



Ref.No.:Exam./Quotation/2023-24/30

Date:24.04.2023

Sub.: Quotation for Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases for Summer Examinations 2023 at Pariksha Bhavan.

Madam / Sir,

Sealed quotations are invited for Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases for Summer Examinations 2023 at Pariksha Bhavan. Interested bidders 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 Tuesday, 2nd May, 2023 (before 04:30 p.m.)

(I) The Technical Bid should be as follows:

- Scanned and certified copy of Company Profile of bidder:
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.
- Scanned and Certified copy of Registration / Shop and Establish Licence / Certified of Dealership / Certificate of incorporation whichever is applicable.
- Scanned and Certified GST Certificate and Latest GST Return.
- If GST is not applicable then declaration of the same.
- Scanned and Certified PAN Copy.
- Scanned and Certified copy of the work experience certificate of atleast two Central/State Universities/ Any Education Board Exams from bidders in core business for last five years. (One certificate per year; No purchase order please).
- Scanned copy of list of clients.
- If any work which requires specific expertise / technical specifications then the same should be mentioned.
- Scanned and certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).
- Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.



Ref.No.:Exam./Quotation/2023-24/30

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(II) The Financial Bid should be as follows:

- Undertaking as Annexure – A.
- 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.

P. S. m. Wakpainjan
24/4/23

(Dr. Pradnya Wakpainjan)

Director (Addl Charge),

Board of Examinations and Evaluation.

P. S. m. Wakpainjan
24/4/23

Invitation for Quotations

For Quotation for Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases for Summer Examinations 2023 at Pariksha Bhavan.

Ref.No.: Exam/Accounts/Quotation/2023-24/30

Date:24.04.2023

Sealed quotations are invited for **Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases for Summer Examinations 2023 at 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.

Name of Item	Quotation for Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases for Summer Examinations 2023 at Pariksha Bhavan.
Venue of Submission	Pariksha Bhavan, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai – 400049.
To be Addressed to	The Director (Addl Charge), Board of Examinations and Evaluation, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai – 400049.
Contact Telephone	022-26615159
Deadline of submission	Tuesday, 2 nd May, 2023 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) below the respective quotation.*

To view Quotation Notice, kindly visit following website of SNDT Women's University, Mumbai: www.sndt.ac.in

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

The quotations are invited for the following products:

General Requirements and Scope of Work :-

Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases Summer Examinations 2023 at Pariksha Bhavan.

The bidder will be responsible to timeline as per the schedule of the work order and the bidder should complete the task of (Unique key printing/pasting on the answerbooks, Scanning, Tearing and Transfer of Accurate and Complete Data to Computer center) within 10 to 15 days from the last date of examination, as per the following work flow:-

1. The University will provide Program-subject wise count, Program-subject wise seat numbers (student master) and Program-subject wise absent seat numbers for preparation and verification of marks data.
2. The first part of the first page of the answerbook contains student's personal details like Seat number, Subject code, Medium etc. Next 3 sections are used by examiners / moderators / re-evaluators for entering marks obtained for each questions and total marks obtained by the students.

3. Pre-Evaluation tasks :-

- i. Unique key has to be printed or pasted (OMR / ICR / Barcode) on four parts of the first page of the each answerbook.
- ii. The data of Seat Numbers, Subject code, Medium, Mode of Learning along with unique key should be captured from the answerbooks.
- iii. Printing of unique key, scanning and image capturing in a single pass process will be preferred.
- iv. The seat number should be verified and corrected.
- v. Tearing of first part of the answerbook should be done to make papers ready for assessment within a stipulated time period.
- vi. The bidder should handover all the answerbooks for assessment after the scanning and tearing the first part of the answerbooks.

4. Post-Evaluation tasks :-

- i. The bidder has to capture the total marks as ICR / OMR from the image captured during the post - evaluation.
 - ii. The bidder should provide the final error - free program wise data containing program details, paper details, seat number, Unique key, answerbook number, Marks Obtained along with Image Paths of (a) top portion, (b) bottom portion, for easy and error - free result processing, for easy retrieval and for verification of the data.
 - iii. In case of answerbooks bearing same seat number and subject code, validation should also be done for duplicate records.
 - iv. The bidder should validate student details and 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 of marks.
 - v. Number of answerbooks with unique key and total number of answerbooks scanned would be tallied by the bidder and also by the University.
 - vi. A separate report be prepared by the bidder in relation to the students who were not absent but answerbook is not scanned for the each program.
 - vii. Software should be provided for easy retrieval of answerbooks on the basis of program, subject code, seat number, unique key and answerbook number.
5. The bidder must maintain the confidentiality and should not involve the SNTD University staff in any of the process of scanning and tearing of upper or lower portion of answerbooks.
 6. The transportation cost of any instruments/machinery/scanner, etc. shall be borne by the bidder.

7. The University will make necessary arrangements for the space, electricity and connectivity for the execution of the work at CAP Centres.
8. The bidder should provide sufficient number of scanning instruments at various CAP Centres to complete the task within a stipulated time period as per the Maharashtra Public Universities Act, 2016.
9. The bidder should appoint sufficient staff to complete the task within a stipulated time period as per the Maharashtra Public Universities Act, 2016.
10. The bidder should appoint the staff for scanning of answerbooks, tearing the first page of the answerbooks, sticking the unique key stickers on the answerbooks to complete the work in the stipulated time limit.
11. No accommodation will be provided by the University to the staff who have been engaged by the bidder for carrying out the work.
12. The payment will be made only after completion of entire work.
13. The rates quoted by the bidder shall be final and no escalation whatsoever shall be admissible, under any circumstances.
14. The bidder shall provide the service at the Centralised Assessment Program venues located in Churchgate campus, Juhu campus, Mumbai or as specified by University on working days between 10.00 am to 5.30 pm.
15. The bidder shall submit an undertaking on a non-judicial stamp paper worth Rs.100/- thereby agreeing to abide by the security, confidentiality, adherence to time schedule and acceptance of terms and conditions mentioned in the work order.
16. The bidder shall not sub-contract with any other party / parties. The bidder shall have to enter into an agreement with the University, at own costs and shall bear the necessary stamp duty, as applicable.
17. The University shall have right to schedule the visits of its officials to the site where the assigned work is carried out by the bidder.
18. The University shall have the right of termination/cessation of the contract, at any stage on violation of any of the terms and conditions of the Contract by the bidder.
19. The agreement for the contract shall be governed by and interpreted in accordance with the laws in existence and subject to jurisdiction of the Courts of Law, in Mumbai.
20. Payment shall be made by the University only after the report of transfer of error free data Program-Subject wise of the said examination to the computer section of the University, within the prescribed time limit.
21. The rates quoted by the bidder are inclusive of all local taxes such as GST, VAT, Duties, Levies, transportation costs, octroi and insurance cost, if any, and will not be altered under any circumstances.
22. The bidder has to follow the instructions and the schedule by the Director (Addl Charge), Board of Examinations and Evaluation to complete the task of tearing, pre-scanning, the post-scanning and data transfer to Computer Centre after evaluation within total 15 days from the last date of the examinations failing to that as per the penalty clause shall be levied upon the bidder 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. As per the Maharashtra Public Universities Act, 2016 the result has to be declared within 30 days.

Other Conditions -

- (A) Letter of acceptance of terms and conditions of the work to be given by bidder to the undersigned.
- (B) **Taxes** - The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.
- (C) **Validity:** The rate validity will be upto 120 days from the date of submission deadline.
- (D) **All CAP Centre will be visited to check the status of Scanning /Tearing of answerbooks, data transfer, Scanning Machine and other related Equipments** any time during the contract period.
- (E) **The bidder should take care that during the contract period, the scanning machine, tonner, papers, manpower and any other material should be sufficiency in stock.**

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:

- a. Scanned and certified copy of Company Profile of bidder:
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.
- b. Scanned and Certified copy of Registration / Shop and Establish Licence / Certified of Dealership / Certificate of incorporation whichever is applicable.
- c. Scanned and Certified GST Certificate and Latest GST Return.
- d. If GST is not applicable then declaration of the same.
- e. Scanned and Certified PAN Copy.
- f. Scanned and Certified copy of the work experience certificate of atleast two Central/State Universities/ Any Education Board Exams from bidders in core business for last five years. (One certificate per year; No purchase order please).
- g. Scanned copy of list of clients.
- h. If any work which requires specific expertise / technical specifications then the same should be mentioned.
- i. Scanned and certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).
- j. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.

Envelop No.2: Financial Bid.

The envelop must contain:

- a. Undertaking as Annexure – A.
- b. Mentioning including all taxes.
- c. If required component wise then format to be given component wise.

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder. Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases for Summer Examinations 2023 at Pariksha Bhavan in the following prescribed proforma:

(Offer should filled on letter head)

Annexure A

Ref.No.:

Date:

To,
The Director
(Addl Charge),
Board of Examinations and Evaluation,
SNDT Women's University,
Juhu Road, Santacruz (West),
Mumbai - 400 020.

Sub.: The Quotation for Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases for Summer Examinations 2023 at Pariksha Bhavan.

Respected Sir / Madam,

With reference to subject cited above we would like to furnish our quote with best rate possible as below:

Sr. No.	Particular	Qty. (In Nos.)	Rate (In Rs.)	Total Estimated Cost (In Rs.)	G S T	Grant Total Amount with GST (In Rs.)
1)	Scanning / Tearing of First page (Two parts) of Answer books and OMR and ICR Data Capturing for the result processing during Pre and Post Evaluation phases for Summer Examinations 2023 at Pariksha Bhavan. ❖ Important Note :- Please read all the instructions carefully in - General Requirements and Scope of Work from page no. 01 to 04.	As per actual (approximately 120000 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 bidder 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 bidder 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 120 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.

P.S. m. A. Jain
24/4/23
(Dr. Pradnya Wakpainjan)
Director (Addl Charge),
Board of Examinations and Evaluation,

Encl.: As mentioned above.

