Rs..... has been deposited vide Demand Draft Number..... Dated.....	
6.	The Bid Security amounting to Rs..... has been deposited vide Demand Draft Number..... Dated.....	
7.	The RISL Processing Fee amounting to Rs..... has been deposited vide Demand Draft Number..... Dated.....	
8.	Eligibility Criteria and Experience :- Mentioned along with Scope of Work	
9.	Copy of Pan Card Number, Service Tax/GST Registration Number and GST Clearance Certificate up to last financial year, copy shall be enclosed is submitted herewith.	
10.	Form A, B, C & D as prescribed in Rajasthan Transparency in Public Procurement Rules, 2013 duly signed is also enclosed.	

Enclosures:-

- Copy of Photo ID Proof, PAN Card, Service Tax/GST Registration.
- Form A, B, C&D.
- Bid Security, Bid price, Processing Fee as above
- Undertaking
- All relevant documents required to prove Eligibility Criteria and Experience and others.

Technical Specifications

Data Processing Work

SCOPE OF WORK

The scope of work includes design and development of software, Webhosting, maintenance, operation, processing, and report generation for end-to-end examinations work of the University. The contractor shall arrange the hardware, furniture, stationery, equipment, and any other required logistics. The contractor shall arrange for net connection and all hardware viz, laptop/desktop, high-speed printers, barcode scanners, UPS, etc. The service provider will install and maintain the data processing software/applications on cloud service provided by Bikaner Technical University.

1. One web-based, secured, integrated application has to be developed and updated on the authorities' demand to carry out the activities. The developed application will be the property of the University. Bidder should mention the list of Software/Platforms/Applications etc. required to run their own software/ Application on university Cloud/Server. Also provide any specific cloud/Server configuration.
2. The successful Service provider will depute sufficient, qualified, and experienced human resources to maintain utmost secrecy and proper and smooth function inland successful completion of the work within the stipulated time.
3. The Service provider shall be required to depute at least one manager/programmer (Minimum qualification B.Tech./MCA) and a minimum of two Data Entry operators exclusively at BTU Bikaner. One floor manager should be appointed to co-coordinate all activities and timely disposal of works at the BTU campus. The human resources deployed should be sufficient and may increase as per requirement for the timely completion of the work.
4. The Service provider shall provide a sufficient number of Data Entry Operators (minimum two) at the BTU office to facilitate the activities of the helpline window and back-office support of the CoE office if required.
5. The Service provider shall provide a helpline service on all working days to facilitate all online activities performed at the affiliated/constituent colleges and BTU. At least one programmer (B.Tech./MCA) shall be deputed to the helpline service. Mobile and landline numbers should be displayed/made available to the public for contacting the helpline during working hours. A separate website should be developed to display results online and develop/provide a college-wise and student panel for performing all online activities and Registering BTU students. The design of the website/portal should be made as per the instruction of BTU.
6. The Service provider or a person designated by the Service provider with authority to take decisive action must be approachable during office hours. The service provider must provide all contact information of the such person to the CoE at the time of agreement. In case of delay or negligence from the Service provider's staff, the Bidder or his/her authorized representative will comply with the grievances of the CoE. If the CoE reports such grievances, the service provider must comply within two working days.
7. Data/documents will be delivered to the authorized person of BTU by the Service provider at the time of termination of the contract/ Agreement.
8. All the activities are to be carried out at BTU premises. The service providers shall not use BTU

premises for any other work. Work hours of the Service provider shall not be limited by the office hours of BTU.

9. The Service provider shall provide cloth binding of year-wise/branch-wise forms/reports where ever necessary.
10. The service provider shall provide different types of statistics related to pre-post Examination and fee/account summary as and when demanded. Fee collection for various pre & post-exam activities must have multiple gateway options.
11. The service provider will submit work progress/status report on last working day of every week.

S. No.	Description of Items (Hiring of services for the following activities for two years' examinations for all the courses run by BTU)
	<p>Pre-Examination Work</p> <ol style="list-style-type: none"> I. Online filling up of Enrolment, examination forms, improvement forms, revaluation forms, or any other type of forms as per design, method, and program decided by the University for all the courses which the University approves during the period of Bid. The Service provider shall also perform updating of data, preparation of checklist, and preparation of finally corrected database for further use in Pre & Post examination work during the contract period, i.e., collection of midterm and practical marks (internal). The process must include two-step authentications (OTP Based) for secure login. The service provider should provide a hardbound enrolment register course-wise per year. II. The checking of Roll Lists for registration of papers and candidature of students shall be done by the Service provider immediately after form filling at their level. III. The service provider should be provided Roll data register in hard bounded form with complete details of student college wise, size should be 15'X12' in a single copy on pre-printed stationery having watermark BTU on 65 GSM map litho paper. IV. After the declaration of all results, the Service provider shall provide a migration certificate of all pass-out candidates on 105 GSM parchment paper with the same security feature of mark sheet paper of size (20x20cms).
1.	<p>Enrollment Work:</p> <ol style="list-style-type: none"> A. Generation and processing of the Enrolment form online with photograph & signature (to be uploaded by the colleges) from the candidates with full details of the candidate as per given Performa. B. Allotment of Enrolment No. to eligible students. C. Printing of enrolment card with photo and scanned signature of the candidate (as per sample). Sheet 200 GSM, two sides coated with lamination with a 100-micron sheet. D. Generation of Roll list college-wise branch-wise with binding on pre-printed stationery having watermark of BTU monogram semester-wise on 65 GSM map litho paper. E. Generation of college and branch wise Enrolment Register with binding on pre-printed stationery having a watermark of BTU monogram annually on 65 GSM map litho paper. F. Online generation of the fee demand note, generation of challan, and consolidated financial statement in view of University fee norms.
2.	<p>Pre-Examination Work (Main/Back) (Previous year's data will be provided by the University. Porting is included in the</p>

	<p>scope of work).</p> <ol style="list-style-type: none"> A. Generation and processing of Examination form online with photographs and signatures of the candidate. Generation of online admit card, Center Copy with photo and scanned signature of the candidate (as per sample), and digital/scanned signature of authorized signatory. B. Online and offline Generation of Roll list, Date-wise Attendance sheet for each subject, and class-wise (Theory & Practical) Separately. C. Online registration of absentees through each center. D. Generation of Roll list semester-wise, college-wise, and branch-wise with binding on pre-printed stationery having watermark of BTU monogram on 65 GSM map litho paper. E. Generation of Center wise, Branch wise, and subject-wise examines strength for packing a list of question papers. F. Online correction advice to the candidates' data of all classes at the student panel for making data corrected by the student itself online. G. Providing roll nos. sticker with barcode. H. Online generation of the fee demand note, generation of challan, and consolidated financial statement in view of University fee norms. I. Online generation of admit cards at student panel. SMS alerts for each Examination (average 2-4) to each candidate in a year, as per instructions of BTU.
<p>Note:</p>	<p><u>Online Pre-Examination Data Correction Advice:</u></p> <p>Online correction advice to the candidate's data of all classes will be made available by the service provider online at the college and student portal so that candidate may check their pre-exam data online. If any error in data is noticed, the candidate can make a correction under intimation to the helpline and Service provider as well BTU will check the data, and correction in data shall be incorporated by the Service provider before the declaration of result; this work is to be done by the Service provider.</p>
<p>3.</p>	<p>Post Examination Work (Main/Back)</p> <ol style="list-style-type: none"> I. The final result shall be prepared by the service provider as per University regulations, rules, and ordinances and as per directions given by the University time to time. Result preparation shall involve the steps adopted in post-examination work. Final Result shall be prepared roll no. wise. II. The service provider shall arrange for online publication of results (on Performa of mark sheet) and it should be displayed on university website www.btu.ac.in as well as on website created by the service provider through the data processing software/application of the service provider. III. Preparation of exam-wise results and TR (Tabulated Register) of size 15'X12'in single copy on the pre-printed stationery having watermark of BTU of 65 GSM Map litho paper; list of R.L. cases; preparation of mark sheets; All correction mark sheets on pre-printed stationery as mentioned below, Mark sheet of RW (Result Withheld)/UM (Unfair means) list of candidates eligible for award of Degrees, merit list for all courses, etc. shall be provided by the service provider. <ol style="list-style-type: none"> a) Printing of mark sheets and consolidated mark sheets of individual candidates on 105 GSM Parchment paper of size 8.5'x12" for all

classes on pre-numbered and pre-printed mark-sheet stationary by original ink cartridge with security features of MICR Coding, Rainbow printing, UV Signature, different fonts in background, Micro line border, copy 'N' check feature (as per specifications approved by the University). Along with mark sheets, the service provider shall provide college-wise detailed dispatch advice having details of roll number, mark sheet serial number, name of the candidate, etc. Record of mark-sheets printed/used/canceled/damaged/blank shall be submitted to the University at the end of work or as and when demanded. The service provider shall not issue any paper to any person other than the authorized University office.

b) The service provider shall arrange to provide all correction mark sheets on the pre-printed stationery as per corrections informed by the University on some stationery. All correction mark sheets will be delivered to the University within 03 days of corrections being informed. All types of mark sheets shall be provided on the same specifications paper and preprinted mark sheet.

c) The service provider shall also provide mark sheets of RL cases, RW/UM cases, etc. as per directions of the University.

- I. The service provider shall prepare the provisional certificate for all pass-out candidates on the same stationery of the mark sheet on 105 GSM parchment paper with the same security feature of size (20x20cms). It may also ensure by the service provider that after the declaration of any result, if any candidate completed the course, then his/ her consolidated mark sheet and the provisional certificate should be prepared.
- II. The service provider shall also provide a list of candidates declared passed in final year examinations. The service provider shall also provide a Merit list in Performa decided by BTU.
- III. The service provider shall provide the consolidated mark statement (softcopy) for all pass-out candidates for all courses.
- IV. The service provider shall also provide the information /Statistics of University examinees in the format duly approved by the University, as and when required to provide it to various central & state agencies or for University's own purposes.
- V. Exam-wise Revaluation results and its TR of size 15'X12' in a single copy on the pre-printed stationery having watermark of BTU on 65 GSM Map litho paper.
- VI. After the declaration of all results including Revaluation results, the service provider shall also provide the complete Tabulation Registers of all classes on pre-printed stationery having all security features in duplicate for all examinees of the University after incorporating their valuation effects and required corrections informed by the University time to time and a certificate stating that a son today Revaluation results, all corrections informed by the University up to date are incorporated as per revaluation data and correction list. Every Tabulation register must be hard bounded college wise with brief Statistics including the scheme, of course, Roll No. ranges, Name of Colleges, Name of Examination Centre and class must be printed on the thick hardbound

	<p>paperbacks used for binding/ pinning of Tabulation registers in a format approved by the University.</p> <p>VII. The service provider shall agree that the mark sheets on 105 GSM parchment paper of size 8½"x12" will be procured in sufficient number from the printing press and a statement of the mark sheets shall be maintained at the service provider level.</p> <p>VIII. It would be the sole responsibility of the service provider to punch/scan and verify the awards at their own level with 100% accuracy.</p> <p>IX. Even after supplying the data in soft & hard copy from time to time to the University the service provider shall also be required to preserve the data for at least two years or period specified by BTU on its own and shall provide the same as and when demanded even after expiry of the work order.</p> <p>X. The service provider should furnish information regarding their punching /scanning capacity and daily/hourly output of the printing capacity.</p> <p>XI. In case of a serious lapse in processing and timely completion of work, the University shall be free to withdraw the work and allot the same to other service providers at the risk and cost of the approved service provider.</p> <p>XII. The service provider should nominate a person (floor manager) who shall appraise the CoE/ Dy.Registrar/ Asstt. CoE is concerned about the status of work daily and should be available on phone (whenever required).</p> <p>XIII. All mid-term, sessional, practical awards, etc. for all courses shall be taken online and will be used at the time of online result preparation. Hardcopy of awards shall be provided by the service provider if required by BTU.</p> <p>Scope of work includes</p> <p>A. Providing award lists for theory papers on 105 GSM OMR sheets as per requirement and printing suggested by the BTU examination office or Generation/submission of award lists online in softcopy through individual Examiner in specified format (Theory) separately, including verification and error checking (as per the mode decided by the BTU).</p> <p>B. Entry of marks from award lists OMR/online marks, including verification & error checking. The service provider will provide printed envelopes and forms as per sample(s).</p> <p>C. Practical and Mid Term: Generation/submission of award lists online in soft copy through Individual Examiners in specified format (Practical & Internal Assessment/midterm) separately, including verification and error checking.</p> <p>D. Result Preparation: Result preparation as per the prevailing ordinance, regulations, promotion rules, and guidelines of each Examination during the contract period. The service provider will ensure the correctness of result parameters (Such as grades, CGPA, SGPA, etc.). All results will be subjected to verification and modification by the University.</p> <p>E. Printing of Tabulation Register in duplicate with security features (hardbound Branch wise having watermark of BTU monogram on 65 GSM map litho paper) providing a soft copy of tabulation register to respective colleges in pdf format through online mode with security features.</p> <p>F. Printing of statements of marks (Mark sheet) with security features. The service provider will provide a List of candidates eligible for improvement in-sessional</p>
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	<p>& midterm assessments.</p> <p>G. Uploading of results online in the format of a mark sheet comprising candidate details, subject name and theory & sessional, practical marks, division, etc.</p> <p>H. Result SMS to individual examinee within 24 hours from the result declaration date.</p>
4.	<p>Revaluation Work</p> <p>Scope of work for revaluation work will include:</p> <p>A. Online submission of Revaluation forms.</p> <p>B. Registration of offline forms received for Revaluation.</p> <p>C. Preparing award lists for each subject on an OMR sheet or Generation/submission of award lists online in soft copy through individual Examiner in specified format (Theory) separately, including verification and error checking (as per the mode decided by the BTU).</p> <p>D. Entry of Revaluation marks from award lists OMR/online marks, including verification & error checking.</p> <p>E. Preparation of revaluation results per each ordinance, regulations, and promotion rules of respective examinations.</p> <p>F. Printing of Tabulation Register with security features (Branch wise) providing a soft copy of tabulation register to respective colleges in pdf format online with security features.</p> <p>G. Printing of revised statement of marks (Mark sheets).</p> <p>H. Online generation of the fee demand note, generation of challan, and consolidated financial statement as per University fee norms.</p> <p>I. Providing printed envelopes & forms as per samples.</p> <p>J. Uploading of results online in the mark sheet format comprising candidate details, subject name and theory & sessional, practical marks, division etc.</p> <p>K. Result SMS to individual examinee within 24 hours from the result declaration date.</p>
5.	<p>Online Digital Student Profile</p> <p>To prepare a complete result profile in digital form of students enrolled in session 2018-19 onwards of all courses. The resulting profile should be provided in Roll number wise, comprise all candidate examination details in one place on one click, and be in dynamic form. After the declaration of every result/correction, data may get updated. Uploading and maintaining student profiles online at the BTU website and BTU Mobile Application for one view click for students.</p>
6.	<p>Preparation of Degree Data</p> <p>A. Providing college-wise degree data of passing out students such as name, program, name of college, Enrolment no., Roll no., and division (both in Hindi & English) along with the scanned photo.</p> <p>B. Course-wise, branch-wise merit list of examinees of first 30 candidates. The merit list shall be prepared per BTU regulations, rules, ordinances, etc.</p> <p>C. Online verification and correction of degree Data:-</p> <p>D. Online display of degree data with Roll no., Enrolment No., Student name, Name of Branch, Name of the College, Student contact no., Email ID of the student both in English and Hindi, and its verification and updating.</p> <p>E. Online uploading of photographs and documents for updating purposes.</p> <p>F. SMS and email alerts to students/colleges from time to time as per BTU directions.</p>
7.	<p>Printing of Provisional Certificates</p>

8.	Printing of Migration Certificates
9.	Preparation of consolidated Marksheets
10.	Printing of Duplicate Marksheet
11.	Printing of semester-wise Transcript with 70-micron pre-printed self Adhesive plastic envelope of size 9.5'x13' with barcode printing on all sides of the envelope for each Transcript and one outer envelope of the exact Specification of size 11'x14' for further packing of sets of transcripts.
12.	Printing of subject-wise Transcript with 70-micron pre-printed self Adhesive plastic envelope of size 9.5'x13' with barcode printing on All sides of the envelope for each Transcript and one outer envelope of the same Specification of size 11x14 for further packing of sets of transcripts.
13.	<p>Preparation of Answer sheets</p> <p>I. The service provider will generate fictitious codes of received Answer book, bagging, packing, and ID tagging in a packet of 150 maximum, which will be required for further proceeding. The service provider must generate and submit award lists online in soft copy through individual examiners in a specified format (Theory).</p> <p>II. The service provider should generate an Evaluator panel online and issue individual Login IDs and Password for each packet of the answer book separately to upload awards online. The process must include two-step authentications (OTP Based) for secure login.</p> <p>III. Each Login ID and password should be provided in a sealed packet along with each packet of the answer book. The service provider shall prepare a suitable program for the online collection of awards at the Evaluator panel so that after evaluating the answer book, the evaluator can submit his/her marks through a registered Login ID online. Online awards shall receive on fictitious codes.</p> <p>IV. The service provider shall compile all online theory awards subject-wise and branch-wise and use these online awards for result preparation, including verification and error checking.</p> <p>V. The service provider shall prepare and clear an Exception report using flaps of answer books, absentees, Unfair means cases, etc., on its own.</p> <p>VI. The service provider shall process and prepare the marks exception report, if any, within two days of handing over the last award of the particular Examination.</p>
14.	<p>On-screen/Digital Evaluation</p> <p><u>Pre-Evaluation Phase</u></p> <p>Designing the evaluation plan and evaluation process in consultation with the Controller of Examination of the University:</p> <p>1. The complete scanning will be done at BTU Campus only, and other modalities will be decided in consultation with CoE.</p> <p>a) Complete Security management processes per industry standards (Physical and IT for all blocks and servers etc.)</p> <p>b) Evaluator handling process</p>

- c) Click by Click Audit processes
 - d) Other related processes involved in the Evaluation
 - e) Training of Head Examiners / Examiners and confidential section staff of Bikaner Technical University on on-screen/digital Evaluation towards capacity building of all involved stakeholder(s).
2. 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.
 3. Handling/ Emergency Procedures.
 4. The software should have a role-based security mechanism and proper industry-standard authentication like Digital Signature and authorization mechanism should be implemented in the system.
 5. Software should facilitate an audit trail for all the transactions/activities during the system's operation.
 6. To provide and set up secured software for Authoring and completing the evaluation process.
 7. The University official will receive the Answer Booklets, and later the sealed bags /packets will be handed over by him to the Bidder for Proper accounting of Answer Booklets and for further processing for on-screen Evaluation. The bidder will gun the barcode BEFORE THE OPENING of the bags /packets. He will also make a subject-wise, date wise and center-wise record of the details provided in the sealed bags /packets packing slip in an appropriate format/software.
 8. Scanning should be done by cutting the spine of the Answer Booklet and all the pages of the booklet should be accounted for and IDENTIFIED WITH THE BOOKLET BAR CODE NUMBER. Bidder is also required to provide all the stationery requirements needed during the scanning process and for storage of scanned answer booklets.
 9. Scanning of answer books will have to be completed within 15 days of commencement.
 10. The scanned answer books are to be securely made available to the evaluation centers or to the evaluators so that the evaluators can use their own system to access and evaluate the answer scripts anytime.
 11. Answer Books to be opened in presence of the representative of the university.
 12. Answer books are required to be handed over to the authorized person of the university once their scanning is completed in the same order (and properly stapled) as they were handed over to the bidder with the proper tag.
 13. The bidder should provide a suitable assessment scoring system or software and reports as per the requirement of the university.
 14. A sufficient number of scanners and required manpower should be arranged by the bidder to complete the entire scanning work within 15 days. The scanning activity may begin from the 3rd day of examination. Bidder has to provide technical manpower at each evaluation center to provide technical support.
 15. The bidder should provide a software tool or mobile app to track the scanning and evaluation progress subject-wise/ Evaluator wise on a daily basis to all the concerned authorities.
 16. Bidder has to compile the editing process of scanning within three days of

completion of scanning work.

17. Bidder has to provide marks of evaluated answer book as and when the same has been completed.

Evaluation Phase

18. To securely transmit, download, install and implement evaluators/evaluation details received from the university.
19. To provide a unique user name/password to the evaluators at the evaluation center. The process must include two-step authentication (OTP Based) for secure login.
20. To arrange/provide adequate technical support to the evaluators individually or at the Evaluation Center.
21. To maintain a complete log of all activities of evaluators during the course of examination to enable complete audit ability of the evaluation process.
22. To calculate marks obtained by each candidate as per the requirement of the university.
23. A device system for monitoring and supervision of evaluation Center activities (Evaluator level) by the competent authority.
24. To transfer/export the data in an encrypted format including raw scores data from local server to Central Server of the University keeping view sensitivity of the same as referred to Information Leak Detection and Prevention.

Detailed Scope of services for Digital Evaluation System (On-Screen Marking System)

1. The system shall enable digitization of the handwritten Answer Booklets with appropriate resolution and store the same in the servers for online Evaluation in a distributed environment by the registered faculties.
2. The evaluation process shall be both on-premises and online with industry-standard security features integrated.
3. The digitization process shall have:
 - a. The ability to read Barcode / OMR from the AB(Answer Booklet).
 - b. Masking of select fields on any or every page of the AB.
4. The system shall have built-in features for tracking the entire life cycle of the process viz.,
 - a. receipt of the physical ABs from the University
 - b. digitizing and handing over the same back to the university
 - c. the Answer Booklet stacking system to locate and pull out the physical AB from the storage area in case of any exigency.
5. The system shall enable question paper fragmentation and uploading of answer key for On-Screen Marking of the AB.
6. The system shall enable the On-Screen Marking of ABs only by authorized evaluators of the University for which there must be an approval mechanism built-in.

	<ol style="list-style-type: none"> 7. The solution shall provide suitable authentication using login IDs and passwords to the evaluators. Provision shall also be given for the password to be sent to the registered mobile numbers of the evaluators. 8. The system shall dynamically allocate the digitized ABs to the registered evaluators through randomization and ensure complete secrecy in the whole process. Randomization and allocation of the ABs should be automated. 9. The Digital evaluation system shall be user-friendly with AB, Question paper, Answer Key, and Marks Entry to be provided on the same screen in a single window with zoom in / out and rotation facility. The system shall also have options for carrying out annotations during Evaluation. 10. The un-evaluated ABs by any evaluator/ faculty should get back to the common pool in the server at the end of the day and should be made available to other faculties for Evaluation. 11. The system shall allow multiple levels of Evaluation that will be configured by the university through a set of rules and configurable parameters. 12. The system shall provide a certain percentage of the ABs already evaluated to be allocated for moderator review and further Evaluation as per the norms. 13. A proper tracking system shall be made available for monitoring the number of ABs received by the Service Provider, those digitized, evaluated, and pending Evaluation to the CoE. 14. The system shall have the feature to re-evaluate the AB without disclosing the marks entered during the previous Evaluation (s). 15. The system shall have a feature to extract copies of the digitized copy of the ABs along with marks and annotations by the University after the declaration of results for any RTI query/court references / any other purpose. 16. The proposed system should also provide the following features: <ol style="list-style-type: none"> a. Cross-platform capability viz., windows, iOS, and Android b. Access to various devices viz., desktops, laptops, tablets, and mobile, etc. c. Mobile app facility for the CoE for live tracking of the processes
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Student Service/Help Line:

Helpline support voice and email-based to be provided by the Service provider 8-10 hours a day (working hours) and for all the days (except Sundays and National holidays) for the help of the students/colleges/University. For the duration of filing online examination forms or any other special circumstances, the duration of the helpline may increase.

Other Important Instruction:

- Service provider must hand over the data periodically after each semester exam or whenever requested by the CoE. Service provider will also deploy/install a software/application in a local system which supports view data, generates reports (in PDF, Excel, CSV, SQL or any other required format) before termination/ end of the contract.
- Bikaner Technical University will be sole owner of all data collected and prepared through the Data Processing system.
- Data backup provision must be maintained to overcome any unforeseen conditions of server/system failure.

SERVICE LEVEL REQUIREMENTS (TIME SCHEDULE)

DATA PROCESSING WORK: - Following time schedule is to be followed: -

Enrolment: -

- I. The online enrolment form generation at different colleges shall be done within 07 days of providing admission data by the University
- II. Enrolment Card & enrolment register, fee collection console with multiple gateways option shall be provided within 30 days after clearance from the University.

Pre-Exam: -

- I. The online examination form generation shall be done within 5 days after the receipt of data from the University.
- II. The online generation of admission card/ Centre Copy /attendance sheet/fee collection console etc. shall be done within 3 days of clearance from the University.
- III. The activity of pre-examination work, packing list should be provided within 3 days of demand.
- IV. Roll data register in hard bounded form should be provided within 10 days from the last date of filling up exams forms.

Post examination work: -

- I. The Service provider will generate fictitious codes of received Answer book, bagging, packing and tagging of ID in a packet of 150 maximum, which will be required for further proceeding. This work should be initiated immediately after receiving the copies from examination centers. The service provider must have a capacity to prepare 3000 answer books or 20 bags per day. This process must complete within 15 days from the handing over the answer booklets. Any further delay will attract liquidated damages.
- II. The service provider must have a minimum capacity to prepare 2500 answer booklet per day for on-screen evaluation. This process must complete within 15 days from the handing over the answer booklets. Any further delay will attract liquidated damages.
- III. Preparation of result (with students less than 5000) has to be done within 3 days after the last awards are provided. Preparation of results (with students more than 5000) has to be done within 5 days after the last awards are provided. Printed documents, T.R., Marks sheets, etc mentioned in the bid document shall be provided within 7 days after the declaration of result.

Revaluation Work: -

- I. Fictitious numbers shall be provided within 7 days of receipt of revaluation data.
- II. The result shall be declared within 5 days after the last award is provided. TR, Mark sheets shall be provided within 7 days of declaration of result.

Back paper Examination: -

This is to be carried out as per the main examination work schedule.

For Misc. activities (Printing of Provisional Certificate, Migration Certificate, Consolidate Mark sheet, Duplicate Mark sheet, Transcript semester wise and subject wise) shall be provided on the same day of assigning the work.

TR of all the examinations (Main/Back/Reval/Revise/Modified/After Copy View etc.) shall be sent to respective colleges by Email within 1 day from the date of declaration of result.

SPECIFICATIONS OF PAPERS/OTHER MATERIALS

All courses will be either running on a semester or annual or mixed-mode basis. The number of papers may range into 6 theory papers approximately for each student/course (B. TECH, B.Arch, B.Design, MCA, MBA, M.Tech. etc.) in a semester scheme and 12 theory papers in an annual scheme. Similarly, in practical and sessional examinations there will be approximately 12 sessional in a year and the same numbers of practical in a year for each student.

S.No.	Items	Size of Papers	Expected quantity in two year
1	Tabulation Register Records of 8 students in single sheet as per approved Performance on pre-printed stationery, litho mark, watermark, the digital signature of CoE, etc. In hardbound shape.	15' x 12', 65 GSM Map litho paper, 2 Fold	Nx 2 x 2/8
2	Mark Sheet (as per the description given below)	8.5"x12",105gsm Parchment Paper parchment paper.	N
3	Enrolment Card (with photo and scan signature of the candidate)	Size:8.5 x6 cm, Sheet- 200 GSM both sides glazed with 100 micron lamination sheet.	60,000
4	Separate envelopes (without cloth) for foil & counterfoil and one outer envelope (clothed) to accommodate/put up above two envelopes	Size as required 80 GSM Craft Paper	30000 Set
5	Provisional certificate and Migration Certificate(as per the description given below)	(20 x20cm)105 Gsm Parchment paper.	N
6	Transcript (semester-wise/subject-wise) with 70-micron pre-printed self-adhesive plastic envelope of size 9.5'x13' with barcode printing on all sides of the envelope for each Transcript and one outer envelope of the same Specification of size 11'x 14' for further packing of sets of transcripts. (as per the description given below)	8.5"x12",105gsm Parchment Paper	20,000

N=Approximate number of students for a particular examination.

Paper of Marksheet, provisional certificate, migration certificate, and Transcript:

Printing of mark sheets and consolidated mark sheets of the individual candidates on 105 GSM Parchment paper of size 8.5"x12" for all classes on pre-numbered and pre-printed mark-sheet stationery having watermark by original ink cartridge with security features of MICR Coding, Rainbow printing, UV Signature, different fonts in the background, Microline border, copy 'N' check feature (as per specifications approved by the University).

Printing of Transcript of the individual candidate on 105 GSM Parchment paper of size 8.5" x12" for all classes on pre-numbered and pre-printed Transcript stationery having watermark by original ink cartridge with security features of MICR Coding, Rainbow printing, UV Signature, different fonts in the background, Microline border, copy 'N' check feature. The further Service provider shall also provide a 70-micron pre-printed self-adhesive plastic envelope of size 9.5" x13" with barcode printing on all sides of the envelope for each Transcript and one outer envelope of the same Specification of size 11" x14" for further packing of sets of transcripts. (as per specifications approved by the University).

Printing of provisional certificate end migration certificate on 105 GSM Parchment paper of size 20x20 cms for all classes on pre-numbered and pre-printed certificate stationery having watermark by original ink cartridge with security features of MICR Coding, Rainbow printing, UV Signature, different fonts in the background, Microline border, copy 'N' check feature (as per specifications approved by the University).

Tabulation Register containing Records of 8 students in single sheet as per approved Performa on pre-printed stationery, litho mark, watermark, the digital signature of CoE, etc. in hardbound shape in two sets.

ELIGIBILITY CRITERIA

S. No.	Eligibility Criteria	Comply (Yes/ No)	Encl. No.
1	Bidder should have at least 5 years' continuous experience immediate preceding to 2023- 24 of examination works "for Pre-Post Examination work, Data Processing, Preparation of Answer Books for Evaluation and Result Preparation Work" or similar nature of work at any State/Central University/Government funded Autonomous Institution situated in India (atleast one single work order of Rs. 72.00 lakh, enclose work order and successful work completion with work satisfactory certificate issued by competent authority). Bidder should have experience for all above examination works of minimum 60000 candidates every year for last 5 consecutive years prior to 2023-24. Above work done in piece-meal for different parties shall not be considered		
2.	Bidder should have atleast 2 years' experience immediately preceding to 2023-24 of "Onscreen evaluation of answer books or online marking and evaluation of answer books work and Result Preparation Work" OR "Preparation of answer books for offline evaluation through fictitious coding system. Online marks filling by the examiners through secured online portal and result preparation work." at any State/Central University/ Government funded autonomous Institution situated in India (Enclose work order and successful work completion with work satisfactory certificate issued by competent authority). Bidder should have experience for all above examination works of minimum 1.00 lacs Answer Books every year for last 2 consecutive years prior to 2023-24.		
3.	Bidder should have average annual turnover of immediate preceding 3 years from above said work equal to or above Rs. 75.00 lakh related to "Pre-Post Examination work, Data Processing, Preparation of Answer Books for Evaluation and Result Preparation Work" (Enclose certified copy of Profit & Loss a/c and Balance Sheet and C.A. certificate should also be attached) during 2020-21 to 2022-23.		
4.	No information regarding candidates and data etc are to be transmitted on to anyone else in any form.		
5.	The rates quoted Per Student and Per Answer Book in BOQ shall be inclusive of all taxes, GST etc.		

6.	Bidder shall give declaration on Rs. 100/- stamp paper in the prescribed format stating that the Bidder is not black listed or no inquiry/case(s) are pending against Bidder and him, constituted/filed by Government of Rajasthan or any other State Govt./Central Govt. etc. or Central/State Government Universities/Central/State School Examination Boards or by the Court of Law.		
7.	Bidder should meet all the above qualifications criteria by itself. Joint venture with other companies, Bidders, partners shall not be eligible for opening of their financial bid.		
8.	Bidder satisfying above criteria in the primary scrutiny will only be (eligible for opening of their financial bid) considered.		
9.	University reserves the right to disqualify the bid and no need to provide reason for that.		
10.	If the lowest rate is quoted by more than one bidder in financial bid then L1 shall be decided on the basis of higher experience number of works done as per the experience number one of eligibility criteria. Decision of the University will be final in this regard.		
11.	Bidder should have ISO9001/CMMI or equivalent Certification.		
12.	Bidders should have a minimum net worth of Rs. 2.0 crore in the financial year 2022-23 (Enclose C.A. audit report).		

Signature of Service provider

Note:

Service providers who failed to submit online documents related to the above eligibility criteria and physical demand draft up to the scheduled date and time shall not be eligible in a technical bid.

SPECIAL CONDITIONS OF BID & CONTRACT

Risk & Cost Clause: - The CoE or the competent Authority of BTU without prejudice to his right against the Service Provider in respect of any delay or inferior performance of otherwise or claims for delay in respect of any breaches of the contract and without prejudice to any rights or remedies under any of the provisions of the contract or otherwise, by notice in writing absolutely determined the contract in any of the cases.

If Service Provider having been given by the CoE/BTU, a notice in writing to rectify, or otherwise that the work being performed is inefficient or otherwise implemented in an improper manner, shall omit to comply with the requirement of such notice within a period of 07 days or for the prescribed time, thereafter of if the Service Provider shall delay or suspended the execution of the work so that either in the judgment of the CoE/BTU, he will be unable to perform the work by the satisfaction of BTU or has already failed to complete the work by the time.

If the Service Provider commits a breach of the terms & conditions of the contract.

When the Service Provider has made himself liable for action under any of the cases aforesaid, the CoE/BTU, shall exercise power: -

To determine or rescind the contract, as aforesaid, upon such determination or rescission, the bid security, performance security shall be liable to be forfeited and shall be absolutely at the disposal of BTU.

To get the work done through other service provider and in such case any expenses which may be incurred in excess, of the sum which would have been paid to the original Service Provider, if the whole work had been executed by him of the amount of which excess, the decision of the CoE/BTU shall be final and conclusive and shall be borne and paid by the original Service Provider that may be deducted from any money due to him by the BTU or from his bid security, performance security. However, the original Service Provider shall have no claim to compensation for any loss sustained by him or reason for having purchased or procured any material, equipment, or entered into any engagements or made advances on account of execution/performance of the contract.

Features required in Digital Evaluation Software

1. Provision for an automatic backup of evaluated answer books.
2. User account management i.e. addition, modification, and deletion of examiner and headexaminer.
3. Answer book management i.e. mapping of answer books.
4. One-time Security setting for the setting of password.
5. Provision for marking of question by the Examiner as evaluated, optional, mark forreview or not attempted.
6. Evaluated check box to ensure that Examiner has visited each and every page of ananswering script.
7. Examiner comment box for each question.
8. Provision for zooming in/out of answer scripts for proper viewing.
9. Provision for skipping of an answering script by an examiner if the same is in a differentmedium or not properly scanned, with regulatory remarks.
10. Provision for reviewing of any answer script by the head examiner at any location ofEvaluation Center and HQ.
11. Provision for viewing of evaluated answer scripts by the Head examiner under which the Head Examiner views the marks of the previous

Examiner.

12. Real-time based dashboard for monitoring of activates/progress of work at a higherlevel:
 - (i) Daily and consolidated examiners' attendance
 - (ii) Daily and consolidated Head examiners' attendance
 - (iii) Daily and consolidated Subject-Medium wise examiner details
 - (iv) Daily and consolidated Subject-Medium wise head examiner details
 - (v) Skipped Answer script Details (till date)
 - (vi) Overall Subject-Medium wise Evaluation (till date)
13. Providing passwords to each and every examiner and head examiner.
14. Date wise working hours report of Examiners and Head Examiners.
15. Availability of answer scripts, question paper, and marking scheme on the computernodes of each and every head examiner and Examiner.
16. Enabling of security settings for head examiners authentication.
17. Maintaining audit log of each and every Head Examiner, Examiner, and IT Manager of Evaluation agency.
18. Provision for forgot Password and secret question settings.
19. Annotation of each and every question and page of answer scripts.
20. At the end of the day, mark reports of every Examiner to know the number of answer scripts evaluated per day and the time taken to complete the given assignment.
21. Provision for subject/medium-wise selection of answer script.
22. Provision for configuration of the multi-lingual question paper.
23. Examiners and Head Examiners feedback.
24. Provision for day-wise re-evaluation based on evaluation feedback.
25. The setting of minimum time of Evaluation of an answering script to avoid fast and possibly inaccurate evaluated answer script.
26. The setting of limit/ceiling for maximum no. of scripts to be evaluated by an examiner.
27. Mandatory provision for Evaluation of 10% answers scripts by the Head Examiner and the Service provider should provide a proper interface for the same.
28. Detailed audit log of Evaluation.
29. Provision for a view of answer scripts after the completion of Evaluation and Provision for review of answer scripts subject-wise by the Head Examiner of the subject and medium to which he/she is mapped for a limited to 10% of the allotted subject.
30. Evaluation of answer script(s) should be made with annotation.
31. Provision for auto uploads of marks file.
32. Evaluator and Reviewer hands-on Training.
33. Provision of revisiting the Answer Script on the same day by Evaluator.
34. Provision of Control on Evaluator / Review logging time in the system to prevent misuse of evaluations by providing proper time setting facility.
35. Step-by-step Marking of a question.
36. Provision of display of timer to the evaluator for monitoring of time

taken to evaluate an Answer book.

37. The Reporting console should be facilitated to all users along with administrative officers as designated by Bikaner Technical University, Bikaner.
38. Any kind of deviation in achieving the fixed target would be notified by the service provider to Bikaner Technical University, Bikaner.
39. The report console should be facilitated with a print command.
40. Service provider shall have software developer to manage and maintain cloud server facility provided by BTU.

LIQUIDATED DAMAGES.

Following recovery shall be made against Liquidated damages in case of delay: -

1 to 10 days' delay - 2.5 % of bill amount of particular activity/work of Examination subject to a minimum of Rs. 100/-per day, whichever is higher.

11 to 20 days' delay - 5.0 % of bill amount of particular activity/work of Examination subject to a minimum of Rs. 200/-per day, whichever is higher.

21 to 30 days' delay - 7.5% of bill amount of particular activity/work of Examination subject to a minimum of Rs. 300/-per day, whichever is higher.

Above 30 days' delay Maximum 10% of bill amount of particular activity/work of Examination, whichever is higher.

Total LD, in any case, shall not exceed 10% of the total work order amount for each year excluding deduction as shown in 2(B).

DEDUCTIONS WILL BE MADE AS UNDER

- Name correction, Paper code correction: Rs.5.00 per candidate.
- Invalid paper codes, not incorporating proper back papers: Rs.10.00 Per candidate.
- Wrong posting of marks/Wrong enrolment, roll number: Rs.100/-per candidate
- Missing registration: Rs.100/-per candidate
- Mistakes in statistics/Mistakes in Examination admit card/Mistakes in award lists: Rs.10/-per candidate.
- Any other error not covered above: Rs.100/-per mistake
- Loss of answer book: Rs.5000/-per answer book.
- The above deduction will be valid only for mistakes up to 1-3%. If the number of mistakes is more than 3% then the deduction will be made the double amount of the above-mentioned rates.

1. The Service provider should submit an experience certificate/pre-qualification for performing such work in any university or board of Examination as contained in the eligibility criteria.
2. Duration of the contract shall be for two years (Two Semesters annually) from the date of order. However, University reserves the right to extend the order for another year on mutual consent.
3. Service provider shall agree that in case of mistakes, which may turn out to be intentional, besides penalty as contained in the Bid Form, the University shall be free to take further legal action according to the graveness of the mistake.
4. No mobile will be allowed with service provider staff except for which permission is granted by University.
5. Body search shall be made daily at entry and exit of service provider employees.
6. No extra cost shall be paid by BTU for any work mentioned above other than rates approved for the items.
7. Space, water, and electricity shall be provided to the Service provider at University premises without any charges.
8. Minimum one security guard (Ex-Serviceman) will be employed for security and secrecy purposes by the Service provider.
9. Employees of the Service provider shall wear a dress code and carry identity cards issued by the Service provider during working hours. A list of all employees shall be made available to CoE. In case of any change of staff member of the Service provider, prior permission should be taken and staff should be present in person before giving an appointment.
10. Any liability regarding a person engaged in job work will be borne by the contractor/service provider.
11. Bill of payment may be raised for 25,000 or more answer books (for part-B) after completion of work to avoid repetitive/more bills.
12. The Service provider should not have any background of black listed/bankruptcy or any record of premature termination of the contract previously from any University or board for this Service provider shall submit an affidavit of Rs.50/-stamp in prescribed Performa.
13. The location of the backup server (if any) must be in India.
14. Data should be in encrypted form and proper security of data is the sole responsibility of the Service provider.
15. There should be a system ensuring total security, confidentiality, and integrity of data.
16. Service provider should maintain the log file of the server and has to provide it as and when required.
17. For Online examination work, the Service provider should have a separate website that should not host any other application other than BTU exam work.
18. The examination website must be available for the whole year or for the period specified by the University, whichever is later.
19. There should be no advertising on the website other than that of the BTU.
20. Hosting server uptime must be at least 95% (attach documentary proof) and the complaint about

functionality shall be restarted within half an hour at most.

21. Bandwidth should be sufficient to cater services.
22. Service provider must hand over the data periodically after each semester exam or whenever requested by the CoE. Service provider will also deploy/install a software/application in a local system that supports view data, generates reports (in PDF, Excel, CSV, SQL, or any other required format) before termination/ end of the contract.
23. Bikaner Technical University will be the sole owner of all data collected and prepared through the Data Processing system.
24. Data backup provision must be maintained to overcome any unforeseen conditions of server/system failure.

Signature of Service provider



GENERAL TERMS AND CONDITIONS
(SR FORM-16 RULE 68 OF GFAR-II)

Note: Bidders should read the conditions carefully and comply strictly while sending their Bids.

1. The envelopes containing the bid must be marked “BID FOR “**Data Processing Work**”.
2. "Bids by bonafide dealers": -Bids shall be given only by bonafide dealers in the Services. They shall, therefore, furnish a declaration in the prescribed form as mentioned in RTPP Rules, 2013.

(i) Any change in the constitution of the firm, etc., shall be notified forthwith by the contractor in writing to the purchase officer and such change shall not relieve any former member of the firm, etc., from any liability under the contract.

(ii) No new partner/partners shall be accepted in the firm by the contractor in respect of the contract unless he/they agree to avoid by all its terms, conditions, and deposit with the purchase officer a written agreement to this effect. The contractor's receipt for acknowledgment or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
3. **GST Registration and Clearance Certificate**:-No Dealer who is not registered under the GST prevalent in the State where his business is located shall Bid. The GST Registration Number/TIN No. should be quoted and a GST clearance certificate from the Commercial Taxes Officer of the Circle concerned shall be submitted without which the Bid is liable to rejection.
4. The bidder 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.
5. The rate shall be filled both in words and figures. There should not be errors and/or over writings. Corrections if any should be made clearly and initialed with dates. The rates should mention elements of the GST separately.
6. All rates quoted must be FOR and should include all incidental charges except statutory taxes such as GST which should be shown separately. In case of local supplies the rates should include all taxes, etc., and no cartage or transportation charges will be paid by the Bikaner Technical University, Bikaner and the delivery of the goods shall be given as per delivery schedule. Goods to be purchased are for the purpose of official use, hence octroi is not payable. The rates, therefore, should be exclusive of octroi, and local tax.
7. **Validity**:-Bids shall be valid for a period of 90 days from the date of opening of the Technical Bid.
8. The approved Supplier shall be deemed to have carefully examined the conditions, scope of work, etc., of the services to be provided. If he has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before submitting the bid, refer the same to the procuring entity and get clarifications.
9. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.



10. **Delivery Period:**-The bidder whose bid is accepted shall arrange supplies/services within a period of 30 days from the date of supply/work order.
11. **Extent of quantity-Repeat Orders:** - If the orders are placed in excess of the quantities shown in the tender notice, the bidder shall be bound to meet the required supply. Repeat orders for extra items or additional quantities may be placed on the rate and conditioned given in the tender. Delivery or completion period may also be proportionately increased. The limits of repeat orders shall be as under:-
 - i. 50% of the quantity of the individual items and 50% of the value of original contract in case of works and;
 - ii. 50% of the value of goods or services of the original contract;
 - iii. If the bidder fails to do so, the procurement entity shall be free to arrange for the balance supply by limited tender or otherwise and the extra cost incurred shall be recoverable from the bidder.
12. If the procurement entity does not purchase/higher any of the tendered articles/services or purchase/higher less than the quantity/services indicated in the tender document, the bidder shall not entitled to claim any compensation.
13. **Bid Security:**
 - (a) Bidders have to submit bid Security @ 2% (or Concessional as per RTPP rules, 2013) of the estimated cost of the Bid through Demand Draft/Banker's Cheques physically in favor of "**Controller of Examination, BTU Bikaner**" payable at Bikaner. A banker's cheque or demand draft or bank guarantee, in specified format, of a scheduled bank. The bid Security must remain valid thirty days beyond the original or extended validity period of the bid without which Bids will not be considered.
 - (b) **Refund of Bid Security:** - The Bid Security of unsuccessful bidders shall be refunded soon after the contract is signed by the successful bidder and depositing of performance security.
 - (c) The Central Government and Government of Rajasthan Undertakings may submit bid security declaration instead of bid security.
 - (d) The Bid Security/Performance Security lying with the Department /office in respect of other Bids awaiting approval or rejection or on account of contracts being completed will not be adjusted towards BS/PS for the fresh Bids. The BS may, however, be taken into consideration in case Bids are re-invited.
14. **Forfeiture of Bid Security:** - The Bid Security will be forfeited in the following cases:
 - (i) When a bidder withdraws or modifies the offer after the opening of Bid but before acceptance of Bid, if not permitted.
 - (ii) When the bidder does not execute the agreement in the prescribed format within the specified period & time.
 - (iii) When the bidder does not deposit the Performance Security @ 5% with in specified period after the supply/work order is given within the time specified.
 - (iv) When he fails to commence the supply of goods or services or execute work as per supply/work order within the time prescribed.



(v) If the bidder breaches any provisions of code of integrity prescribed for bidders in the Act and Chapter VI of RTPP rules.

15. Agreement and Performance Security (Rule 75 & 76 of RTPP Rules, 2013):-

- (i) Successful Bidder will have to execute an agreement in the Form **SR- 17** on a non-judicial stamp of specified value at his own expenses and deposit performance security equal to 5% of the value of the contract for which Bids are accepted within 15 days from the date of dispatch on which the acceptance of the Bid is communicated to him.
- (ii) The B.S. deposited at the time of Bid will be adjusted towards P.S. and the P.S. amount shall in no case be less than Bid security money.
- (iii) No interest will be paid by the department on the security money.
- (iv) The forms of P.S. shall be as below: —
 - (a) Bank Draft or Banker's Cheque of a scheduled bank;
 - (b) National Savings Certificates and any other script/instrument under National Savings Schemes for promotion of small savings issued by a Post office in Rajasthan. If the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of the Head Post Master.
 - (c) Bank Guarantee/s of a scheduled bank; It shall be got verified from the issuing bank. It shall remain valid for a period of 60 days beyond the date of completion of guarantee period.
 - (d) Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of the bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the Fixed Deposit Receipt that the bidder furnishes an undertaking from the bank to make payment/premature payment of the Fixed Deposit Receipt on demand to the procuring entity without the requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit. Performance security furnished in the form specified in clause (a) to (d) shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.
- (v) The P.S. shall be refunded after two months of the warranty period of satisfactory supply and installation of the items as per purchase order in case of one time purchase and two months in case delivery is staggered, after the expiry of the period of guarantee if any, whichever is later and after satisfied there are no dues outstanding against the bidder.

16. Forfeiture of P.S.:-Security amount in full or part may be forfeited in the following cases

- a. When any terms and conditions of the contract are breached.
- b. When the Bidder fails to complete supply or provide services or execute work satisfactorily.
- c. Notice of reasonable time (Maximum 15 days' notice) will be given in case of forfeiture of P.S. The decision of the B.T.U. in this regard shall be final. The expenses of completing and stamping the agreement shall be paid by the



- Bidder and the department shall be furnished free of charge with one executed stamped counterpart of the agreement.
17. The time specified for delivery in the Bid Form shall be deemed to be the essence of the contract and the successful Bidder shall arrange to provide services within the period on receipt of the order from the Procuring Entity.
 18. **Recoveries:** Recoveries of liquidated damages, risk & cost, shall ordinary be made from bills. The amount may also be withheld to the extent of L.D./risk & cost and in case of failure in the satisfactory completion of the work assigned; an amount of risk & cost along with amount of liquidated damages shall be recovered from his dues and P.S. available with the department. In case of recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.
 19. If a Bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his Bid is liable to summary rejection. In any case, none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of Bid issued by the procurement entity.
 20. The BTU reserves the right to accept any Bid not necessarily the lowest, reject any Bid without assigning any reasons and accept Bid for all or any one or more of the articles for which Bidder has been given or distribute items of stores to more than one firm/supplier.
 21. The Bidder shall furnish the following documents at the time of execution of the agreement:-
 - i. Attested copy of Partnership Deed in case of Partnership Firms.
 - ii. Registration Number, registration certificate, and year of registration in a case partnership firm is registered with Registrar of Firms.
 - iii. Address of residence and office, telephone numbers in case of Sole Proprietorship and R/C of the firm.
 - iv. Registration issued by Registrar of Companies in case of Company.
 - v. Power of Attorney if any
 22. If any dispute arises out of the contract with regard to the interpretation meaning and breach of the terms of the contract, the matter shall be referred to by the Parties to the Head of the University (HVC) who will appoint his representative as the sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final and abide.
 23. All legal proceedings, if necessary arise to institute may by any of the parties (Bikaner Technical University or Contractor) have to be lodged in courts situated in Rajasthan and not elsewhere.
 24. All other/remaining general terms & conditions shall apply as laid down in Rajasthan Transparency in Public Procurement Act 2012 and Rules, 2013.
 25. Item shown in BOQ are approximate only which may increase and decrease as per actual requirements i.e. as per actual number of students appeared in respective exams.

Place:

Signature of Bidder with Seal

Date:-



AGREEMENT
(SR FORM-17 RULE 68 OF GFAR-II)

1. An agreement has been made this.....day of.....between..... (herein after called-the “The Approved Service Provider”, which expression shall, where the context so admits, be deemed to include heirs, successors, executors and administrators) of the one part and the Bikaner Technical University (hereinafter called the –BTU) which expression shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.
2. Whereas the approved Service Provider has agreed with the BTU to provide services to the BTU, Bikaner, at its head office as well as branches offices throughout Rajasthan, all those articles set for thin the schedule appended here to in the manner set for thin the conditions of the Bid and contract appended herewith and at the rates set forth in column.....of the said schedule.
3. And whereas the approved Service Provider has deposited a sum of Rs.....in.....
 1. Cash/Bank Draft/Challan No./Banker Cheque No.....dated.....
 2. Bank guarantee of any of the scheduled banks in the prescribed format.
4. Now these presents witness:
 - (1) In consideration of the payment to be made by the BTU through.....at the rates set forth in the schedule hereto appended approved Service Provider will duly perform the said services set forth in.....and.....thereof in the manner set forth in the conditions of the bid and contract.
 - (2) The conditions of the bid and contract for open Bid enclosed to the Bid notice number.....dated.....and also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.
 - (3) Letter nos.....received from the bidder and letters nos.....received by the BTU and appended to t his agreement shall also form part of this agreement.
 - (4) i. The BTU do hereby agree that if the approved Service Provider shall duly perform the said services in the manner aforesaid observe and keep the said terms and conditions, the BTU will through.....pay or cause to be paid, to the approved Service Provider at the time and the manner set forth in the said conditions, the amount payable for the work.
ii. The mode of payment will be as specified below:
 1.
 2.
5. The delivery shall be affected and completed within the period noted below from the date of suppl order:-

S. No	Items Quantity	Delivery period

6. (1) (i) In case of extension in the execution period with liquidate damage, the recovery shall be made on the basis of following percentages of the SLR:



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- (a) Delay up to one fourth period of SLR (in no. of days): 2.5% of bill amount of particular activity/work concerned.
- (b) Delay exceeding one fourth but not exceeds half period of SLR (in no. of days): 5% of bill amount of particular activity/work concerned.
- (c) Delay exceeding half but not exceeding three fourth period of SLR (in no. of days): 7.5% of bill amount of particular activity/work concerned.
- (d) Delay exceeding three fourth period of SLR (in no. of days): 10% of bill amount of particular activity/work concerned.
- (e) Delay beyond complete SLR period: Breach of Contract and the University may decide to take appropriate action in such cases.
- (f) Delay by fraction of a day shall not be considered as full day for computing of LD.
- (g) Maximum amount of LD shall not be more than 10%.
- (h) If the SP requires an extension in the stated SLR on account of some hindrance, he shall apply in writing to the authority which has placed the order. This must be done immediately at the time such hindrance has occurred and not after the expiry of the stipulated time (SLR).

(2) Delivery period may be extended with or without LD if the delay in the delivery of services is on account of hindrances beyond the control of the SP.

7. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the HVC, BTU and the decision of the HVC, BTU shall be final and binding for both the parties.
8. For all legal disputes the jurisdiction shall be Bikaner only.

In witness whereof the parties hereto have set their hands on the.....day of.....202.....

Signature of the approved Service Provider

**Signature for and on behalf of BTU
Designation**

Date:

Date:

Witness No 1

1. Witness

Witness No 2

2. Witness



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Annexure-A

Compliance with the code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall-

- (a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) Not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) Not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) Not indulge in any correction including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) Not obstruct any investigation or audit of a procurement process;
- (g) Disclose conflict of interest, if any; and
- (h) Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of interest with one or more parties in a bidding process if, including but not limited to;
 - a. Have controlling partners/shareholders in common; or
 - b. Receive or have received any direct or indirect subsidy from any of them; or
 - c. Have the same legal representative for purpose of the Bid; or
 - d. Have the relationship with each other, directly or through common third parties, that puts them in a position to have access have to information about or influence on the bid of another Bidder, or influence the decision of the procuring Entity regarding the bidding process; or
 - e. The bidder participates in more than one bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
 - f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specification of the Goods, Works or Service that are the subject of the Bid; or
 - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the procuring Entity as engineer-in-charge/consultant for the contract.

Date:

Signature of bidder

Place:

Name:

Address:

Designation



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Annexure B

Declaration by the Bidder regarding Qualifications

In relation to my/our Bid submitted tofor procurement ofin response to their Notice Inviting Bid No..... Dated..... I/We hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/We possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/We have fulfilled my/our obligation to pay such of the taxes payable to the union and the State Government or any local authority as specification in the Bidding Document;
3. I/We have are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administrated by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceeding for any of the foregoing reasons;
4. I/We do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conducted or the making of false statement or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceeding;
5. I/We do not have a conflict of interest as specification in the Act, Rules and the bidding Document, which material affects fair competition;

Date:

Place:

Signature of bidder

Name:

Designation:

Address:



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Annexure-C
Grievance Redressal during Procurement Process

The designation and the address of the first Appellate Authority is **Hon'ble Vice-Chancellor, BTU, Bikaner**. The designation and the address of the Second Appellate Authority is **Principal Secretary, Technical Education, Government of Rajasthan, Jaipur**.

(1) Filing an appeal

If any bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the act or the rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Providing that after the declaration of a Bidder as successful the appeal may be filled only by a Bidder who has participated in procurement proceeding:

Providing further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filled only by a Bidder whose Technical Bid is found to be acceptable.

(2) The officer to whom an appeal is filed under Para (1) shall deal with the appeal as expeditiously as possible and shall endeavor to dispose it of within thirty days from the date of the appeal.

(3) If the officer designated under Para (1) fails to dispose of the appeal filed within the period specified in Para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidder Document in this behalf within fifteen days from the expiry of the period specified in Para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) Determination of need of procurement;
- (b) Provisions limiting participation of Bidders in the Bid process;
- (c) The decision of whether or not to enter into negotiations;
- (d) Cancellation of a procurement process;
- (e) Applicability of the provisions of confidentiality.

(5) Form of Appeal

- (a) An appeal under Para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.



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(6) Fee for Filing Appeal

- (a) Fee for first appeal shall be two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date of fix hearing, the First Appellate Authority or Second Appellate Authority, as the case may be shall,-
 - (i) Hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

Date:

Place:

Signature of bidder

Name:

Designation:

Address:



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Annexure-D

Additional Conditions of Contract

1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, that Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case in the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Deceleration shall be executed.

2. Procuring Entity's Right to vary Quantities.

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit price or other terms & conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procurement Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

3. Dividing quantities among one than more Bidder at the time of award (In case of procurement of Goods)

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

Date:

Signature of bidder



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UNDERTAKING

1. I the undersigned certify that I have gone through the terms and conditions mentioned in the bid document and undertake to comply with all the terms and conditions mentioned in the bid document.
2. The rates/discount quoted will be valid and binding upon me for the entire period of contract/validity.
3. I hereby undertake to supply the items/render the services as per specifications /scope of work given in the bid document /purchase order within stipulated period, if I qualify in the bidding process.
4. I give the rights to the Bikaner Technical University to forfeit the security deposit (EMD) paid by me if any delay occurs on my part or if I fail to comply with the terms and conditions mentioned in the bid document.
5. I hereby declare that my Company is neither blacklisted by Central Government / State Government or instrumentalities thereof nor any criminal case against the Bidder / Its Partners / Directors / Agents is pending before any court of Law.
6. I further certify that I am competent officer in my firm/company to make this declaration.
7. Further I am aware that if any of the information given by me is found to be wrong in future then legal action can be taken against me and my bid will be considered as canceled.

(Signature of the Bidder)

Name

Designation

Seal

Date:

Address: