



शहीद महेन्द्र कर्मा विश्वविद्यालय, बस्तर

क्र./544/भण्डार/परीक्षा 01/2024-25, जगदलपुर, दिनांक 28/03/2025

संश्लेषित निविदा विज्ञापन

शहीद महेन्द्र कर्मा विश्वविद्यालय, बस्तर, जगदलपुर की Pre & Post Examination and Other Online Works कार्य हेतु ईच्छुक फर्मो/संस्थाओं से सीलबंद निविदा स्पीड पोस्ट/रजिस्टर्ड डाक/पी. एण्ड टी. अधिकृत कोरियर से दिनांक 29/04/2025 के सांय 5 .00 बजे तक आमंत्रित की जाती है, प्राप्त निविदाओं को दिनांक 30/04/2025 को पूर्वान्ह 11.00 बजे से विश्वविद्यालय के प्रशासनिक भवन में खोला जायेगा। प्रपत्र, धरोहर राशि, नियम -शर्त इत्यादि की जानकारी हेतु कृपया विश्वविद्यालय का वेबसाईट www.smkvbastar.ac.in का अवलोकन करें।

2/3/25
कुलसचिव

Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur, Chhattisgarh
Tender for Pre & Post Examination and Other Works

SECTION - I
INTRODUCTION

1. Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur (C.G.) (**hereinafter referred to as SMKVB**) is a State University established by Govt. of Chhattisgarh *vide* Chhattisgarh Gazette (Extraordinary) No. 260-A dated 02-09-2008 as Bastar Vishwavidyalaya, Jagdalpur (C.G.). *Vide* Chhattisgarh e-Gazette (Extraordinary) No. 287 dated 22-05-2021 as Bastar Vishwavidyalaya, Jagdalpur is named as Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur. This University provides online facility for Registration, Admission, Enrollment, Examination and other forms/application submission and conducts examinations of various courses running in university teaching department and its affiliated colleges situated in the jurisdiction of the University in Bastar division of Chhattisgarh State.
2. Admission and Enrolment of the admitted regular students in various courses running in university teaching department and its affiliated colleges is normally done in the month of June-July every year or as per academic calendar and orders of Department of higher Education, Govt. of Chhattisgarh. Examination forms are submitted for Supplementary Examination in the month of August every year. Examination forms are submitted for Annual Examination in the month of November-December and for Semester examination in the month of September-October & March-April every year. Approximately 80,000 (Eighty Thousand) Regular, Non Collegiate, Supplementary, ATKT, Ex-students may appear in one academic year/session.

SECTION - 2
INVITATION OF TENDER

1. It has been decided to avail the services of a major **Data Processing and Result Preparation Firm (hereinafter referred to as DPRP Firm)** for online Admission, Enrollment, Examination and other forms/application submission facility, Data Processing and Result Preparation as detailed out in this document later for university examinations to be conducted by **SMKVB** for the academic year/session 2025-26.
2. The DPRP firm should have an experience of conducting above mentioned activities related to the Admission, Enrollment and Examination of any State University, owned by Government. The DPRP Firm shall have 10 years' experience of results processing of examinations (Pre & Post Examination Work) of any two State University in India, preferably in State University of Chhattisgarh. Here the experience shall invariably include that the firm must have successfully, cleanly, error free and satisfactorily done on its own pre and post examination data and result processing work.
3. The DPRP Firm shall put a team of reliable and experienced Software Engineers/ Programmers to develop the full proof Admission, Enrollment and Examination Results Processing System and also have other supporting staff including data entry operators who shall be exclusively dedicated to this work till its satisfactory completion. In case of need, the firm shall have to deploy additional staff at its own cost.
4. The DPRP Firm shall work as per terms and conditions prescribed and directions given by the Registrar or any responsible official on behalf of Registrar of **SMKVB** from time to time.
5. The DPRP firm shall give a declaration in the prescribed format given in this tender document stating that their firm is not black listed /debarred / prohibited by Govt. of India/Govt. of Chhattisgarh or by any other authority recognized by Govt. or any case including civil & criminal or any enquires pending against them regarding their work. In absence of this declaration the tender of the firm shall summarily be rejected.

Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur, Chhattisgarh
Tender for Pre & Post Examination and Other Works

6. The DPRP firm shall not sub-let or sub-contract this job to any other person or firm in any circumstances. It shall undertake and complete this work on its own. It shall meet all the technical parameters on its own.
7. The DPRP firm shall have to submit samples of various reports within stipulated time, which shall be considered to judge technical capabilities of the DPRP firm. The DPRP firm shall have to give Presentation/**demo of academic, pre&post and other online woks** System.
8. The DPRP firm shall have expertise in online submission of application forms for Registration, Admission, Enrollment and Examination for preparation of database, result processing and shall have adequate related equipment's. It shall submit the details of the entire hardware along with their capacity etc. with a declaration that this entire hardware if required may be utilized for this work.
9. The DPRP firm must be competent to develop the required Software for stage-wise processing so as to give the outputs as desired by the **SMKVBJ** right from the initial stage till the Preparation of results.
10. The availability of the computer hardware, experienced staff, financial soundness and firm's past experience of similar job shall be the primary criteria for judging the technical capability of the DPRP Firm.
11. The successful tenderer shall have to ensure the processing of the entire work. Single Rate per student/per registration/per application/per SMS/Email basis for various activities has to be quoted for the entire online submission of application forms for Registration, Admission, Enrollment and Examination Results Processing and other works, including arrangement of one-way transportation and cost of all type of stationeries (including security stationary required for mark sheet).
12. The tender document can be downloaded from University Website www.smkvbstar.ac.in the parties utilizing tender forms floated on University Website should submit a Demand Draft (D.D.) amounting to **Rs. 5,000/- (Rupees Five Thousand)** payable in favour of the **Registrar, Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur(C.G.)** as tender form cost. Only D.D. will be accepted otherwise form will be rejected.
13. The Tender document has to be accompanied by a Demand Draft (D.D.) of **Rs. 2,00,000/- (Rupees Two Lakh)** as EMD along with other details as mentioned in the Tender document. The EMD shall be in favour of the **Registrar, Shaheed Mahendra Karma Vishwavidyalaya Bastar, Jagdalpur(C.G.)** payable at JAGDALPUR. All proposals and accompanying documents shall become the property of SMKVBJ and shall not be returned. The EMD of unsuccessful bidders shall be returned within 30 days of finalization of agreement with successful tenderer.
14. Tenderer have to submit tender following three envelope methods. **Envelope 'A'** shall contain covering letter, technical bids, EMD, tender documents and other details like copy or Registration Certificates in regard to GSTIN, PAN, TAN etc. This envelope shall be securely sealed and on the top of the envelope name of the Firm, subject of the tender for which the tender has been submitted and Envelope 'A' would be written. **Envelope 'B'** shall only contain the financial bid and shall be opened only after technical evaluation. This envelope shall also be properly sealed and on the top of the envelope name of the Firm, subject of the tender for which the tender has been submitted and Envelope 'B' would be written. Then, both the envelopes shall be placed in another big envelope and properly sealed. On the top of this envelope name of the Firm, subject of the tender for which the tender has been submitted would be written.
15. Due to high end technicality of the work, the bidder having experienced technical staff and work experience shall be given preference, together with other pre-requisites.
16. After scrutinizing the technical bids, the tenders, who are found, qualified as per the technical parameters laid down in this document, their financial bids shall be opened, on the date and time

Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur, Chhattisgarh
Tender for Pre & Post Examination and Other Works

which shall be informed later, in the office of Registrar, SMKVB. Qualified Tenderer or their duly authorized representatives are requested to be present at the time of opening the financial bids. The financial bids of the Tenders, who have not been found technically qualified, shall not be opened and their tenders shall be summarily rejected.

SECTION-3

SCOPE OF THE WORK

1. The work initially begins with the online registration and application for Admission, online enrollment of the regular students & online registration of non-collegiate examinees followed by online submission of Examination forms by all type of students & examinee. Examination work broadly divided as submission of forms for annual, Semester, supplementary & ATKT examinations, request for revaluation & Re-totaling, Panel valuation/Challenged Valuation etc. Processing of data for Pre-examination work includes stationary required for pre-examination work. Post-examination work (Result preparation, various output related to results and procurement of all types of stationary including the security stationary required for the mark sheets).
2. This is to be highlighted that the firm shall also maintain up to date data of SMKVB. DPRP firm shall be completely responsible for data Security and Data Maintenance. The firm shall be solely responsible for any marks tempering and marks leak out during result preparation at their end. The DPRP firm shall not publish result on university website or any other web portal without signed notification of the Registrar or any other authorized official of this University regarding Result of any Examination.
3. The DPRP firm invariably shall supply all data in hard as well as soft copy after completion of work at every stage as per the directions of the Registrar or any other authorized official of this University from time to time. The DPRP firm shall also have to provide databases in the structure as described by the Registrar or any other authorized official of this University.
4. Rates for various online works must be quoted as per ANNEXURE A,B & C

A. ONLINE SUBMISSION OF DIFFERENT FORMS/APPLICATIONS

DPRP firm shall design complete online system for the following at any time throughout the session or period of agreement:-

1. Online Registration and application for Regular Admission in each year/semester of every UG/PG/Diploma/PG Diploma/Ph.D./Certificate course.
2. Online enrollments of new admitted students in each year/semester of every UG/PG/Diploma/PG Diploma/Ph.D./ Certificate course.
3. Online registration of new non collegiate (Private) students in each year/semester of every UG/PG course.
4. Online application for Annual, Semester, Supplementary, ATKT, Special Examination of Regular, Non Collegiate, Supplementary, ATKT, Ex-students.
5. Online Request for Revaluation, Re-totaling & Panel valuation.
6. Online application for Urgent Mark sheet, Duplicate Mark sheet, Correction in Mark sheet.
7. Online application for Provisional Degree & Duplicate Provisional Degree, Correction in Provisional Degree.
8. Online application for Degree, Duplicate Degree, Correction in Degree.
9. Online application for Migration & Duplicate Migration, Correction in Migration.
10. Online application for Transcript & Duplicate Transcript, Correction in Transcript.

11. Online Application for Document Verification.
12. Online application for Eligibility Certificate, Duplicate Eligibility Certificate, Correction in Eligibility Certificate.
13. Online application for Transfer Certificate, Duplicate Transfer Certificate, Correction in Transfer Certificate.
14. Online application for affiliation of new college, new course, new subject, seat increase in existing course & subject & College Inspection for affiliation (Temporary & Permanent).
15. Online application for addition/Deletion of College and Teacher of College/UTD and updation of details of College and Teacher of College/UTD.
16. Online application for addition/Deletion of any course & subjects with approved seats in College/UTD.
17. Mobile application of university for different applications and services.

- New Registration, Admission, Enrollment and submission of examination forms, any certificate, Degree etc. as stated above shall be done through online process. Applicants/Examinees shall submit online forms/applications with Scanned Colour Photographs and Scanned Signature. The requisite fee and online payment transaction charges/any other charges of bank shall be remitted by the students.
- Data of Examinees for Supplementary Examination shall be retrieved from Online Data of Examinees of Main/Annual Examination of concerned session/year by DPRP Firm and Online Supplementary Examination Forms for the same shall be filled by Examinees. Similarly, Data of Examinees for ATKT Examination shall be retrieved from Online Data of Examinees of Semester Examination of concerned session/year by DPRP Firm and Online ATKT Examination Forms for the same shall be filled by Examinees. The requisite fee and online payment transaction charges/any other charges of bank shall be remitted by the students.
- Data of Examinees for Revaluation, Re-totaling & Panel/Challenged valuation shall be retrieved from Online Data of Examinees of Main/Annual Examination of concerned session/year by DPRP Firm and Online Application Forms for the same shall be filled by Examinees along with requisite fee. The requisite fee and online payment transaction charges/any other charges of bank shall be remitted by the students.

In all the cases above, the examinee will have the option to remit the fee through online gateway for which a link will be provided on the website of the University or through the challan generated online for submitting the fee in the respective Bank account in different branches of the bank. After depositing the required fee, student shall update the challan information online. Based on updation, Admission/enrollment /exam form shall be printed online. The same shall be deposited to the college by the student who in turn shall send with challan copy to the University.

A. PRE-EXAMINATION WORK

Pre-examination work includes:

1. Online preparation of Scheme of Examination for respective Examination as per ordinance/regulation & syllabus of each course & subjects/papers.
2. Online coding of affiliated colleges, courses, subjects & papers, verification from Officials of Examination/Confidential Section of the University.
3. Online registration & submission of application by students/applicants for Enrollment & Examination forms.
4. Sending acknowledgement of online registration & submission of enrollment & Examination forms to students/applicants via. SMS/Email or both in their registered Mobile Number/Email ID or both at each and every stage, as and when required.
5. Providing online facility for editing of errors in online submitted Enrollment & Examination forms by students/applicants to them.
6. Providing online facility for editing of errors in Online submitted Enrollment & Examination forms by students/applicants to colleges with College login credentials and University Officials/Employees (authorized by Registrar, **SMKVBJ**) with Login credentials.
7. Allotment of unique Enrollment Number, Uploading and displaying of generated Enrollment Number and List of enrolled students/Examinees in the University Login and College Login, (in prescribed format).
8. Compilation of data of enrollment & examination form (Online), resolve Errors, Discrepancies and any other issues in data, *suo-moto* if necessary & urgent as and when required, or with discussion with authorized official(s) of the University or with the Registrar, **SMKVBJ**.
9. Processing of data of enrollment & examination form (Online) in order to prepare college wise, centre wise, course wise, subject/paper wise, shift wise data of students/examinees and Generating Roll List with Unique Roll Number of students/examinees.
10. Online displaying of Admit Cards/Hall Tickets, with Colour Photograph & Scanned Signature of students/examinees and all necessary instructions. Admit cards are to be uploaded on official Web Portal (to be developed & designed by the DPRP Firm for the same purpose) of the University with a link for the students/examinees to download. Link must be provided to upload on official website of the University also. (in prescribed format).
11. Printing of Students/Examinee wise Attestation (per student per page),(Subject/Paper Code and Name wise/Examination Date & Time (Shift) Wise/College & Examination Centre Wise with Colour Photograph & Scanned Signature of students/examinees) in 75GSM A4 size plain White Paper. (in prescribed format).
12. Online marks entry by examiners & Printing of Marks Award Sheets/ Foil-Counter foil etc. (in prescribed format) in 75GSM A4 size plain White Paper.
13. Providing online facility for College/Examination Centre change for Practical/Theory Examination (Annual/Semester/Supplementary/ATKT Examination), Course change, Subject/Paper change to students/examinees, if required, with the prior permission from authorized officials of the University. College change, course change, paper change, practical center change, if required, with the permission of the University.
14. Displaying the Updated Roll List (in prescribed format) in Portal with access to correction by authorized officials/employees of University (by the Registrar) & College (by the Principal/In-charge Officer) in University Login and College Login respectively.
15. Printing of Updated Roll List in prescribed format in 75GSM A4 size plain White Paper.
16. Printing of Enrollment Register in prescribed format (College Wise/Enrollment Number Wise with all details of students/examinees, Colour Photograph & Scanned Signature of students/examinees) in 75 GSM A3 size plain White Paper.
17. Packing and transportation of above printing materials/documents from origin point to University Office, in white/transparent/semitransparent Plastic Coated Business/Corporate

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Envelope or Cloth Line Self Adhesive/Non-Adhesive Water Proof Envelope wrapped/covered in recyclable plastic bags (white/transparent/semitransparent, above 55 Microns Thickness & 100% recyclable/biodegradable - Tear resistant and weatherproof (with easy to stick flap, once closed it cannot be opened without tearing) and Pasting of Waterproof Printed Summary of materials/documents in Self Adhesive Stickers on each Packet/Bundle. (Maximum 6 envelope in a packet/bundle of any exam center (Packet should be cloth/tat or white plastic bag.)

18. Providing data of enrollment & examination forms in Various Numerical Formats like Challan for Question Paper Printing (Examination centre & Subject/paper Code Wise Data of Online examination forms with Date & time of Examination (After Time Table for Examination published by the University) in Printed/Hard & Soft Copy (MS Excel//PDF etc.) and data in different formats in Printed/Hard & Soft Copy (MS Excel//PDF etc.) as well, as and when required by authorized officials/employees of University (by the Registrar) in prescribed format from time to time like :-
 - (i) Course wise and Subject/Paper-wise student Count etc.
 - (ii) Exam Centre-wise and Course-wise student Count etc.
 - (iii) Exam Centre-wise and Subject/Paper-wise Student Count, including both Theory & Practical etc.
 - (iv) Any other information/numerical in prescribed format from time to time.
19. Online Examiners Panel Preparation by Examination committee.
20. Online Question Paper preparation by examiners.
21. Online Answer Book Management System.

B. POST-EXAMINATION WORK

1. Post-examination work includes processing of results as per Marks Award Sheets/Foil & Counter foil provided by the **SMKVBJ**. This part comprises of generation of various output at different stages as prescribed by **SMKVBJ**. Online entry of Sessional/CCA/CTs/practical (Internal & External) and report generation in printed form as foil and counter foil at college login portal and at Confidential Section of University.
2. Scanning/data entry of Sessional/CCA/CTs/practical (Internal & External)/theory examination and other award list method in order to enter the marks from Marks Award Sheets/Foil & Counter foil.
3. Provide an error list having invalid/duplicate roll numbers/marks after scanning/data entry of marks to correct the given input. The same will be compared by computer and data entry errors to be removed. In marks entry, accuracy should be 100%. Any error in scanning/data entry of marks, & result processing & result preparation by DPRP firm will lead to strict action against the DPRP firm by the University.
4. Provide following items :
 - i. Two Copies of Scheme of Examination of all examination/courses in 75 GSM plain papers.
 - ii. Statistics of Category (General/OBC/SC/ST) & Gender wise (Male/Female/other) of each Examination of each College and consolidated.
 - iii. Two copies of Tabulation Register (TR) on 75 GSM White Paper printed with laser printer. TR must have colour photograph of examinees. Soft copy to be provided in PDF as well.
 - iv. Tabulation Register to be displayed on college and University login in PDF.
5. Online Result to be displayed on university Portal in PDF.
6. Design and print Mark sheet having required security features like - Hot foil of University Mono, Multi colour, Micro character printing, Bar Code/QR Code, University Name in UV Line, Currency Code etc. after approval of Registrar, SMKVBJ, final approved format of Colour Mark sheet in non-tearable 140 GSM paper with University logo and name, 3D hologram has to be printed.

Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur, Chhattisgarh
Tender for Pre & Post Examination and Other Works

7. Print variable data of candidates of each examination in approved Mark sheet format on blank Mark sheet as per requirement of the University, report to be displayed on the web portal of University.
8. To provide various report regarding result of examinations in MS Excel, PDF etc. as and when required by authorized officials/employees of University (by the Registrar) in prescribed format from time to time.
9. Online Answer book bundle dispatch & receiving, tracking/monitoring system. Scanning of Answer copies for online valuation. Online valuation of answer copies by examiners. Online Result analysis and approval by Result Committee before result publication. Mark sheet & Degree distribution management System.
10. Develop & designing of Software and online submission filling of Revaluation, Re-totaling and Panel valuation application by students/examinees. Payment gateway for collection of fees of Revaluation, Re-totaling and Panel Revaluation and other charges if required.
11. Preparation of results of Revaluation, Re-totaling and Panel valuation. After declaration of Result of Revaluation, Re-totaling and Panel valuation by the University, results to be displayed on web portal/website of the University.
12. Answer copies for panel valuation will be displayed on digital platform. So, DPRP firm have to develop, design and provide system/software for the same.

C. CERTIFICATE & DOCUMENT VERIFICATION RELATED ONLINE WORKS

1. Online application for Urgent Mark sheet, Duplicate Mark sheet, Correction in Mark sheet. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc.
2. Online application for Under Graduate certificate. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc.
3. Online application for Provisional Degree & Duplicate Provisional Degree, Correction in Provisional Degree. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc.
4. Online application for Degree, Duplicate Degree, Correction in Degree. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc.
5. Online application for Migration & Duplicate Migration, Correction in Migration. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc.
6. Online application for Merit certificate. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc.
7. Online application for Gold Medal. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc.
8. Online application for Transcript & Duplicate Transcript, Correction in Transcript. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc.

9. Online application for Mark sheet /Degree/Certificate Verification. Online Fees Payment, document upload & verification, generation of PDF of Application, Fee Receipt, Certificate generation & approval, all payments through online generated Bank Reconciliation, Fee calculation etc.
10. Provide soft copy of all Result/Degree/Certificates, Data & Different Report for NAAC, Digilocker/NAD, AISHE, NIRF etc.

D. DEGREE/DIPLOMA FORMAT, ENVELOPE & FOLDER

1. **SCOPE OF WORK** – Printing of Computerized Degree/Diploma format with all security features (Four color printing, A4 size 29.5 cm x 21 cm, Handmade Paper of 260-280 GSM, Plastic Coated Business/Corporate Carpet Blue Envelope on 130 GSM papers along with inside lamination, size 30.5 cm x 22 cm with self-adhesive 3 cm flap on one side and Degree folder Size: 31 cm x 23 cm x 1.5 cm, made of high quality leather/synthetic leather with water resistant polythene layer with name and logo of University on both outer face, small pocket for writing name/number with transparent plastic cover on front face, plastic transparent cover on stitched/pasted from two side on both inner face.

2. SPECIFICATION OF DEGREE / DIPLOMA FORMAT

1. The DEGREE /DIPLOMAFORMAT will be as follows :-
 - i. Each format size - A/4 (29.5 cm x 21 cm)
 - ii. Paper - Handmade Paper of 260-280 GSM
 - iii. Golden Single Color Hard Stamping of University Logo/Mono.
 - iv. Format Color Carpet Blue
 - v. Tint Base Ultraviolet
 - vi. Code number strip Ultraviolet on the side.
 - vii. 3-D Hologram of University Logo and Name.
 - viii. Mass Strip Patti or 3D Hologram on Back Side
 - ix. Currency layer hard foil
 - x. Code No..... MALE, FEMALE Printed with Ultraviolet at two places
 - xi. In the Template prescribed content has to be printed by the firm. Student's data will be printed by the University itself.
2. Template designing of format, Envelope and Folder is to be done by the firm in coordination with the University.
3. Security printing of formats as per the security features listed in the technical specifications.
4. The checking box and numbering will be printed on the reverse of the degree format.
5. Degree tint base will be printed in golden color in ultraviolet ink, which is UV coated can be seen on the lamp. The mono, currency code number of the university will be printed in male, female in the tint base itself.
6. The 3D hologram in the left size will be pasted on the first page. The printed bar code/QR code will remain in the computerized formats. In which the name of the university and all details of candidate/examinee printed in formats will appear after scanning with bar code/QR code reader.
7. Supply of hardware/ software system for testing verification of security features.
8. Printing of the multi-color variable Data on the formats. Variable Data will be provided by the University in the form of required text file. If the University decide, then facility of the variable data printing on the certificate to be provided at the University Office.

9. The bidder must supply envelopes in quantity as required having following specifications: - Plastic Coated Business/Corporate Carpet Blue Envelope on 130 GSM papers along with inside lamination, size 30 cm x 22 cm with self-adhesive 3 cm flap on one side. The cover must be with glue strip. Bidder has to print blank space lines for writing/printing receiver's name & address by the University.

3. TECHNICAL SPECIFICATION

Bidder must confirm to the following list of security features that are mandatory to be adopted in the design and printing of certificates. However the bidder must specify any additional security features that should be necessarily adopted with details for suitable consideration by the University, with the permission of Registrar, SMKVB.

- i. PENETRATING INK: Unique (Security) Continuous Serial Number must be printed in the document that appears in different colour on the rear side of the formats.
- ii. SERIAL NUMBER: Serial numbers would be generated with /without check digit.
- iii. HIGH RESOLUTION BORDER: Fine decorative border is printed on the formats – To produce extremely fine line borders that when copied, gives a line breakage or smudge effect. Bidders should specify any special software used for this purpose and confirm uniform quality of such borderlines.
- iv. COPY-N-CHECK: Approved Security printing software must be used & words like copy or void should be incorporated in the document accordingly.
- v. MASK-A-PRINT: Security printing features should have some of the contents printed with special effects and can be seen only with the help of a special type of mask. Such feature should ensure that those contents with special effects cannot be copied by a copier or scanner.
- vi. MICRO LETTERING – Security printing of some texts must be done with very fine, tiny letters which cannot be seen by the naked eye but can be seen only with the help of a powerful magnifying glass. The location of such printed texts is kept extremely confidential. Such feature should ensure that these texts cannot be copied or scanned.
- vii. U-VERIFY: Security printing should have images that are suitably embedded in the document such that these image/s are not visible by naked eye. The image should be readable only under certain range of Ultra Violet light. Such images cannot be copied by scanners or colour copiers.
- viii. GOLD / SILVER/ HOLOGRAPHIC HOT FOIL STAMPING: Logos or any specific design should be adopted using Gold/ Silver/ Holographic hot foil stamping. Such holograms should be very difficult for reproduction.
- ix. FLORESCENT INK: Document used should ensure adherence to special florescent inks that would be used for printing the characters.
- x. 2D BARCODE AND QR CODE PRINTING: Bidders should provide the system for generating the 2D barcode and QR Code that captures the data as per the specification. These barcodes would be printed on the document. 2D barcodes and QR Codes should be capable of batch processing of data for handling large volumes. Bidders should ensure easy retrieval of data from the 2D barcode and QR Code for quick verification. System should be web based so that verification is done online by ingesting the image of the 2D barcode and QR Code. Complex algorithm must be used to ensure that the 2D barcodes and QR Codes are unique for each dataset.

Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur, Chhattisgarh
Tender for Pre & Post Examination and Other Works

- xi. EMBOSSING: Each formats must be embossed with the University seal before lamination. The University will provide brass seal for the embossing. INVISIBLE RED WITH GUILLOCHE WHEEL
- xii. REVERSE MICROLINE
- xiii. The bidder must supply envelopes in quantity as required specifications:

E. WEB PORTAL & OTHER RELATED ONLINE WORKS

1. DPRP firm have to design & develop its own Web Portal for SMKVBj for all works as mentioned in this tender documents including web portal hosting & maintenance and Server Space.
2. DPRP firm have to provide Login facility to various officials/employees of Academic, Administration, Examination, Confidential, Finance, Store, Library Section etc. of University with Unique Login Credentials/User Id, Password & OTP/QR Code Scan based. (Login permissions and role allotted to work in portal as order by the Registrar or any authorized officials to employees with the permission of Registrar)
3. DPRP firm have to provide Login facility to various officials/ HOD/employees of different School of Studies of University Teaching Departments of SMKVBj with Unique Login Credentials/User Id, Password & OTP/QR Code Scan based. portal (Login permissions and role allotted to work in portal as order by the Registrar or officials/ HOD to employees with the permission of Registrar)
4. DPRP firm have to provide Login facility to various officials/employees of different affiliated Colleges of University with Unique Login Credentials/User Id, Password & OTP/QR Code Scan based. (Login permissions and role allotted to work in portal as order by the Principal/In-charge Principal to employees with the permission of Registrar)
5. DPRP Firm has to design & develop various modules in web portal & software as per discussion/instruction/order of the Registrar or any authorized officials of concerned Section of the University).
6. Exclusive Toll free Number with minimum 05 lines to help/guide students/examinees during online registration and submission of application, online fees payment, in office working hours/working day. One Toll free Number/line should be available for 24x7.
7. Online Notice Board in Web Portal. Important notices in Online Notice Board in Web Portal to be updated by officials/employees of University.
8. Online Financial Management System like Advances given to Colleges for conducting Examination (Theory & Practical) & adjustment of given advances, Online System for Remuneration bill submission generation & print of Payment slip etc.
9. University Student Management System like admission, fees payment, Progress report, Feedback etc.
10. Online Student complaint/grievance and redressal system.

SECTION- 4

GENERAL TERMS & CONDITIONS

- A.** Following are key contract terms and conditions required by **SMKVBJ** to enter into a relationship with the vendor. This is not intended to be exclusive or exhaustive. This Contract is intended to sensitize the Bidder to various clauses, which may be reflected in the final Contract:
1. The DPRP firm shall not undertake or continue any kind of work / contract with any of the colleges / institutes affiliated to **SMKVBJ** during the currency of this work.
 2. The DPRP firm shall maintain the confidentiality and integrity of the data of the examination process at each and every stage.
 3. DPRP firm shall not take up any other assignment which might cause conflict with this assignment. The DPRP firm shall ensure that if any information submitted by it as required by

Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur, Chhattisgarh
Tender for Pre & Post Examination and Other Works

- the **SMKVBJ** shall not suffer from any deficiencies, else it may result in rejection of its proposal.
4. Unsuccessful Bidder's bid security shall be returned as per the rule of **SMKVBJ**.
 5. The successful Bidder's bid security shall be discharged upon the successful Bidder signing the Contract.
 6. No interest shall be payable by the **SMKVBJ** on the amount of the Bid Security.
 7. The bid security may be forfeited:
If a Bidder withdraws his/her bid or increases his/her quoted rates during the period of bid validity or its extended period, if any if the Bidder fails to sign the Contract.
 8. Telegraphic tender(s) shall not be entertained.
 9. The tenderer shall complete the tender forms, both Technical and Financial, and shall submit them in two separate sealed covers. These two sealed covers are to be kept in a single sealed cover super scribed as "Tenders for Pre and Post Examination Result Processing Work".
 10. The tender shall remain valid for one year after the date of opening. No modification to the tender form or price is permitted during the period of validity of the tender. Successful bidder shall execute the work at his/her own premises.
 11. Tender duly signed by tenderer must be addressed to Registrar, Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Dharampura-2, Jagdalpur (C.G.) - 494001 and not to any individual by name. Tender must reach on or **before 29/04/2025 up to 5.00 PM** (During office hours). Each page of the tender must be signed by the tenderer.
 12. The tender forms shall be submitted at the address specified and not later than the time specified in the tender notice.
 13. Any tender received after the due date and time prescribed shall be rejected. The Technical bid of tender shall be opened on dated on **30/04/2025 at 11.00 am**. The Tenderer or their authorized representatives who choose to attend at the time and date specified in the tender notice at the office of the Registrar. Not more than two persons shall be permitted for each of a valid tender, Letter of Authorization must be submitted before Registrar on or before **30/04/2025 at 11.00 am**.
 14. The Registrar, **SMKVBJ** reserves the right to accept or reject any bid or reject all bids at any time prior to award of contract without assigning any reasons. The Registrar, **SMKVBJ** reserves the right change or modify/correct any part of this tender document at any time prior to opening of Bids or award of contract without assigning any reasons.
 15. The successful bidder shall enter into an agreement as per Registrars order.
 16. Failure on the part of successful bidder to enter into an agreement as per Registrars order shall entail to forfeit the earnest money deposit besides being liable for suitable legal action by the **SMKVBJ** and the firm shall be kept under black list.
 17. No advance payment shall be made. Only after achieving the targets satisfactorily, bills can be submitted for payment.
 18. Successful bidder shall carry out the instructions given from time to time by the **SMKVBJ** and shall adhere to the time schedule.
 19. All the disputes shall be subject to the jurisdiction of Bastar District.
 20. If in the opinion of the **SMKVBJ**, the work entrusted has not been executed to meet the requirements of **SMKVBJ** as per the scope and time schedule, **SMKVBJ** shall be at liberty to cancel the agreement and to take back all the materials given to the successful bidder at any time. In such case, the security deposit shall be forfeited.

Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur, Chhattisgarh
Tender for Pre & Post Examination and Other Works

21. If any of the services / deliveries cannot be made in accordance with the time schedule prescribed from time to time, **SMKVBJ** has sole right either to cancel the contract and the cost involved in getting the work done elsewhere shall be charged from the firm and /or to impose penalties on the DPRP firm as decided by the Registrar /Vice Chancellor **SMKVBJ**.
22. University reserves the right to implement online submission of Admission/enrollment/examination form or to implement traditional examination/enrollment form filling system.
23. The bidder must have high-end server, proper internet bandwidth, dedicated internet link in order to execute successfully and satisfactorily Pre and Post examination works in offline and/or online mode for at least One Lakh students (work of online registration and data processing etc.) So that candidate(s) can submit the examination form & can access their information like payment status, admission card, and other related information smoothly. Run time error should not occur.
24. If, in the opinion of **SMKVBJ**, the online and offline work like online Admission/enrollment/examination form submission, retrieving, printing admission card and payment status etc. has not been executed properly to meet the requirement of **SMKVBJ** as per the scope and time schedule, **SMKVBJ** shall be at liberty to cancel the agreement and to impose the financial loss penalties on the DPRP firm as assessed by **SMKVBJ**
25. The DPRP firm shall have to provide students data base and other related information as per the requirement of **SMKVBJ** and other authorized DPRP, if any, in appropriate storage media.
26. The online examination fee for both the works with or without late fee etc. deposited by the candidates, heads of the institutions or by anyone else through the gateway payment is to be reconciled timely and it shall be the sole responsibility of the DPRP firm to reconcile the various fees and provide the related data/reports in a stipulated period as communicated by the **SMKVBJ**.
27. Any difficulty/grievances faced/felt by the students' / end users should be promptly attended and solved immediately by DPRP firm.
28. DPRP firm have to provide data of students in prescribed format for NAAC/NAD/Digilocker and other purposes as and when required by Registrar or other Official/Officer In Charge.

B. QUALIFICATION CRITERIA

1. Registration certificate of the firm as per company registration Act1961.
2. Declaration stating that the firm is not black listed.
3. The agency must have previous/current work orders of at least Two State/Govt. Universities regarding Pre & Post Examination and results processing works. (Enclose sufficient proof.)
4. The Agency should have at least 10 years of online form submission of University examinations and results processing experience in at least two State/Govt. Universities.
5. The Agency should have at least continuous 5 years of results processing experience of any Two State/Govt. Universities of at least Total 1.5 Lakh students per year. (Enclose sufficient proof for the same and also at least three successful completion certificates/work orders of those universities)
6. The minimum turnover of the firm/Agency should be Rs. 1 Crore per annum. (Enclose sufficient proof of last three years **2021-22, 2022-23 & 2023-24** audited/certified by Chartered Accountant)
7. The Agency should submit Income Tax Return of last three Financial Years **2021-22, 2022-23 & 2023-24** (Enclose sufficient proof).

Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur, Chhattisgarh
Tender for Pre & Post Examination and Other Works

8. Valid GST Certificate, Photocopy of PAN/TAN, Solvency Certificate of minimum Rs. 20 Lakh etc. must be enclosed.
9. GST-R filling acknowledgement receipt of last 1 year.
10. Solvency Certificate of minimum Rs. 20 Lakh must be enclosed.

C. FINANCIAL BID

1. The bidder shall quote rates in the prescribed Commercial Bid Format for the entire project on per unit basis as mentioned in the format.
2. The rates, once offered, must remain firm and must not be subject to escalation for any reason whatsoever within the period of validity.
3. Any bid submitted with certain conditions shall summarily be rejected.
4. Preference will be given to that firm/Agency, whose financial bid is found lowest for maximum annexure wise works out of total. Final work order shall be given to that firm/Agency, which would be ready to done agreement to accept all the works mentioned in this tender document.

D. QUALITY ASSURANCE

1. Successful bidder shall maintain the standards for quality assurance of entire project.

E. LIQUIDATED DAMAGES

1. If the DPRP firm fails to deliver any or all of the Services within the period(s) specified in the Contract, the **SMKVBJ** shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, as decided by the Vice Chancellor/ Registrar of **SMKVBJ**.
2. Keeping in view the sensitiveness involved in this project and the failure of the DPRP firm in some important services, the **SMKVBJ** shall also have the right to terminate the contract.

F. LANGUAGE OF PROPOSALS

1. The bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer shall be written in English language, provided that any printed literature furnished by the Tenderer may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

G. CORRECTION OF ERRORS

1. Bidders are advised to exercise meticulous care in entering the pricing figures. The excuses that mistakes have been made or requests for prices to be corrected shall not be entertained after the bids are opened. All corrections, if any, shall be initialed by the person signing the bid form before submission, failing which the figures for such items may not be considered. Where there is a discrepancy between the amounts in figures and in words, the amount in words shall prevail.

H. DISQUALIFICATION

The bid is liable to be disqualified in the following cases:

1. The Bid is not submitted in accordance with this document.
2. Bid is received in incomplete form.
3. Bid is not accompanied by all the requisite documents.
4. Information submitted is found to be misrepresented, incorrect or false, accidentally, unwillingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any.
5. Both the Commercial bid and Technical bid are placed in the same envelope.
6. Bidder fails to deposit the security deposit or fails to enter into a contract within 15 days of the date of notice of award of contract or within such extended period, as may be specified by

SMKVBJ.

7. Bidder's fails to provide the complete data every year.

I. USE OF CONTRACT DOCUMENTS AND INFORMATION

1. The Bidder shall not, without prior written consent from **SMKVBJ**, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the **SMKVBJ** in connection therewith, to any person other than a person employed by the Bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for the purposes of such performance.
2. The Bidder shall not, without prior written consent of **SMKVBJ**, make use of any document or information made available for the project, except for the purpose of performing the Contract.
3. All project related documents issued by **SMKVBJ**, other than the Contract itself, shall remain the property of the **SMKVBJ** and shall be returned (in all copies) to the **SMKVBJ** on completion of the Bidder's performance under the Contract, if so required by the **SMKVBJ**.

J. CONFIDENTIALITY

1. The Bidder shall not use or disclose to any third party any confidential information of **SMKVBJ** except for the purpose of the observance of these terms and conditions.

K. PENALTIES

1. The DPRP firm shall strictly adhere to the time schedule given by **SMKVBJ** for each stage of Admission/enrollment, exam form / examination processing work etc., failing to which the firm shall be liable for penalties as deemed fit by the Vice Chancellor/ Registrar, **SMKVBJ**. **SMKVBJ** may debar the firm for a period to be prescribed by the **SMKVBJ**, in case the Firm commits errors in large number, errors of serious nature or shows carelessness or negligence in this sensitive job, or does not adhere to the time schedule, or ignores or disobeys the orders of the **SMKVBJ**.

L. TERMINATION FOR DEFAULT

1. The **SMKVBJ**, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Bidder, may terminate the Contract.
2. If the selected Bidder fails to implement the system within the time period(s) specified in the Contract, or within any extension thereof granted by the **SMKVBJ**.
3. If the selected Bidder fails to deliver any or all contracted services as per service standards specified in the Contract.
4. If the selected Bidder fails to perform any other obligation(s) under the Contract.
5. If the selected Bidder in the judgment of the **SMKVBJ** has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
6. In the event, **SMKVBJ** terminates the Contract, **SMKVBJ** may procure, upon such terms and in such manner, as it deems appropriate, services similar to those undelivered, and the selected Bidder shall be liable to **SMKVBJ** for any excess costs for such similar services. The **SMKVBJ** would be free to take over fully the assets and operations earlier being undertaken by the Bidder.

SECTION-5

SUBMISSION, RECEIPT AND OPENING OF TENDERS

The tender proposal shall contain no inter-lineation or over writing, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the person or persons who sign(s) the proposal. An authorized representative of the firm shall sign on all the pages of the proposal. The representative's authorization must be confirmed by a written power of attorney accompanying the proposal. **Mode of submission of tender:**

Tender shall be submitted in 2 parts envelope "A" and envelope "B". Both the envelopes shall be placed in another big envelope and properly sealed. On the top of this envelope name of the Firm, name of the tender for which the tender has been submitted must be written.

Envelope "A" shall contain Technical and other details:

1. Covering letter in the prescribed form given in this document.
2. Format of Admit Card/Degree /Sample of Mark Sheet with proposed Security features etc.
3. Declaration stating that the firm is not black listed.
4. Earnest Money of Rs. 2,00,000/- (Rupees Two Lakh only) in the form of Demand Draft of any Nationalized Bank in favour of the **Registrar, Shaheed Mahendra Karma Vishwavidyalaya Bastar, Jagdalpur payable at Jagdalpur.**
5. And all other details, as required in the Qualification Criteria except the Financial Bid.

Envelope "B" shall contain Commercial Bid:

Single rate on per Unit basis shall be quoted by the firm in the specified format (**ANNEXURE A, B, &C**) only.

SECTION-6

EVALUATION METHODOLOGIES

1. From the time the bids are opened to the time the contract is awarded, if any DPRP firm wishes to contact the **SMKVBJ** on any matter related to its proposal, it shall do so in writing at the address indicated in the Tender document. Any effort by the firm to influence the **SMKVBJ** personnel in the process of evaluation or comparison may result in the rejection of the DPRP firm's proposal.
2. **Envelope 'A' shall be opened first and each tender shall be scrutinized on the pre-defined technical parameters**, like samples of Mark Sheet/certificates/Degree/Envelope, Security features offered in various required format. The Presentation/DEMO of Online Pre & Post Examination and other online works shall be an important factor to judge Technical soundness of the bidders.
3. **Envelope 'B', which shall contain the commercial bid, shall be opened only if the bidder is qualified on the basis of the technical parameters.**
 - i. The commercial bids of those Tenderer who do not qualify on the basis of technical Parameters shall not be opened and summarily rejected.
 - ii. **SMKVBJ** reserves the right to reject any or all the proposals and to waive infirmities and Minor irregularities in proposals received if deemed in the best interest of **SMKVBJ** to do so.
 - iii. **SMKVBJ** reserves the right to select any bidder for this project irrespective of the cost and is not liable to choose the lowest bidder. **SMKVBJ** may prefer the bidder with sound Technical Team and better vision for entire scope of work.

Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur, Chhattisgarh
Tender for Pre & Post Examination and Other Works

iv. Any attempt by a Bidder to influence SMKVBVJ in its bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's Bid.

4. Technical Evaluation:- Only bidders qualifying the minimum technical score 70 out of 100 will be considered for financial Evaluation

S. No	Particulars	Marking Criteria	Max Marks
1	Covering letter in the prescribed form given in this document and Declaration stating that the firm is not black listed.	Yes:2 Marks No: 0	2
2	Registration certificate of the firm as per company registration Act1961	Yes:3 Marks No: 0	3
3	Valid GST Certificate, Photocopy of PAN/TAN	Yes:5 Marks No: 0	5
4	The Agency should submit Income Tax Return of last three Financial Years 2021-22, 2022-23 & 2023-24	Yes:5 Marks No: 0	5
5	GST-R filling acknowledgement receipt of last 1 year	Yes:5 Marks No: 0	5
6	Solvency Certificate of minimum Rs. 20 Lakh must be enclosed.	Yes:5 Marks No: 0	5
7	The minimum turnover of the firm/Agency should be Rs. 1 Crore per annum. (Enclose sufficient proof of last three years 2021-22, 2022-23 & 2023-24 audited/certified by Chartered Accountant)	Yes:5 Marks No: 0	5
8	The agency must have previous/current work orders of at least Two State/Govt. Universities regarding Pre & Post Examination and results processing works	Yes:10 Marks No: 0	10
9	The Agency should have at least 10 years of Pre & Post Examination and results processing experience in at least two State/Govt. Universities	Yes:10 Marks No: 0	10
10	The Agency should have at least continuous 5 years of results processing experience of any Two State/Govt. Universities of at least Total 1.5 Lakh students per year.	Yes:10 Marks No: 0	10
11	The Agency should have at least 01 years of Pre & Post Examination and results processing experience of any one State/Govt. Universities as per National Education Policy2020 (NEP 2020)	Yes:10 Marks No: 0	10
12	Presentation of Online Module for Pre Examination Works for Session 2025-26 (For ANNEXURE – A1to10)	Yes:1 Mark for each work No: 0	10
13	Presentation of Online Module for Post Examination & Degree Works for Session 2025-26(For ANNEXURE - B1to10)	Yes:1 Mark for each work No: 0	10
14	Presentation of Online Module for Certificate and Document Verification Works for the Session of 2025-26(For ANNEXURE-C1to10)	Yes:1Mark for each work No: 0	10

Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur, Chhattisgarh
Tender for Pre & Post Examination and Other Works

5. AWARD OF CONTRACT CRITERIA

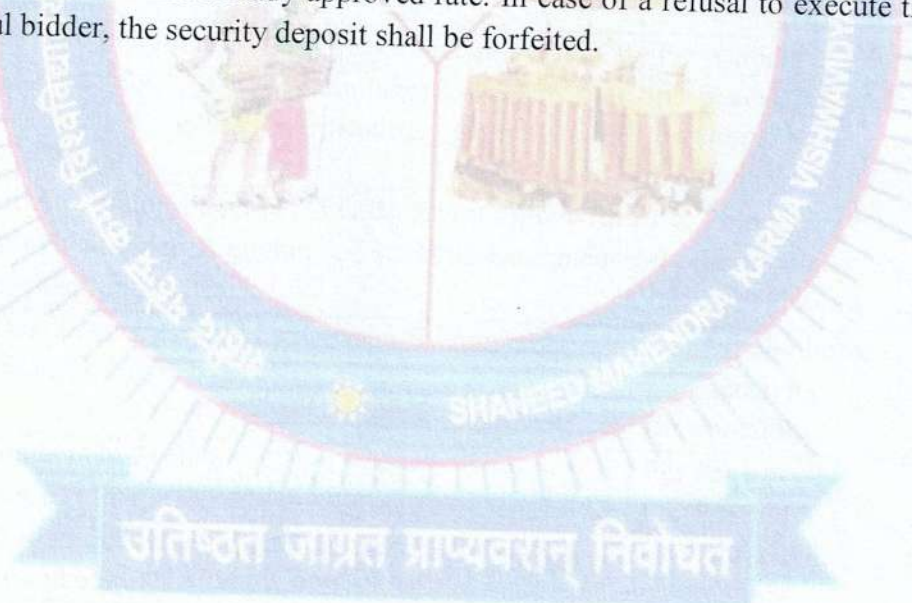
SMKVBJ shall award the Contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the Best Technical/Service oriented Bid.

6. OTHER COMMERCIAL BID TERMS

The rate quoted shall be inclusive of all taxes, duties and statutory payments incident upon the bidder and it shall be a fixed price bid. **Only GST shall be paid extra as per the rate and rules prevalent by GOI from time to time.** Once the rate has been tendered to SMKVBJ, no change/modification shall be entertained for any cause whatsoever (excluding any extra liability arising out of any future changes in regulation, tax, and duty structure etc.)

7. CONTRACT - The successful bidder has to enter into a contract for 1 year/session 2025-26 and if the University wishes can extend the contract for 6 months at the same rates depending on the review of the work done and satisfaction of the university.

8. PENALTY IN CASE OF THE DEFAULT - The failure on the work as part of the firm to execute according to the schedule as agreed in the agreement and satisfaction of the University shall be dealt with by the University by imposing a penalty. For the delay in the supply, the University shall deduct an amount @ 1 % (subject to maximum limit of 10%) of total cost per day from the default Supplier's payment. The University reserves, its right to get the work done by any other firm at the already approved rate. In case of a refusal to execute the work by the successful bidder, the security deposit shall be forfeited.



Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur, Chhattisgarh
Tender for Pre & Post Examination and Other Works

ANNEXURE - A
Rate List for Online Pre-Examination Work (Session 2025–2026)

NO.	PARTICULARS	RATES
1.	Online Registration for Admission (Including Online Fees Payment, document upload, verification & merit list generation including all reports in soft copy.)	Per Registration (In figures) Rs (In words) Rs
2.	Online Enrollment Application (Including document upload, online Fees Payment, verification, allotment and displaying of unique Enrollment Number including all reports in soft copy (PDF/MS Excel)	Per Student (In figures) Rs (In words) Rs
3.	Online Examination Application (Including document upload, online Fees Payment, verification, allotment of unique Roll Number, displaying of Admit Cards & Attestation Sheet including all reports in soft copy (PDF/MS Excel)	Per Student (In figures) Rs (In words) Rs
4.	Online Examiners Panel Preparation by Examination committee including all reports in soft copy	Per Paper Code (In figures) Rs (In words) Rs
5.	Online Time Table Preparation System with admin Control to University including all reports in soft copy (PDF/MS Excel)	Per Exam/Per Year (In figures) Rs (In words) Rs
6.	Online College/Examination /Faculty/Subject/Paper Centre change for students/examinees. Online Fees Payment, document upload, verification, generation & approval.	Per Student (In figures) Rs (In words) Rs
7.	Printing of Attestation Sheet on 75 GSM White Paper with Photograph & Scanned Signature of students/examinees and all necessary instructions.	Per Student (In figures) Rs (In words) Rs
8.	Online Blank Answer Book Management System including all reports in soft copy (PDF/MS Excel)	Per Answer book (In figures) Rs (In words) Rs
9.	Exam Management System Online Seating Plan, attendance (Present/Absent/UFM entry) and other confidential formats generation including all reports in soft copy (PDF/MS Excel)	Per Page (In figures) Rs (In words) Rs
10.	University/college, student, staff, & Teachers information and management system with unique login credentials for different assignments.	Per individual (In figures) Rs (In words) Rs
	TOTAL OF ANNEXURE - A (In figures) (In words)	Rs. Rs.....

Handwritten marks and signatures at the bottom of the page, including "Lass", "2082", and "vams" with checkmarks.

Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur, Chhattisgarh
Tender for Pre & Post Examination and Other Works

ANNEXURE - B

Rate List for Post Examination and Degree/Diploma Works (Session 2025-2026)

NO.	PARTICULARS	RATES
1.	Online Internal/Practical/Theory Examination Marks Submission by Examiners/Colleges and Processing of online submitted marks including all reports in soft copy (PDF/MS Excel).	Per Student (In figures) Rs (In words) Rs
2.	Online Answer Book Packet/Bundle Receiving/Dispatch/Evaluation Management System (University & College/Examiner login) including all reports in soft copy (PDF/MS Excel)	Per Bundle (In figures) Rs (In words) Rs
3.	Scanning /displaying of Answer copies for online valuation/Review including all reports in soft copy (PDF/MS Excel)	Per Answer book (In figures) Rs (In words) Rs
4.	Entry of offline Internal, Practical & theory examination marks and processing of results as per Marks Award Sheets/Foil & Counter foil including all reports in soft copy (PDF/MS Excel))	Per Student (In figures) Rs (In words) Rs
5.	Colour Mark Sheet with Color Photograph of student in Non-Tearable Paper of 140 GSM, Security Features- Wave Effect, Rainbow Colour, Micro text, Invisible Content Logo Text, High Resolution Border, Anti Copy Marks & Multi Color Printing including transportation of above printed materials	Per Student (In figures) Rs (In words) Rs
6.	Two copies of Tabulation Register (TR) on 75 GSM White Paper printed with laser printer. Soft copy to be provided in PDF as well including transportation of above printed materials	Per Page (In figures) Rs (In words) Rs
7.	Mark sheet Receiving/Dispatch Monitoring System (University Login/College Login) including all reports in soft copy (MS Excel/PDF)	Per Student (In figures) Rs (In words) Rs
8.	Online submission of Re-totaling/Revaluation/Panel Valuation/Challenged Valuation application by students/examinees. Online Fees Payment including all reports in soft copy (MS Excel/PDF).	Per Student (In figures) Rs (In words) Rs
9.	Colour Printed Degree/Diploma format on Handmade Paper with all security features as per specifications including transportation to University	Per Format (In figures) Rs (In words) Rs
10.	Envelope as per specifications including transportation to University office.	Per Envelope (In figures) Rs (In words) Rs
	TOTAL OF ANNEXURE -B (In figures)	Rs
	(In Words)	Rs.....

Shaheed Mahendra Karma Vishwavidyalaya, Bastar, Jagdalpur, Chhattisgarh

Tender for Pre & Post Examination and Other Works

ANNEXURE - C

Rate List for Online work related to Certificate and Document Verification (Session 2025-26)

NO.	PARTICULARS	RATES
1.	Online application for Eligibility Certificate, (Including online fees Payment, document upload & verification, certificate generation & approval.)	Per application (In figures) Rs (In words) Rs
2.	Online application for Transfer Certificate, (Including online fees payment, document upload & verification, certificate generation & approval.)	Per application (In figures) Rs (In words) Rs
3.	Online application for Duplicate Mark sheet, Correction in Mark sheet. (Including online fees payment, document upload & verification, certificate generation & approval.)	Per application (In figures) Rs (In words) Rs
4.	Online application for Under Graduate certificate (Including online fees payment, document upload, verification, certificate generation & approval.)	Per application (In figures) Rs (In words) Rs
5.	Online application for Provisional Degree. (Including online fees payment, document upload, verification, certificate generation & approval.)	Per application (In figures) Rs (In words) Rs
6.	Online application for Degree, Duplicate Degree, Correction in Degree. (Including online fees payment, document upload, verification, certificate generation & approval.)	Per application (In figures) Rs (In words) Rs
7.	Online application for Migration & Duplicate Migration, Correction in Migration. (Including online fees payment, document upload, verification, certificate generation & approval.)	Per application (In figures) Rs (In words) Rs
8.	Online application for Merit certificate/Convocation/Gold Medal. (Including online fees payment, document upload, verification, certificate generation & approval.)	Per application (In figures) Rs (In words) Rs
9.	Online application for Transcript & Duplicate Transcript, Correction in Transcript. (Including online fees payment, document upload, verification, certificate generation & approval.)	Per application (In figures) Rs (In words) Rs
10.	Online application for Mark sheet/Degree/Certificate Verification. (Including online fees payment, document upload verification, certificate generation & approval.)	Per application (In figures) Rs (In words) Rs
	TOTAL OF ANNEXURE- C (In figures) (In Words)	Rs. Rs.....
	Grand Total of ANNEXURE - A,B,& C (In figures) (In Words)	Rs. Rs.....

FORM FOR COVERING LETTER

(TO BE PRINTED ON FIRM'S LETTER HEAD)

From

Name of Firm

To,

The Registrar
Shaheed Mahendra Karma Vishwavidyalaya, Bastar,
Jagdalpur, Chhattisgarh

Subject: Submission of Tender form for Academic, Pre and Post Examination & Other Work
(Online Basis).

Reference: Your Tender document No./544/Store/Exam 01/2024-25, Jagdalpur, Dated 28/03/2025
Sir,

We the undersigned, offer to provide our services for all the work as mentioned in your above referred tender. We are submitting our proposal herewith together with all the standard formats. We are meeting the pre-qualification criteria as stated in the tender document. We hereby assure you that all work entrusted to us shall be treated with high end security and confidentiality at our premises. We shall take adequate steps to protect your sensitive data.

We shall abide by all the terms and conditions as mentioned in tender document and one of our executive shall remain in touch with the Registrar of the University.

Yours sincerely

Authorized Signatory

Name

Seal of Firm

उतिष्ठत जाग्रत प्राप्यवरान् निबोधत

(Declaration To be printed on Company Letter Head and signed by authorized person.)

DECLARATION

1. I _____ (Name of Director/Proprietor) hereby declare that our firm is not black listed, debarred or prohibited by Government of India, Union Territory, or any Authority or organization.
2. I also declare that no case, criminal or civil or enquiries of any kind are pending against firm.

Authorized Signatory
Name
Seal of Firm

