



Ref.No.: Exam/Accounts/Quotation/2024-25/297

Date: 27.11.2024

Sub.: Quotation for On Screen Evaluation and Moderation of the Answerbook and to transfer the marks data of the 1st Term (Winter) examination to be held in the month of November/December 2024.

Madam / Sir,

Sealed quotations are invited for quotation for On Screen Evaluation and Moderation of the Answerbook and to transfer the marks data of the 1st Term (Winter) examination to be held in the month of November/December 2024. 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, Board of Examination and Evaluation, Pariksha Bhavan, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai - 400049 on Thursday, 05th December, 2024 before 04:30 p.m.

(I) The Technical Bid should be as follows:

1. Scanned and certified copy of Company Profile of vendor:
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. Scanned and Certified copy of Registration / Shop and Establish Licence / Certified of Dealership / Certificate of incorporation whichever is applicable.
3. Scanned and Certified GST Certificate and Latest GST Return.
4. If GST is not applicable, then declaration of the same.
5. Scanned and Certified PAN Copy.
6. Scanned and Certified copy of the Annual Audited Accounts (i.e. Balance Sheet and Profit & Loss A/c only) of last three years duly signed by the Chartered Accountant (ITR will not be considered).
7. Scanned and Certified copy of the work completed experience certificate regarding On Screen Evaluation and Moderation of the Answerbook in core business for ANY three years (due to pandemic period of 2 years) of last 5 years (One certificate per year; No work order please).
8. Scanned copy of list of clients.
9. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.
10. All certified copies must be stamped (seal) and signed in original.

(II) The Financial Bid should be as follows:

1. Mentioning including all taxes
2. Undertaking as Annexure - A.

The Director, Board of Examinations and Evaluation, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai - 400049 reserves the right to reject any or all quotations without assigning any reasons thereof.

(Dr. Sanjay Nerkar)

Director,

Board of Examinations and Evaluation



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Invitation for Quotations

Quotation for On Screen Evaluation and Moderation of the Answerbook and to transfer the marks data of the 1st Term (Winter) examination to be held in the month of November/December 2024.

Ref.No.: Exam/Accounts/Quotation/2024-25/277

Date: 27.11.2024

Sealed quotations are invited quotation for On Screen Evaluation and Moderation of the Answerbook and to transfer the marks data of the 1st Term (Winter) examination to be held in the month of November/December 2024. 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	On Screen Evaluation and Moderation of the Answerbook and to transfer the marks data of the 1st Term (Winter) examination to be held in the month of November/December 2024.
Venue of Submission	Pariksha Bhavan, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai - 400049.
To be Addressed to	The Director, Board of Examinations and Evaluation, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai - 400049.
Contact Telephone	022-20861745
Deadline of submission	Thursday, 05 th December, 2024 before 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 (if any) mentioned in this document.

[Handwritten signature]





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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 envelope 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 envelope must contain:

1. Scanned and certified copy of Company Profile of vendor:
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. Scanned and Certified copy of Registration / Shop and Establish Licence / Certified of Dealership / Certificate of incorporation whichever is applicable.
3. Scanned and Certified GST Certificate and Latest GST Return.
4. If GST is not applicable, then declaration of the same.
5. Scanned and Certified PAN Copy.
6. Scanned and Certified copy of the Annual Audited Accounts (i.e. Balance Sheet and Profit & Loss A/c only) of last three years duly signed by the Chartered Accountant (ITR will not be considered).
7. Scanned and Certified copy of the work completed experience certificate regarding On Screen Evaluation and Moderation of the Answerbook in core business for ANY three years (due to pandemic period of 2 years) of last 5 years (One certificate per year; No work order please).
8. Scanned copy of list of clients.
9. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.
10. All certified copies must be stamped (seal) and signed in original.

Envelop No.2: Financial Bid.

The envelop must contain:

1. Mentioning including all taxes
2. Undertaking as Annexure - A.

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder. **Quotation for On Screen Evaluation and Moderation of the Answerbook and to transfer the marks data of the 1st Term (Winter) examination to be held in the month of November/December 2024** in the following prescribed proforma (Annexure A):



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(Offer should filled on letter head)
Annexure A

Ref.No.:

Date:

To,
 The Director,
 Board of Examinations and Evaluation,
 SNDT Women's University,
 Juhu Road, Santacruz (West),
 Mumbai - 400020.

Sub.: The Quotation for On Screen Evaluation and Moderation of the Answerbook and to transfer the marks data of the 1st Term (Winter) examination to be held in the month of November/December 2024 at the Pariksha Bhavan, (Financial Bid).

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.	<p>On Screen Evaluation and Moderation of the Answerbook and to transfer the marks data of the 1st Term (Winter) examination to be held in the month of November/December 2024 at the Pariksha Bhavan.</p> <p>Scope of Work :- SCOPE OF SERVICES TO BE PROVIDED BY THE VENDOR:</p> <p>Henceforth the selected/short listed bidder by the purchase committee shall be called as the vendor.</p> <p>The vendor will include all components of work i.e. training, infrastructure, scanning, imaging, On-screen delivery, one or more evaluations (i.e. 1st Evaluation, 2nd Evaluation or Moderation or Revaluation etc.) submission of marks and reports in the desired formats, compatible with the University soft copy of evaluated answer booklets with the marking by evaluator including total marks, with right and wrong Ticks for RTI/Verification/Revaluation and other purposes.</p> <p>(a) The vendor shall be held responsible for enabling the on-screen evaluation of answer books by examiners and moderators appointed by the SNDT Women's University.</p> <p>(b) The vendor shall locate the server at the pre-decided location. It shall be up and running for 24X7 during the project tenure. Uptime for the server guaranteed shall be above 95 %, measured monthly or for the project duration, whichever is less.</p> <p>(c) The on-screen evaluation of answer book system shall be made available 24 X 7 during the scheduled period of assessment of answer books. There shall also</p>	Total 18,000 Nos. Answer books				



be remote access of the server to the Director, Board of Examinations and Evaluation and the authorized officials of the examination section of the University for monitoring the status of the on-screen evaluation process from the examination section.

(d) The vendor shall be responsible for making the computer systems or nodes' connections. The vendor shall make the CAP Centers ready for the assessment of the answer books once the University provides the Computer Lab along with the Internet connectivity to any of its affiliated colleges, examination section or designated CAP centres.

(e) The vendor shall train the examiners and moderators appointed by the University.

(f) The vendor shall train the coordinators appointed by the Director - CAP Centre for providing necessary infrastructure useful for the on-screen evaluation of answer books. Coordinator shall then be able to coordinate and assist the examiners and moderators, if they have any doubt in using the software. The coordinator shall also be held responsible for checking the IDs of evaluators entering the premises and for recording their attendance. The vendor should operate the technical help center from Mumbai or at any approved location and resolve the issues identified by the coordinators over phone or by taking the remote access of the computers.

(g) Hard copies of answer booklets can be kept only in the scanning room and the vendor shall hand over the same to the examination section after the completion of the scanning process.

(h) The scanned digital copy of the raw answer-books shall be uploaded into the main server procured by the vendor directly from the scanning center at the examination section. The CAP center shall not have any scanned copy of answer books stored in the local machines or servers. Storage of all answer-books both prior to evaluation and post-evaluation shall only be at the primary server to ensure the security of answer-books.

(i) Digital copies of the scanned answer-books shall not be allowed to be taken outside the scanning center in a hard copy or in a laptop or in any physical storage device. The vendor shall have to upload the copies of answer-books in an encrypted form right from the scanning center to the primary server.

(j) The vendor shall enable the access to the servers for the examiners and moderators both from their office as well as from the CAP center based on their roles and rights defined by the University in writing.



<p>(k) The vendor shall enable access to the servers to the Director, Board of Examinations and Evaluation of the University from his office computer in order to enable him to monitor the progress of the on-screen evaluation at various Centralized Assessment Centres.</p> <p>(l) The software shall have capability for the examiners and moderators to raise exceptions irrespective of their locations.</p> <p>(m) The software shall have annotation capability like tick marks and cross marks apart from other tools like protractors/scales required for evaluation.</p> <p>(n) Individual marks awarded for each question shall appear before the tick mark i.e. marks awarded by the evaluators against each question shall appear individually in the answer-book. All annotations shall come out cleanly, if the University chooses to print an evaluated answer-book for any reason after the declaration of results.</p> <p>(o) The cover page of each evaluated answer-book shall have a summary of marks awarded question wise with the total marks obtained by the candidate in answer book. This page shall get generated from the server automatically along with the answer-book and the same shall be submitted as a PDF copy to the University within 15 days after declaration of results of the examination concerned. Generation of marks summary page of answer-books separately outside the system or server and then manually attaching it to the answer-book to create a PDF is strictly not allowed.</p> <p>(p) The vendor shall provide the scores of each candidate in a tabular format that is mutually agreed by the University and the vendor at the project stage. The final score sheet shall be released within three days from the date of completion of evaluation of the last answer-book by the evaluators of the University.</p> <p>(q) The entire evaluation activity along with data and audit logs shall be kept safe and transferred to the University server for a period of minimum one year after the completion of evaluation of answer- books. The data from the server that supported the evaluation can be deleted only after an explicit confirmation from the University in writing.</p> <p>(r) The system shall support evaluation from CAP Center located at Mumbai & any authorised CAP Centers for the same subject with all answer-books kept in one central pool and allocated to the evaluators randomly.</p> <p>(s) The system shall provide convenience to examiners and moderators such that they can perform on screen evaluation of answer books from any authorized CAP Centre of the University with his/her username and</p>					
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<p>password. Audit logs shall capture the location of evaluation for each answer-book.</p> <p>(t) Revaluation process :-</p> <ul style="list-style-type: none"> • Retrieval of requested scanned answer books from archival without annotation and marks. • Assigning these answer books to the examiners for carrying out the re-evaluation work. • All steps of evaluation and result processing are applicable here as narrated above. • System sends the answer book (PDF) to the University after request made by the concerned university authorities. • Result of verification/revaluation of marks should be submitted within 2 days. 				
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. The vendor shall not sub-contract with any other party / parties. The vendor shall have to enter into an agreement with the University, at own costs and shall bear the necessary stamp duty, as applicable.
2. If the Vendor wants to leave before the contract, is over, Three month notice period should be given by the vendor.
3. 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 vendor.
4. The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.
5. The university has rights to have a discussion with L1 or as case may be with L2 as per the decision by the Tender Opening Committee and university authorities.
6. The vendor should adhere with all seriousness to the time schedule provided by the Examination Section.
7. The University reserves the right to reject the quote in whole without assigning any reason thereof.
8. **Payment:** After submission of the bill against actual scanning of Answerbook and result of evaluated data alongwith report. No advance will be paid. TDS will be deducted as per rules.
9. **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, 2012.
10. The rate validity will be upto 45 days from the date of submission deadline.
11. All necessary documents and Data to be handed over to the Examination department, Juhu campus.
12. Any deficiency in the service delivery or breach of any terms and conditions shall render the vendor liable for termination of the contract.
13. 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.
14. The rates of contract shall remain firm and shall not be subject to escalation whatsoever reason during the performance of the contract.


(Dr. Sanjay Nerkar)
Director,
Board of Examinations and Evaluation

Board of Examinations and Evaluation