



**SHREEMATI NATHIBAI DAMODAR THACKERSEY  
WOMEN'S UNIVERSITY**

**Pariksha Bhavan, Sir Vithaldas Thackersey Vidyavihar,  
Juhu Road, Santacruz (West), Mumbai-400 049.  
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DOEE (D) : 2661 5159  
Dy. Register : 2661 1524  
Dy. Register 1 : 2661 5168  
Asst. Register : 2661 5138  
B.Ed, H.Sc, Nsg, DMLT : 2660 3322  
B.A., B.Com., M.A., M.Com, Law : 2661 1595  
Accounts : 2660 8374  
Degree, Migm, Certi. : 2661 2877  
M.Phil. Ph.D : 2660 3259  
Confidential : 2661 2265  
Tech.,Pharma., BCA,BMS : 2661 5985  
CFC : 2660 8304

Ref.No.:Exam./Quotation/2021-22/370

Date:24.03.2022

**Sub.: Quotation for scanning of first page of answer-books (OMR / OCR / ICR)  
and Data Capturing for result processing of University Examinations to  
be held during the academic year 2021-22 and 2022-23 in financial  
year 2022-2023.**

Madam / Sir,

Sealed quotations are invited for quotation for scanning of first page of answer-books and (OMR / OCR / ICR) and Data Capturing for result processing of University Examinations to be held during the academic year 2021-22 and 2022-23 in financial year 2022-2023 required at the Pariksha Bhavan. Interested vendors are requested to submit their quote in the format given in Annexure 'A' on company letter head. Quotation should be submitted to the Director (Addl Charge), Board of Examination and Evaluation, Pariksha Bhavan, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai - 400 049 on or before 08<sup>th</sup> April, 2022 (before 04:30 p.m.).

**(I) The Technical Bid should be as follows:**

- Scanned and certified copy of Company Profile of vendor.
- Work Experience Certificate (not only the client list).
- Scanned and Certified copy of Registration / Shop and Establish Licence issued under Maharashtra Shop and Establish Act, 1948.
- Scanned and Certified GST Certificate and Latest Return.
- Scanned and Certified PAN Copy.
- If GST is not applicable then declaration of the same.
- If any work which requires specific expertise / technical specifications then the same should be mentioned.
- If related to Examination then experience in atleast two state universities is must.

**(II) The Financial Bid should be as follows:**

- Mentioning including all taxes.
- If required component wise then format to be given component wise.

Pariksha Bhavan, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai - 400 049 reserves the right to reject any or all quotations without assigning any reasons thereof.

*Shed*  
24/3/2022  
(Dr. Sanjay Shedmake)  
Director (Addl Charge),  
Board of Examinations and Evaluation

## Invitation for Quotations

**For Quotation for scanning of first page of answer-books (OMR / OCR / ICR) and Data Capturing for result processing of University Examinations to be held during the academic year 2021-22 and 2022-23 in financial year 2022-2023.**

Ref.No.: Exam/Accounts/Quotation/2021-22/

Date:23.03.2022

Sealed quotations are invited for **scanning of first page of answer-books (OMR / OCR / ICR) and Data Capturing for result processing of University Examinations to be held during the academic year 2021-22 and 2022-23 in financial year 2022-2023 to be required at the Pariksha Bhavan, Juhu Campus.** The suppliers are advised to study all technical and commercial aspects, instructions, terms and conditions carefully in the document. Failure to furnish all information required in the quotation may result in the rejection of the quotation. The University reserves the right to reject the quotation in whole without assigning any reason thereof.

<b>Name of Item</b>	<b>Quotation for scanning of first page of answer-books (OMR / OCR / ICR) and Data Capturing for result processing of University Examinations to be held during the academic year 2021-22 and 2022-23 in financial year 2022-2023</b>
<b>Venue of Submission</b>	Pariksha Bhavan, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai - 400049.
<b>To be Addressed to</b>	The Director (Addl Charge), Board of Examinations and Evaluation, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai - 400049.
<b>Contact Telephone</b>	022-26615159
<b>Deadline of submission</b>	Wednesday, 08 <sup>th</sup> April, 2022 upto 04:30 p.m.

### Instructions:

\* Dates mentioned here, are scheduled dates for the University Activities. Any changes in dates of submission and processing shall be notified in 'Tenders/Quotations' section on the University website ([sndt.ac.in](http://sndt.ac.in)) below the respective quotation.

To view Quotation Notice, kindly visit following website of SNDT Women's University, Mumbai: [www.sndt.ac.in](http://www.sndt.ac.in)

Quotations should clearly mention all Technical Specifications mentioned in this document.

The quotations are invited for the following products:

Sr. No.	Particulars
1.	The cover page / first page of Answer Booklet is divided in 4 (four) section each having Unique Barcode of the Answer Booklet. The first section contains students personal details like Seat number, Subject code, Medium etc. Next B section are used by examiners / moderators / re-evaluators for entering marks obtained for each questions and total marks obtained by the students.
2.	The dummy numbering should be done subject wise on the cover page/ first page of the Answer-books. Printing of dummy code numbers, scanning and image capturing in a single pass process will be preferred.
3.	Scanning and Image capturing of cover page / first page of the answer-books should be done pre and post evaluation.
4.	The data base of seat Numbers, Subject Code, Medium, Mode of Learning along with Dummy-number should be verified and corrected.

Sr. No.	Particulars
5.	The University will provide course wise/subject wise and whenever required, the seat number master database and attendance database for this verification.
6.	The vendor has to capture and validate the marks as OMR / OCR and ICR from the Image captured post-evaluation.
7.	The vendor should validate marks data preferably by capturing the marks obtained by the students in each question individually as well as total marks and by verifying the totalling marks.
8.	The vendor must maintain the confidentiality and should not involve the SNDT Women's University staff in any of the process of scanning and tearing of upper or lower portion of answer-books.
9.	The vendor should provide the final error-free database containing seat number, Dummy Number, Marks obtained along with Image paths of top portion, bottom portion, for easy and error-free result processing and for easy retrieval and verification of the data.
10.	The transportation cost of any instruments / machinery / scanner, etc. shall be borne by the vendor.
11.	The University will make necessary arrangements for the space, electricity and connectivity for the execution of the work at CAP centres.
12.	The vendor should provide sufficient number of scanning instruments.
13.	The vendor should appoint sufficient staff for carrying out the tasks.
14.	The vendor should appoint the staff for scanning of answer-books, tearing the first page of the answer-books, sticking the barcodes on the answer-books to complete the work in the stipulated time limit.
15.	In case of answer-books bearing the same seat number and subject code, validation should also be done for duplicate record. Number of answer-books with dummy number and number of answer-books scanned would be tallied by the University.
16.	A separate report be prepared by the vendor in relation to the students who were absent for the examinations.
17.	Software should be provided for easy retrieval for correlation of data on the basis of seat number, dummy number, answer-booklet number.
18.	No accommodation will be provided by the University to the staff who have been engaged by the vendor for carrying out the work.
19.	The payment will be made only after completion of entire work.
20.	The rate quoted by the vendor shall be final and no escalation whatsoever shall be admissible, under any circumstances.
21.	Penalty to the maximum 10% of the contract value shall be levied upon the vendor for the delay in submission of data or deficiency in the service, as per the provision of the Maharashtra Public Universities Act, 2016 and the Maharashtra Universities Accounts code, 2012.
22.	The vendor shall provide the service at the centralized assessment programme venues located in Mumbai on working days between 10:30 a.m. to 04:30 p.m. or as specified by the University.
23.	The vendor shall submit an undertaking on a non-judicial stamp paper worth Rs.100/- thereby agreeing to abide by the security, confidentiality, adherence to time scheduled and acceptance of terms and conditions mentioned in the work order.

The proof of the same is attached herewith.

The quotations are invited in two parts under Two envelop System. Technical envelop shall be enclosed and sealed in Envelop No.1. Schedule of Rates shall be filled in and enclosed in Envelop No.2. Both the sealed envelopes. On each envelop name and address along with contact number of bidder shall be written. On the top of it envelop name of the bidder should be mentioned.

**Envelop No.1: Technical Bid.**

**The envelop must contain:**

1. Covering letter with details of bidders, address, name of proprietor, telephone number, mobile number, email-ID, name, signature and seal. In case of partnership firm-name and address of the partners and copy of Partnership Deed.
2. Type of Business entity: manufacturer/authorized dealer, any other (to be specified).
3. Certified copy of GST registration. If GST is not applicable then declaration of the same should be obtained.
4. PAN Card No.
5. List of main clients (maximum 10).
6. Work Experience Certificate (not only the client list and experience in atleast two state universities is must).
7. Registration Certificate.
8. If any work which requires specific expertise / technical specifications then the same should be mentioned.

**Envelop No.2: Financial Bid.**

**The envelop must contain:**

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder. The scanning of first page of answer-books and OMR, OCR and ICR data capturing for result processing in the following prescribed proforma:

**Financial Bid.**

Sr. No.	Particular	Qty. (In Nos.)	Rate (In Rs.) per Answer-book	Total Estimated Cost (In Rs.)	GST	Grant Total Amount with GST (In Rs.)
1)	Scanning OMR / barcode data capturing and image capturing of First page along with dummy number printing on the answer-booklets.  Handing over error-free data to the University as mentioned in the specifications.	As per actual (approximately 2.1 lacs for semester exam)				
		Total Rs.				

**UNDERTAKING :**

I /We have READ THE TERMS AND CONDITIONS OF THE TENDER AND I / We hereby agree to agree to abide by the same.

Seal of the Tenderer

Signature of the Tenderer

Date :

**General Conditions:**

1. Demo should be arranged by the vendor on the specified day and time at the Pariksha Bhavan. The University will not bear any cost for the same.
2. The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.
3. Authorization letter from the manufacturer, authorized dealer, any other (to be specified).
4. Once a contract rate is arrived at, the same shall remain from and shall not be subject to escalation what so ever reasons during the performance of the contract.
5. The vendor should adhere with all seriousness to the time schedule provided by the Examination Section.
6. The University reserves the right to reject the quote in whole without assigning any reason thereof.
7. **Payment will be made within 15 days after completion of the said work and all the data's of the same should be transferred with report to the Computer Centre In-Charge, SNTD Women's University.**
8. **Penalty:** Will be levied to the maximum 10% if the contract value for the delay in supply of the material or deficiency in the service as per the rules prescribed in the Maharashtra Universities Act, 2016 and the Maharashtra Universities Accounts Code.
9. The rate validity will be upto 45 days from the date of submission deadline.
10. All necessary documents, manuals to be handed over to be concerned department, Juhu campus.
11. Packing and transport charges, transit insurance will be inclusive in the quoted rate.

*Shed*  
*24/3/2022*  
(Dr. Sanjay Shedmake)  
Director (Addl Charge),  
Board of Examinations and Evaluation

Encl.: As mentioned above.