

(A State Funded University of Rajasthan)
"RUSA BHAWAN", Shiksha Sankul, JLN Marg, Jaipur - 302015

Ph. No. 0141-2941442

www. alujaipur.ac.in

Em ail: registrar@alujaipur.ac.in

F. No. 4(3)ALU/EXAM/2021-22/ 4780

Date: 01.08.2022

## "Notice Inviting E-Bid"

## Bid Document For "Hiring of Services for Pre-Post Examination work, Data Processing, Preparation of Answer Books for Evaluation and Result Preparation Work"

Dr. Bhimrao Ambedkar Law University, Jaipur hereby invites online Bid for the procurement of following works/services as per details given below from competent & experienced bidders. Sealed Bids must be uploaded up to 2.00 PM on 12<sup>th</sup> August 2022.

S. No	Description of work/ Services	Estimated Value	Bid Security	Tender Fee	RISL Processing Fee	Duration of Work	Validity period of bid
1	2	3	4	5	6	7	8
1	Hiring of Services for Pre-Post Examination work, Data Processing, Preparation of Answer Books for Evaluation and Result Preparation Work	Rs. 72.00 Lakh	Bid security of Rs. 1.44 lacs by Demand Draft/Bankers Cheque in the Favor of "Dr. Bhimrao Ambedkar Law University, Jaipur"	Rs. 1000/-	Rs. 1000/-	Two Years	90 Days

#### **Bidding Submission Process: -**

- 1. The bidders who are interested in bidding can download bid documents form https://www.eproc.rajasthan.gov.in. The bid document can be seen on https://www.alujaipur.ac.in and https://www.sppp.rajathan.gov.in website also
- 2. Bids are to be submitted online in electronic format on website https://www.eproc.rajasthan.gov.in.
- 3. Bidders who wish to participate in this bid will have to register on https://www.eproc.rajasthan.gov.in.
- 4. Bidders will have to procure Digital Signature Certificate (Type II of Type III) as per Information Technology Act. 2000 using which they can sign their electronic bids. or they may contact e-Procurement Cell, Department of IT&C, Government of Rajasthan for further assistance. Bidders who already have a valid Digital Certificate need not to procure a new Digital Certificate.
- 5. The Bidding comprises of two-part system. The Technical Bid and the Financial Bid. Manually bid not be accepted.
- 6. Bidder shall submit their offer on-line in electronic formats both technical and financial proposal. Demand Drafts for Bid Document fee, e-bid processing fee and Bid Security Declaration in original shall be submitted manually in the office to the Tendering Authority within the prescribed time. However, the scanned copies of Demand Draft and Bid Security Declaration shall be uploaded along with the online bid.



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- 7. If, Bid Fee, RISL e-bid processing fee and bid security declaration are not submitted within the prescribed time, then the bid shall be rejected.
- 8. Before electronically submitting the bids, it should be ensured that all the bid papers including conditions of the contract are digitally signed by the bidder.
- 9. Any information provided in support of the bids must be properly annexed, numbered and duly signed. No page should be removed/ detached from this Tender document.
- 10. In the event of the specified dates being a holiday, the activities assigned on that date may be carried out on next working day.
- 11. Validity of the tender shall be 90 days from the date of opening of Technical Bid.
- 12. Contract period for "Hiring of Services for Pre-Post Examination work, Data Processing, Preparation of Answer Books for Evaluation and Result Preparation Work" shall be two years extendable for one more year as per RTPP Act 2012 and Rules 2013 with mutual consent.
- 13. In case of any quarry, please contact at COE Office, ALU, Jaipur or Mail to coe@alujaipur.ac.in

**REGISTRAR** 

Registrar Dr. Bhimrao Ambedkar Law University Shiksha Sankul, Jaipur



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## **INTRODUCTION**

	Dated:						
1							
1	Subject matter of procurement	Rate Contract for Hiring of Services for Pre-Post					
	,	Examination work, Data Processing, Preparation of					
		Answer Books for Evaluation and Result Preparation Work.					
		Open Competitive Bid / 2021-22					
2	Name & Address of the	Dr. Bhimrao Ambedkar Law University, Jaipur.					
	Procuring Authority.	RUSA Bhawan, Shiksha Sankul, JLN Marg, Jaipur 302015					
3	Estimated Cost of Work	Rs. 72.00 Lakh					
4	(i) The price of the Bidding	Rs. 1000/- by way of Demand Draft/Banker's Cheque in					
	Document	favor of 'Registrar Dr. Bhimrao Ambedkar Law					
		University, Jaipur'.					
	(ii) E- tender Processing Fees	Rs. 1000 /- (Bankers Cheque /DD in Favor of MD, RISL,					
		Jaipur)					
5	For Clarification Purposes only,	Registrar,					
	the Procuring Entity's address	Dr. Bhimrao Ambedkar Law University, Jaipur.					
		TEL. Number :- 0141-2941442					
-	TIL D. D. 114	E-Mail Address :- registrar@alujaipur.ac.in					
6	The Pre-Bid Meeting	NO					
7	The Language of the Bid is	English & Hindi					
8	The Bidder shall submit with its Bid	Mentioned at Technical Bid Check list (Annexure-VII )					
9	Publishing Date	2 <sup>nd</sup> August 2022					
10	Document downloading start date & Time	2 <sup>nd</sup> August 2022 from 11.00 am					
11	Bid document download end date & Time	12 <sup>th</sup> August 2022 upto 1.00 pm					
12	End date and Time for Online submission of bid.	12 <sup>th</sup> August 2022 upto 2.00 pm					
13	The Bid Validity period shall be	00 days from the data of anoning of technical hid					
14	Bid Security	90 days from the date of opening of technical bid.  Bid Security of Rs. 1,44,000/- by way of Demand					
14	Bid Security	Draft/Banker's Cheque in favor of 'Registrar Dr. Bhimrao					
		Ambedkar Law University, Jaipur'.					
15	Authorization						
13	Authorization	Power of attorney/board resolution letter of authorization					
16	Downloading of bids	written on the letter head by the bidder. Online: https://www.sppp.raj.nic.in and					
10	Downloading of olds	https:// www.alujaipur.ac.in,					
		https://www.eproc.rajasthan.gov.in					
17	Submission of Banker's	Date: 12 <sup>th</sup> August 2022 upto 3.00 PM					
17	Cheque/ Demand Draft for Bid	Place: office at RUSA Bhawan, ground floor, Shiksha					
	document Fee, Bid Security &	Sankul, Dr Bhimrao Ambedkar Law University, Jaipur					
	declaration, E-processing Fee	Sankui, Di Dininiao Amoeukai Law University, Jaipui					
18	Opening of technical bids	Date: 12 <sup>th</sup> August 2022 upto at 4.00 pm					
10	opening of technical olds	Place: office at RUSA Bhawan, ground floor, Shiksha					
		Sankul, Dr Bhimrao Ambedkar Law University, Jaipur					
19	Date/ Time/ Place of	Informed separately to the technically qualified bidders					
1)	Financial Bid Opening	informed separately to the technically quantified bidders					
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- 20. Tendered quantity may be increased or decreased at the time of award/purchase order or during the course of agreement as per RTPP Act and Rules.
- 21. The period within which the contract agreement is to be executed and performance security is to be submitted is 7 days from the date of issue of letter of acceptance/work order.

22. The Designation and Address of Vice-Chancellor,

First Appellate Authority Dr. Bhimrao Ambedkar Law University, Jaipur. I/We.....(Name of the person) in the capacity of ...... (Designation) as bidder have read the introduction, NIB and all the conditions of Bid annexed hereto carefully and agreed to abide by all the conditions and have digitally signed and serially numbered all the pages in token of acceptance thereof, details of the bidding firm/company are as below: Name of firm/company Office Address (with pin code) Workshop Address (With pin code) Telephone Nos. Office Residence Workshop Fax (with STD Code) E-Mail. ID Mobile **Statutory Details GST** Number Income Tax PAN Bid Security Declaration Signature Name of Signatory (IN BLOCK LETTERS) Designation Date : \_\_\_\_\_ Place:

Registrar

Registrar

Or. Bhimrao Ambedkar Law University

Shiksha Sankul, Jaipur

(Attach sheets where-ever necessary and strike out whichever is not applicable)





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## **Definitions and Acronyms**

ALU	Dr. Bhimrao Ambedkar Law University, Jaipur
UNIVERSITY	Dr. Bhimrao Ambedkar Law University, Jaipur
BIDDER	The eligible Bidder who will participate in Procuring process
B.S.	Bid Security
COE	Controller of Examination
GAD	General Administrative Department
PURCHASER	Dr. Bhimrao Ambedkar Law University, Jaipur
PROCURING ENTITY	Dr. Bhimrao Ambedkar Law University, Jaipur
RFP	Request for Proposal /Tender Document/ BID
SUPPLIER	The bidder who will be finally selected and, in whose name, the work order will be released.
Exam Section	An office of Controller of Examination/Deputy / Assistant Registrar (Examination) in the ALU.
Secrecy Section	An office of Examination Cell Headed by the Controller of Examination / Deputy / Assistant Registrar (Secrecy) in the ALU.
NIB	Notice Inviting Bid
PSD	Performance Security Deposit

Registrar
Dr. Bhlmrao Ambedkar Law University

Shiksha Sankul, Jaipur



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ANNEXURE -I

Subject: Notice inviting Tender Document for "Hiring of Services for Pre-Post Examination work, Data Processing, Preparation of Answer Books for Evaluation and Result Preparation Work".

#### **Instruction to Bidders**

The bidders must note the following points carefully before submission of the bid.

Note: Time and secrecy is the essence of this tender.

- 1. **Parties:** The parties to the contract are the contractor (the tenderer) to whom the work has been awarded) and the Registrar, Dr. Bhimrao Ambedkar Law University, Jaipur.
- 2. **Addresses:** For all purpose of the contract including arbitration thereunder, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address and contact number(s) by a separate letter sent by registered post with Acknowledgement Due to the Dr. Bhimrao Ambedkar Law University, Jaipur. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address and contact number(s) in the aforesaid manner.
- 3. The envelopes containing the bid must be Marked "BID FOR HIRING OF SERVICES FOR PRE-POST EXAMINATION WORK, DATA PROCESSING, PREPARATION OF ANSWER BOOKS FOR EVALUATION AND RESULT PREPARATION WORK."
- 4. Duration of contract shall be for two years from the date of issue of work order which may be extended as per RTPP Act 2012 and Rule 2013 based on performance with mutual consent.
- 5. Financial and technical bids should be submitted separately in prescribed form on-line on the web site as mentioned in NIB within scheduled date & time.
- 6. Firms have to present a technical presentation on a suitable date to be notified later before technical committee of the university, if required.
- 7. Financial bids of only those bidders who qualify the technical bid shall be opened on the date mentioned in the NIB.
- 8. The University reserves the right to reject or accept any bid or part without assigning any reason thereof.
- 9. Bidders are required to read the document carefully before filling electronically bids. At the time of submission, every page duly numbered must be sealed and signed by the authorized signatory. Bid must be submitted electronically. The tender document may be downloaded or seen on the web site mentioned herein above NIB.
- 10. Any information provided in support of the bids must be properly annexed, numbered and duly signed. No page should be removed/ detached from this Tender Document.
- 11. Any ambiguous conditions quoted in the application may lead to summarily rejection.
- 12. Bids shall be valid for 90 days from the date of opening of technical bid.
- 13. To participate in online bidding process, bidders must procure a Digital Signature Certificate (DSC Type III) as per information technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency i.e. TCS, Safe crypt, N code etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.

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14. Interested bidders are required to get Digital Signature Certificate & pass-word under IT Act 2000 to sign & submit their offer online on the website www.eproc.rajasthan.gov.in on or before the scheduled dates mentioned in NIB.

- 15. Additional Performance Security Rule 75 (A) of RTPP Rule 2013- The additional Performance Security as per Rule 75 (A) provided in RTPP Rule 2013 shall also be taken form the successful bidder in case of unbalanced Bid.
- 16. Bid Security Money (B.S.): A Demand Draft/bankers cheque for Rs. 1,44,000/- (Rupees One Lakh Forty Four thousand only) only in the name of **Dr. Bhimrao Ambedkar Law University, Jaipur** payable at Jaipur must be enclosed along with technical bid as bid security, without which no tender shall be considered.
- 17. D.D. of tender fee of Rs. 1000/- (Rupees One Thousand only) must also be enclosed with Bid in the name as mentioned in sr. no. 16 above. For RISL fee, DD of Rs. 1000/- in favour of MD, RISL, Jaipur payable at Jaipur must be enclosed with Bid.

REGISTRAR

Registrar
Dr. Bhimrao Ambedkar Law University
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ANNEXURE -II

#### **SCOPE OF WORKS**

#### General terms and conditions:

- 1. The bidder must have a valid ISO 9001 /ISO 27000 or higher Certification. The certificate should have been issued before the NIB publishing date.
- 2. In case it is not possible to judge the competence of the firm on the basis of technical bid, physical inspection of the infrastructure and availability of competent manpower, may be made by the University at its discretion.
- 3. Information about hardware available with the firm. Complete list should be given mentioning specifically whether the available hardware owned or leased.
- 4. Details about licensed software have to be furnished.
- 5. The firm should supply information about their office and technical staff along with their qualifications.
- 6. Details of computers and printers and other hardware with the firm alongwith printing capacity per hour should be provided by the firm.
- 7. Information about Data Base Management System Software which will be used by the firm in execution of the job and file formats on which the Data files of pre and post examination shall be provided by the firm. Also mention media in which work shall be undertaken.
- 8. Competence of the firm in designing the program for examination data handling, processing and preparation of results, printing of OMR Sheets their scanning and evaluation along with experience of doing such work in the past.
- 9. Experience of working with fictitious roll number technique for preparation of results.
- 10. The firm should furnish information regarding their punching capacity and daily / hourly output of the OMR scanners.
- 11. Tenderers are required to supply sample result of various nature of atleast 50 candidates of each examination within 15 days from the date of receipt of sample (fictitious) awards to judge accuracy and the correctness of the programming at the computer level. Failing to the above, the University shall be free to cancel the agreement and the earnest money / security deposit of the tenderer deposited, for the purpose, shall be forfeited and the work shall be got done from some other tenderer / firm at the cost and risk of the approved tenderer.
- 12. Firm shall allow inspection of source and suitability of the program code used in the job of the examination work, wherever desired by the University.
- 13. The work order shall be released only after demonstration of program by using sample data supplied by the University. No extra charges shall be payable for the same.
- 14. If a laser printer or Inkjet printer is used for printing work, Times New Roman with font size 16 to be used for whole work of the University or as directed by the University.
- 15. The work is of **STRICTLY CONFIDENTIAL NATURE**. As such the approved firm shall be required to keep utmost secrecy in processing the data, working out and declaration of results etc. Any leakage of confidential data, awards and results prior to the declaration of results by the University or afterwards or Change of Marks etc. will be **VIEWED SERIOUSLY**, including black-listing of the firm, imposition of penalty, criminal proceedings etc. There should be a system of ensuring total security/ confidentiality. No information regarding candidates is be transmitted on to anyone else in any form. In case, breach of trust is proved, penalty as decided by the University upto 2 times of the order will be imposed.
- 16. Bidder shall maintain candidature data and its class examination data separately.
- 17. In case of any correction in candidature part, the correction will be incorporated in enrolment data first then it should be taken in exam data.



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- 18. All online examination forms (by default forms and new forms) shall be linked with student's enrolment data. In case of online filling up of new forms, candidature part of student may be fetched from his/her corrected enrolment data.
- 19. At the stage of result preparation, the candidature part will be fetched from updated enrolment data and in no case, there will be any mismatch in enrolment data, exam form data and exam result data of all examinees.
- 20. Where number of students are less than 50 in an examination, minimum charges for 50 students each class exam (separate unit) shall be payable. In other cases, charges for actual number of students shall be payable.
- 21. Unit of work description is indicated item wise in respective field of tender document.
- 22. Looking to the confidential work of exam department and continuous requirement of main technical person upto late hours, the services of earmarked Programmer and Manager of successful bidder (firm) shall be made available solely to the University.
- 23. Online digital students profile work/activity for all enrolled batches including the previous admitted batches for which results declared or to be declared in new session will be prepared and it should be in live updating mode.
- 24. Firm shall prepare an inhouse online correction system for result and candidature correction. In this system firm shall prepare a program/ module through which verification/approval rights will be kept under University Exam section and online monitoring of work progress would be provided.
- 25. Details of Technical Infrastructure
  - Server
  - Up-time certificate
  - Internet Band
  - 1. Hosting server uptime be at least 95% (attach documentary proof) and the complaint about non-functionally shall be restarted within half an hour utmost.
  - 2. Bandwidth should be sufficient to cater services to about 50 thousand students per day
  - 3. Location of the server must be in India.
  - 4. Data should be in encrypted form only and proper security of data is the responsibility of the firm.
- 26. University is planning to go on ERP system in near future, so if new system evolved then firm should provide the API/link for porting present data to new ERP system.

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ANNEXURE -III

#### Part - A: Data Processing Work

- 1. The scope of work includes design and development of software, web hosting, maintenance, operation, processing and report generation for End-to-End Examinations work of the University. The hardware, furniture, stationary, equipment and any other logistic required shall be arranged by the contractor. The contractor shall arrange for net connection, web and Data server, all hardware viz, laptop/desktop, high speed printers, OMR and barcode scanners, UPS etc.
- 2. For carrying out the entire activities, one web based secured integrated application has to be developed. Firm shall take high level SSL certificate for web application. Developed application will be property of University.
- 3. The successful bidder will depute sufficient, qualified and experienced man power to maintain utmost secrecy, proper and smooth functioning and successful completion of the work within stipulated time.
- 4. The bidder shall be required to depute at least one manager, three-four programmers (B.Tech/MCA), three office assistants and six Data Entry operators exclusively for ALU. One Manager should be appointed to co-coordinate all activities and timely disposal of works at ALU campus. The manpower deployed should be sufficient and may increase as per requirement for timely completion of the work.
- 5. Firm shall provide the sufficient number of qualified and skilled office assistants and Data Entry Operators with computers (2-3) at ALU office for punching of confidential data including answer books flaps, checking of examination forms and to facilitate the activities of help line window and back-office support of COE office, if required.
- 6. Firm shall provide a help line service on all working days to facilitate all online activities performed at affiliated colleges and ALU level. Atleast one programmer (B.Tech/MCA) with one can attendant shall be deputed at help line service. Mobile number and landline number should be displayed /made available to public domain for contacting help line during working hours. A separate website should be developed to display results online and also develop/ provide a college panel, examination Centre panel, examiner panel and student panel for performing all online activities. Design of website should be made per instruction of ALU. Website must be secured having SSL certificate.
- 7. Data/documents will be delivered to the authorized person/manager deputed at ALU by the firm. Date of delivery of data will be considered as the date on which last data is provided. Number of days of completion of work will be counted from this date, given in the schedule of completion of work.
- 8. All the activities are to be carried out at firm premises except point no.5. ALU can ask anytime to perform complete or any part of allotted work at ALU campus or other assigned place. No extra charge will be asked by the successful bidder. ALU will not ask any rent or charge from the successful bidder, if any activity performed at ALU campus or other place. The bidder cannot use ALU premises for any other work. Work hours of the firm employees shall not be limited by the office hours of ALU.
- 9. Firm shall provide year wise/branch/course wise forms/reports where-ever necessary.
- 10. Firm shall provide different type of statistics related to pre-post examination as and when demanded.

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#### Online work:

- 1. Design development implementation execution, maintenance and hosting of student friendly application for online filling of application from for all kind of examinations such as main exam./suppl. exam./revaluation. (For about 75000 thousand students in two years duration and above 15 types of courses examination). The Management Information System developed by the firm shall include duly approved names of examination, name of the papers, paper codes, subjects, college types and other fields as approved by Controller of Examination (as per schedule decided by the University)
- 2. For regular students Design development, implementation, execution, maintenance and hosting of student friendly application for online filling of application form by authorities of affiliated college or by E-Mitra Kiosk or by student as the case may be to upload information & download various reports and statements wherever necessary and as per direction of Controller of Examination.
- 3. Storing photograph signature etc. of the candidates in JPG or desired format after ensuring that proper quality picture has been uploaded by analyzing picture and also images of Mark sheet, Migration Certificate.
- 4. Design & creation of Database, maintenance and updating with data security in duly approved manner as per direction of Controller and as per the approved scheme for examination and Management Information System.
- 5. Printing of challan as per bank's /E Mitra requirement and as instructed by the office with proper fees by giving unique challan number. Necessary Integration with online Payment Gateway Services provided by service provider approved by University for direct transfer of money to the University Account shall be responsibility the firm will have to comply directions from CE in this regard.
- 6. Provision for Devnagri script (Unicode) in the system for name of candidates, father name & mother name in application forms, databases in Unicode, mark—sheets, pdf printout to be taken by students, tabulation registers, and all statements wherever specified by EC.
- 7. Design, Development, Implementation, Execution, maintenance and hosting of application to facilitate the working of examination centers as per the University requirements, panel with admin capability list of examination centers will be provided by the University firm will create the login account and password to each Examination center and admin account Data safety & security shall be the responsibility of the bidder.
- 8. The following reports of concerned Examination Center must be available for viewing, downloading, printing through Examination Center login panel-
- (i) Roll list (ii) Registration summary (iii)Alphabetic list (iv) Sitting arrangement statement (v) Attendance sheet paper wise, date wise (vi) Result of regular students of Center (vii)Tabulation register of the regular students of the Center and (viii) Any other document or report as specified by the university with provision for examination in the approved format. The facility to upload scanned documents, if required
- 9. For online examination work the firm will provide separate website which should not host any other application other than University exam work.
- 10. Examination website will available for whole year or for period specified by the University, whichever is later.
- 11. There should be no advertisement on the website other than University.
- 12. Reconciliation of Bank/E Mitra statement/data with fee collected and identification of Application received without fee.
- 13. Development of Online Web Application for Generation of Bill, Bill processing and Payment:
  - a. Auto Generation of online theory/practical examiner's remuneration /TA & DA bill as per assigned work which will be digitally signed and submitted to the college/university

Registrar

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through the examiner's module. Practical examiner's remuneration including TA & DA bills to be digitally verified by the college allocated to them.

- b. To develop and provide an option for university exam section for checking and approval of all kinds online bills received through module and onward transmission of the same to the account section for payment after digitally signed and verified by exam section.
- c. To develop and provide an option for university account section for checking of online bills received through exam section of the university. Processing of bills at various levels of account section. Final preparation of Voucher/FVC for payment process.
- d. Generation of various reports as per the requirement of the exam and account section.
- e. Automated SMS/Email intimation to be pushed to examiner/college/exam section/account section for processing and payment of such bills.
- f. To develop and provide an option to the assigned login user to track the stage of the bill under process, also provide an option for communication with exam section and account section.
- 14. To develop web application integrated with various stack holders of the activity for online processing of various type of bills i.e. generation of bill at college/ examiner's level and forwarding it to university exam section, online checking & verification at exam section, online forwarding to account section of the university, online checking and verification at account section and generation of voucher/FVC at account section.

#### **Pre Examination work:**

- 1. Online filling up of enrollment, examination forms, Ex-students forms, supplementary examination form and revaluation forms or any other type of forms as per design, method and programme decided by the University for all the courses which is approved by the University during the period of tender. Firm shall also perform updation of data, preparation of check list, preparation of finally corrected data base for further use in Pre & Post examination work during the period of tender. Tenderer should be provided hard bounded Enrolment Register course wise year wise in one set.
- 2. Feeding/ scanning of barcodes/form numbers of the online forms and manual forms received through university. (Within three days as and when sent by the university office)
- 3. Allotment of Unique student ID to the student admitted in First Semester/Part-I/ Previous of a course. Printing of enrollment card with photo and scanned signature of candidate (as per sample). Sheet 200 gsm two sides coated lamination with 100 micron sheet or Card on PVC Sheet.
- 4. Printing of the checklist as per the scheme in two copies (Within three days of scanning of the Data)
- 5. Updating of the data and providing updated list(Within Seven days)
- 6. Generation of Roll no. after getting all the forms, check list and updating list as per direction of the University. Providing Numerical Return College wise/examination center wise/consolidated in 6 copies as and when required.
- 7. Providing Question Paper dispatch advice in date wise, center wise, as per instruction given by the University, Q.P. statement subject wise/college wise/examination center wise and consolidated in 6 copies for each examination.
- 8. Roll list in 2 copies.
- 9. Registration summary in copies.
- 10. Admission card online/ offline in two copies (one for candidates and one for exam. Centre) with roll numbers allotted to them.
- 11. Centre wise attendance sheet in triplicate for each paper of examination. Online registration of absentee through each exam centre.

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- 12. Alphabetical sorted roll lists (theory & practical) as required.
- 13. The statement of student's no. appearing at each centre in each paper of exam.
- 14. For the UG Pt.-I candidates and the candidates to other classes of UG and PG who are not already enrolled in this University and have filled enrolment/eligibility forms for getting themselves enrolled with this University, enrolment shall be done by the firm and prepare the check list, updation of data from corrected checklist, preparation of finally corrected check list, preparation of Enrolment registers, Enrolment/eligibility certificates.
- 15. The checking of Examination forms, Roll Lists for registration of papers and candidature of student shall be done by the tenderer immediately after form filling at their own level. This work will be done in ALU campus by the skilled office staff of the firm.
- 16. Packing advice for centre-wise dispatch of Question Papers as per scheme and programme of examinations.
- 17. Tenderer should provide Roll Data Register in hard bounded form with complete details of students college wise size should be 15" X 12" in single copy on pre-printed stationary having water mark ALU on 65 GSM maplitho paper.
- 18. After declaration of all results, firm shall provide Printed Migration Certificates of only such pass out candidates, as per demand of the university on 120 GSM parchment paper with same security feature of mark sheet and additional features i.e. photo of the candidate, golden ink engraved university monogram, is of size (20x20 cms).

#### Online Pre Examination Data Correction Advice:

Online correction advice to the candidates' data of all classes will be made available by the firm online at college and student portal so that candidate may check their pre-exam data online and if any error in data is noticed, the candidate can make correction under intimation to helpline and firm as well ALU will check the data and correction in data shall be incorporated by the firm before declaration of result, this work is to be done by the firm.

#### **Post Examination Work:**

- 1. Presently, ALU is doing Onscreen evaluation of answer books or online marking and evaluation of answer books work through its own resources. Work of scanning and putting Fictitious codes on answer books is assigned to separate firm. So, after allotting the work of Pre-Post Examination work and Data processing work to the successful bidder, the work of online marking and evaluation of answer books should be executed by the successful bidder and firm shall provide online secured platform/software with technical support for doing the Online marking and evaluation of answer books. Work of scanning of answer books assigned to separate firm would continue with another firm
- 2. If ALU discontinue the onscreen evaluation of answer books work and offline evaluation of answer books is carried out then University shall handover the OMR Sheet envelopes received from examiners on regular basis to the firm. On receiving awards (foils) from the University, the firm shall scan the OMR Sheets, feed manual awards and prepare tabulation register of marks of fictitious number wise and convert it to roll number wise register of marks by using roll number fictitious number data.
- 3. The firm will be required to make double scanning for valuation of the OMR Sheets/double punching (in case of manual award sheets) and finally marks to be taken after matching both of them and verification. In case of any error detected in I and II scanning/punching of awards it should be finally got verified/approved by the supervisory/higher level official staff of the firm and in case of any doubt the marks



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should be confirmed through answer book. The firm should ensure that 100% accuracy is maintained and no chance of mistake/manipulation should be left. (This is a most important part in the whole work, firm shall ensure that this work is done with utmost care/measures by firm employees).

OR

Firm will be required to generate and submission of award lists online in softcopy through individual examiner in specified format (Theory) in place of OMR award sheet pattern. Firm should Generate an Evaluator panel online and issue individual Login ID and Password for each examiner of answer book separately for uploading of awards online. Registration of evaluation centres and examiners should be made. Each Login ID and password should be provided to every registered examiner and evaluation centre. Firm shall prepare suitable program for online collection of awards at Evaluator panel so that after evaluation of answer book the evaluator could submit his/her marks through registered Login ID online. Online awards shall be received on fictitious codes. Firm shall compile all online theory awards subject wise, course wise and branch wise and use these online awards for result preparation including verification and error checking. Online bill should be generated as per details given by the examiner at online panel. Sufficient stationery for printing of awards and craft paper cloth lined envelopes for packing of awards of each answer book packet shall be provided by the firm. All security features should be kept by firm for safe and secure transmission of awards. Necessary technical assistance shall be provided by the firm through help line service or physical mode as per the requirement.

(This activity should be based on the mode of award receiving and submission i.e. OMR award sheet pattern/ or Online generation and submission of awards, whatever mode decided by the ALU).

- 4. The firm shall prepare Exception report and shall clear it by using flaps of answer books, absentees, Unfairmeans cases etc. with registered examinees at its own.
- 5. The firm shall process and prepare the marks exception report, if any within two days of handing over of last award of the particular examination.
- 6. The final result shall be prepared by the firm as per University regulations, rules, ordinances and as per directions given by the University. Result preparation shall involve the steps adopted in post examination work. Final Result shall be prepared roll no. wise.
- 7. Firm shall arrange for online publication of results (on proforma of mark sheet) and it should be displayed on University website www.alujaipur.ac.in as well as on website created by firm through the server of the firm.
- 8. Preparation of exam-wise results and TR of size 15"×12" in single copy on the preprinted stationary having water mark of ALU of 65 GSM Maplitho paper; list of R.L. cases, preparation of mark sheets, All correction mark sheets on pre-printed stationery as mentioned below, Mark sheets of RW/UM Exonerated/paper cancelled cases be also prepared on pre-printed stationery (Delivery should be made within three days), press release and other formats, list of candidates eligible for award of Degrees, merit list for all courses etc. shall be provided by firm.
- 9. Firm shall agree that the mark-sheets on 120 GSM Parchment paper of size 8½"x12" will be procured in sufficient numbered from the Security printing press and a statement of the mark sheets shall be maintained at firm level.

10.

a. Printing of year wise mark sheets and consolidated mark sheets for final year class of individual candidate on 120 GSM Parchment paper of size 8.5" x 12" for all classes on pre-numbered and pre-printed mark-sheet stationary by original ink cartridge with





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security features of QR code, 3D hologram MICR Coding, Rainbow printing or as decided by the ALU, UV Signature, different fonts in background, Micro line border, copy 'N' check feature (as per specifications approved by the University). Along with mark sheets, firm shall provide college wise detailed dispatch advice having details of roll number, mark sheet serial number, name of candidate etc. Record of mark-sheets printed/ used/ cancelled/ damaged/ blank shall be submitted to the University as and when demanded. The firm shall not issue any pre-printed stationery including marksheet to any person other than the authorized University office.

- b. Firm shall arrange to provide all correction mark sheets on the pre-printed stationery as per corrections informed by the University on same stationery. All correction mark sheets will be delivered to the University within 03 days of corrections informed. All type of mark sheets shall be provided on same specifications paper and pre-printed mark sheet.
- c. (c) Firm shall also provide mark sheets of RL cases, RW/UM cases etc. as per directions of the University.
- 11. Firm shall prepare the Provisional certificate for all pass out candidates as per ALU instructions on same stationery of mark sheet on 120 GSM Parchment paper of size (20X20 cms) with same security feature and additional features i.e. photo of the candidate, golden ink engraved monogram of the university (as per specification approved by the university). Additional features should also be printed on consolidated mark sheets. It may also ensure by firm that after declaration of any result, if any candidate completed the course, then his/ her consolidated mark sheet and provisional certificate should be prepared.
- 12. The firm shall also provide list of candidates declared passed in final year examinations. Firm shall also provide Merit list in proforma decided by ALU.
- 13. Firm shall provide the consolidated mark statement (soft copy) for all pass out candidates for all courses.
- 14. The firm shall also provide the information/Statistics of University examinees in the format duly approved by the University, as and when required to provide it to various central & state agencies or for University own purposes.
- 15. Exam-wise Revaluation results and its TR of size 15" x 12" in single copy on the preprinted stationary having water mark of ALU on 65 GSM Maplitho paper.
- 16. After declaration of all results including Revaluation results, firm shall also provide the complete Tabulation Registers of all classes on pre-printed stationery having all security features in duplicate for all examinees of the University after incorporating the revaluation effects and required corrections informed by the University time to time and a certificate stating that as on today Revaluation results, all corrections informed by the University up to date are incorporated as per revaluation data and correction list. Every Tabulation register must be hard bounded college wise with brief Statistics including scheme of course, Roll No. ranges, Name of Colleges, Name of Examination Centre and class must be printed on the thick hard bound paperbacks used for binding/pinning of Tabulation registers in a format approved by the University.
- 17. It would be the sole responsibility of the firm to punch/scan and verify the awards at their own level with 100% accuracy.
- 18. Even after supplying the data in soft & hard copy time to time to the University the firm shall also require to preserve the data for atleast two years or period specified by ALU at its own and shall provide the same as and when demanded even after expiry of work order.
- 19. The firm should furnish information regarding their punching /scanning capacity and daily / hourly output of the printing capacity.

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- 20. In case of serious lapse in processing and timely completion of work, the University shall be free to withdraw the work and allot the same to other firm at the risk and cost of the approved firm.
- 21. The firm should nominate a person (floor manager) who shall apprise the COE / Dy. Registrar/ Asstt. Registrar concerned about the status of work daily and should be available on phone (whenever required).
- 22. All Marks of mid-term, sessional, practical awards etc. for all courses shall be taken online and will be used at the time of online result preparation. Hard copy of awards shall be provided by firm, if required by ALU.
- 23. Uploading of each Student each Examination Mark Sheet and Degree data at Digilocker or at NAD portal or as specified by the University and online verification of document with receipt of online requisite fee.

#### **Supplementary Exam. Work:**

- 1. Hosting of examination forms with pre-generated roll no and centre for supplementary candidates on internet as done for the main examination .
- 2. Generation of challan bearing the same number as of form number.
- 3. Collection of manual forms received in the University and giving them the new roll no/centre.
- 4. Rest complete pre and post exam work as done for main examination.

## Student Service/ Help Line :-

- 1. Help line support voice and email based to be provided by the bidder 8-10 hours a day (working hours) and for all the days (except Sundays and National holidays) for the help of the students/colleges/examination centres/University. For duration of filling online examination forms or any other special circumstances the duration of help line may increase.
- 2. To develop and maintain online portal for receipt of online application for issuance of duplicate marksheet, migration certificate, provisional certificate, duplicate degree, transcript etc. and collection of online requisite fee integrated with the online application through payment getaway.

#### Part – B : PREPARATION OF ANSWER BOOKS

- 1. This activity is to be performed at ALU premises by the Bidder employees.
- 2. If offline evaluation of Answer books is being done, firm shall provide answer books packed in cloth bags of proper strength and water resistant for packing and carrying each having 200-300 answer books. These bags shall be arranged by the contactor at his own cost. The bags should confirm to the quality as per sample.
- 3. Stationery, poly bags, envelopes and other consumables will be arranged by the contactor at his own cost.
- 4. The work is of confidential nature, so particulars and details of the workers have to be produced by the agency in the prescribed format.
- 5. All the supervisory staff should possess working knowledge of English. Qualification:- a) Managerial staff Graduate. b) Clerical staff 12<sup>th</sup> Pass.
- 6. A suitable cadre structure should be maintained by the successful bidder with adequate number of Manager, Clerical staff & Peons to ensure error free work as desired by the University. One Managerial level officer is required to be in touch with the University to take instructions from office on day-to-day basis & employ staff as desired by University





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to implement activities in smooth & planned manner. He may discuss the issues on a prior day with the ALU Official to get the work done accordingly.

7.

- Contractor/firm will employ one manager who will be the leader of the whole team.
   There will be two assistant manager level persons who will be head of the work of preparation of main answer books for evaluation and revaluation of answer books respectively.
- ii. There will be two separate team for preparation of main answer books and preparation of revaluation answer books. These teams will work in parallel and independently for their respective work.
- iii. There will be sufficient persons of clerical and peon level in appropriate ratio as decided by the manager in team working for preparing main answer books and revaluation answer books team. However, the manager may make adjustment of employees depending upon requirement of work.
- iv. The contractor/firm will make arrangement of 3 PCs with printer for data entry work.
- v. In addition to above, sufficient data entry operators will be employed by the firm for clearing the exceptions related to flaps and they will remain under the direct control of C.O.E., ALU.
- 8. For dispatch of prepared bundles to the coordinators/evaluators, man power for loading and unloading will be provided by the firm at University Head Qtr. (COE office or otherwise decided by University). Man power shall also be provided for misc. work as per direction of COE.

9.

- i. Firm will make necessary arrangement of manpower to receive the answer books from examination centers/coordinators/evaluators and will make arrangement to place the answer books properly and systematically so that there is no ambiguity in identifying the answer books at the time of preparation of answer books.
- ii. Similarly proper arrangement will be required to arrange the evaluated answer books systematically and properly so that no problem is faced in extracting the answer books for revaluation.
- iii. When evaluation and revaluation work is over the answer books will be placed in warehouse under the guidance of University officer.
- iv. Firm will maintain the separate records of daily work related to preparation of main answer books and answer books for revaluation. This record can be verified by designated officer of C.O.E. office or C.O.E. himself.
- 10. Approximately 3000-4000 main answer books per day with an average of 18000 main answer books weekly will be required to be prepared. Similarly, approximately 2000 answer books per day for revaluation with an average 10000 answer books weekly for revaluation will be required to be prepared. It may increase or decrease as per requirement of work and space provided by ALU.
- 11. Preparation of answer books means that answer books are verified, shuffled, marked with fictitious code and packed into bags. Similarly for revaluation also preparation will mean that answer books are finally packed into bags.
- 12. The work is seasonal in nature may not be spread throughout the year. The capacity is an indicator of maximum. However, the work shall be allotted as and when available. Dr. Bhimrao Ambedkar Law University does not guarantee any minimum work and bidder is required to work on the basis of exigency & urgency of the work.

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**PART-C: MISC. ACTIVITIES** 

Supply of Printed all types of Duplicate Provisional Certificates, Duplicate Migration Certificate, Duplicate Consolidated mark sheet, Duplicate mark sheet, Transcript with 70 micron pre-printed self-adhesive plastic envelope of size 9.5" x 13" with barcode printing on all sides of envelope for each document and one outer envelope of same specification of size 11" x 14" for further packing of sets of document or cloth lined of size 9.5" x 13" / 11" x 14" pre-printed envelopes, as per the direction of the University.

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ANNEXURE -IV

#### **SERVICE LEVEL REQUIRMENT (TIME SCHEDULE)**

#### (A) DATA PROCESSING WORK:- Following time schedule is to be followed:-

#### 1. Enrollment:-

- a. The online enrolment form generation at different colleges shall be done within 07 days of providing of admission data by the University or fresh forms will be made available within 3 days from giving instructions.
- b. Enrollment Card & enrollment register shall be provided within 30 days after clearance from University.

#### 2. Pre-Exam:-

- a. The online examination form generation shall be done within 3-5 days after the receipt of data from university.
- b. The online generation of admission card/Centre Copy /attendance sheet/ sitting arrangements/ online absentee statement or any other reports etc. shall be done within 3 days of clearance from university. Nominal rolls shall also be provided.
- c. For sending question papers to examination centres, packing list with total number of question papers subject wise course wise should be provided within 3 days of demand.
- d. Roll data register in hard bounded form should be provided within 10 days from last date of filling up exam forms.

#### 3. Post examination work: -

- a) Onscreen Evaluation of answer books or online marking and evaluation of answer books Presently, ALU is doing Onscreen evaluation of answer books or online marking and evaluation of answer books work through its own resources. Work of scanning of answer books and putting Fictitious codes is assigned to separate firm. So, after allotting the work of Pre-Post Examination work and Data processing work to the successful bidder, the work of online marking and evaluation of answer books should be executed by the successful bidder and firm shall provide online secured platform/software with technical support for doing the Online marking and evaluation of answer books. Firm should provide the online software and support within a period of 7 days from the information provided by ALU that it is to be executed by the firm. Work of scanning of answer books assigned to separate firm would continue with another firm.
- b) If University chooses for evaluation of answer books through physical evaluation system, then bidder should provide the OMR Sheets for awards with envelopes of Foil, Counter Foil and outer or provide online award submission system at Examiner's panel. This will be launched within 5 days from the clearance of the University.
- c) Preparation of result (with students less than 1000) has to be done within 3 days after the last awards are provided. Preparation of result (with students more than 1000) has to be done within 5 days after last awards are provided. Printed documents, T.R., Marks sheets etc mentioned in tender document shall be provided within 7 days after declaration of result.

#### 4. Revaluation Work:-

- a) Fictitious number shall be provided within 7 days of receipt of revaluation data.
- b) Result shall be declared within 5 days after the last award is provided. TR, Mark sheets shall be provided within 7 days of declaration of result.





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5. Back paper Examination:-

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

 For Misc. activities (Printing of Provisional Certificate, Migration Certificate, Consolidate Marksheet, Duplicate Marksheet, Transcript semester wise and subject wise) shall be provided on 3<sup>rd</sup> day of assigning the work.

7. T.R. of all the examinations (Main/Back/supplementary/Revel/Revise/Modified etc.) shall be send to respective colleges by E-mail within 2 days from the date of declaration

of result.

(B) PREPARATION OF ANSWER BOOKS - Following time schedule is to be followed:-

(a) Average 3000-4000 main answer books per day with a weekly average of 18000 main answer books will be required to be prepared.

(b) Average 2000 answer books per day with a weekly average 1000 answer books for

revaluation will be required to be prepared.

Note-

(i) Preparation of answer books means that answer books are verified, shuffled, marked with fictitious code and packed into bags. Similarly for revaluation also preparation will mean that answer books are finally packed into bags.

(ii) The work is seasonal in nature may not be spread throughout the year. The capacity is an indicator of maximum. However, the work shall be allotted as and when available. Dr. Bhimrao Ambedkar Law University does not guarantee any minimum work and bidder is

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ANNEXURE -V

## **SPECIFICATIONS OF PAPERS/ OTHER MATERIALS:-**

All courses will be either running in semester or annual or mixed mode basis. The number of papers may range into 5-6 theory papers/subjects approximately for each student/course (LL.B, BA LL.B., BBA LL.B., LL.M., P.G. DIPLOMAS etc.) in a semester scheme and 9-10 theory papers/subjects in annual scheme. Similarly in practical and sessional examinations there will be approximately same numbers of sessional and same numbers of practical in a year for each student.

S.No.	Items	Size of Papers	Approximate quantity in two year
1-	OMR Sheet for Theory Paper	A-4 size, 100 GSM maplitho paper	N x 9 x 2/30
2-	Tabulation Register Records of 8 students in single sheet as per approved Performa on pre printed stationary, lethomark, water mark, digital signature of CoE etc. in hard bound shape.	15" x 12", 65 gsm maplitho paper, 2 Fold	N x 2 x 2/8
3-	Mark Sheet (as per description given below)	8.5" x 12", 120 GSM parchment paper.	N
4-	Enrollment Card (with photo and scan signature of candidate)	Size: 8.5 x 6 cm, Sheet- 200 gsm both sides glazed with 100 micron lamination sheet or Card on PVC Sheet.	15,000*2
5-	Separate envelopes (without cloth) for foil & counter foil and one outer envelope (clothed) to accommodate/	Size as required 80 GSM Craft Paper	5000 Set
	put up above two envelopes		
6-	Provisional certificate and Migration Certificate (as per description given below)	20 x 20cms 120 GSM parchment paper.	N
7-	<b>Transcript</b> (semester wise/ subject wise) with 70 micron pre-printed self-adhesive plastic envelope of size 9.5" x 13" with barcode printing on all sides of envelope for each transcript and one outer envelope of same specification of size 11" x 14" for further packing of sets of transcripts.  (As per description given below)	8.5" x 12" 120 GSM parchment paper.	N

N= Approx. Number of students for a particular examination.

Paper of Mark sheet, provisional certificate, migration certificate and Transcript :(a) Printing of mark sheets and consolidated mark sheets of individual candidate on 120 GSM Parchment paper of size 8.5" x 12" for all classes on pre-numbered and pre-printed mark-sheet stationary having water mark by original ink cartridge with security features of QR code, 3D





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hologram, MICR Coding, Rainbow printing or as per decision of ALU, UV Signature, different fonts in background, Micro line border, copy 'N' check feature (as per specifications approved by the University). In consolidate mark sheet additional features should be added i.e. photo of the candidate, golden ink engraved monogram of the university (as per specifications approved by the university).

(b) Printing of Transcript of individual candidate on 120 GSM Parchment paper of size 8.5" x 12" for all classes on pre-numbered and pre-printed transcript stationary having water mark by original ink cartridge with security features of QR code, 3D hologram, MICR Coding, Rainbow printing or as per decision of ALU, UV Signature, different fonts in background, Micro line border, copy 'N' check feature. Further firm shall also provide 70 micron pre-printed self-adhesive plastic envelope of size 9.5" x 13" with barcode printing on all sides of envelope for each transcript and one outer envelope of same specification of size 11" x 14" for further packing of sets of transcripts. (As per specifications approved by the University).

(c) Printing of provisional certificate and migration certificate on 120 GSM Parchment paper of size 20x 20cms for all classes on pre-numbered and pre-printed certificate stationary having water mark by original ink cartridge with photo of the candidate, golden ink engraved monogram of the university (as per specifications approved by the university) and security features of MICR Coding, Rainbow printing or as per decision of ALU, UV Signature, different fonts in background, Micro line border, copy 'N' check feature (as per specifications approved by the University).

(d) Tabulation Register containing Records of 8 students in single sheet as per approved Proforma on pre-printed stationary, lethomark, water mark, digital signature of COE etc. in hard bound shape in two sets.

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ANNEXURE -VI

#### **ELIGIBILITY CRITERIA**

- 1. Bidder should have atleast 5 years' continuous experience immediate preceding to 2021-22 of examination works "Hiring of Services for Pre-Post Examination work, Data Processing, Preparation of Answer Books for Evaluation and Result Preparation Work" or similar nature of work at any UGC/MHRD approved State Government/Central Government University/ Government Education Boards situated in India (minimum two works should be of Rajasthan State Government Funded University/ Rajasthan State Education Board for single work order Rs. 50.00 lakh or two work orders Rs. 25.00 lakh each, enclose work order and successful work completion certificate issued by competent authority). Bidder should have experience for all above examination works of minimum 75000 candidates every year for last 5 consecutive years prior to 2021-22. Above work done in piece-meal for different parties shall not be considered.
- 2. Bidder should have atleast 2 years' experience immediately preceding to 2021-22 of "Onscreen evaluation of answer books or online marking and evaluation of answer books work and Result Preparation Work" OR "Preparation of answer books for offline evaluation through fictitious coding system. Online marks filling by the examiners through secured online portal and result preparation work." at any UGC/MHRD approved Government State/Central University/ Government Education Board situated in India (minimum one work should be of Central/ State Government Funded University/ Government Education Board, enclose certificate issued by competent authority). Bidder should have experience for all above examination works of minimum 5.00 lacs Answer Books every year for last 2 consecutive years prior to 2021-22.
- 3. Bidder should have average annual turnover of immediate preceding 3 year's from above said work equal to or above Rs. 45.00 lakh related to Hiring of Services for Pre-Post Examination work, Data Processing, Preparation of Answer Books for Evaluation and Result Preparation Work" (Enclose certified copy of Profit & Loss a/c and Balance Sheet and C.A. certificate should also be attached) during last three financial years from financial year 2018-19 to 2020-21.
- 4. Hosting Server uptime must at least 95% (attach documentary proof) and the complaint about non-functionally shall be restarted within half an hour at most.
- 5. Bandwidth should be sufficient to cater services to about 50 thousand students per day.
- 6. Location of the server must be in India.
- 7. Data should be in encrypted form only and proper security of data is the responsibility of the firm.
- 8. There should be a system ensuring total security /confidentiality.
- 9. No information regarding candidates and data etc are to be transmitted on to anyone else in any form.
- 10. The rates quoted Per Student in Part A & B and Per Document in Part C by the firm shall be exclusive of all taxes, GST etc.
- 11. The rates quoted Per Student in Part A & B and Per Document in Part C by the firm for execution of work shall be the basis of deciding the E- Bid.
- 12. Bidder shall give declaration on Rs. 100/- stamp paper in the prescribed format stating that the printer is not black listed or no inquiry/case(s) are pending against Bidder and him, constituted/filed by Government of Rajasthan or any other State Govt./Central Govt. etc. or Central/State Government Universities/Central/State School Examination Boards or by the Court of Law.

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- 13. Bidder should meet all the above qualification criteria by itself. Joint venture with other Companies, Bidders, partners or sub-contracting of job shall not be eligible for opening of their financial bid.
- 14. Bidder satisfying above criteria in the primary scrutiny will only be (eligible for opening of their financial bid.) considered.
- 15. University reserves the right to disqualify the Bid and no need to provide reason on that.
- 16. If lowest rates are quoted by more than one bidder in Financial Bid than L1 shall be decided on the basis of higher experience and number of works done as per condition no. 1 of eligibility criteria. Decision of the University will be final in this regard.
- 17. Additional Performance Security Rule 75 (A) of RTPP Rule 2013- The additional Performance Security as per Rule 75 (A) provided in RTPP Rule 2013 shall also be taken form the successful bidder in case of unbalanced Bid.

REGISTRAR Registrar

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ANNEXURE -VII

## **TECHNICAL BID**

(See clause of Annexure-I to VI of Bid document)

**NIB No.** ALU EXAM/01/2021-22/

Dated:-

- 1. Name of Work:- "<u>Pre-Post Examination work, Data Processing, Preparation of</u>
  Answer Books for Evaluation and Result Preparation Work"
- 2. Name of the Bidder :- -----
- 3. Mailing Address in India:------
- 3. Telephone and fax number:------
- 4. E-mail address:- -----
- 5. Name and designation of the person authorized to make commitments to Dr. Bhimrao Ambedkar Law University (ALU) and contact No. ------
- 6. PAN No. (copy shall be enclosed)
- 7. GST No. (GST number and return submitted to tax department for last financial year, copy shall be enclosed)
- 8. Turnover:- Bidder should have average annual turnover of immediate preceding 3 year's from below said work equal to or above Rs. 45.00 lakh related to <u>Hiring of Services for Pre-Post Examination work</u>, <u>Data Processing</u>, <u>Preparation of Answer Books for Evaluation and Result Preparation Work</u>" (Enclose certified copy of Profit & Loss a/c and Balance Sheet and C.A. certificate should also be attached) during last three financial years from financial year 2018-19 to 2020-21. (Copies of balance sheets duly attested by C.A. shall be enclosed).
- 9. Experience:- A. Bidder should have atleast 5 years' continuous experience immediate preceding to 2021-22 of examination works "Hiring of Services for Pre-Post Examination work, Data Processing, Preparation of Answer Books for Evaluation and Result Preparation Work" or similar nature of work at any UGC/MHRD approved State Government/Central Government University/ Government Education Boards situated in India (minimum two works should be of Rajasthan State Government Funded University/ Rajasthan State Education Board for single work order Rs. 50.00 lakh or two work orders Rs. 25.00 lakh each, enclose work order and successful work completion certificate issued by competent authority). Bidder should have experience for all above examination works of minimum 75000 candidates every year for last 5 consecutive years prior to 2021-22. Above work done in piecemeal for different parties shall not be considered.
- **B.** Bidder should have atleast 2 years' experience immediately preceding to 2021-22 of "Onscreen evaluation of answer books or online marking and evaluation of answer books work and Result Preparation Work" OR "Preparation of answer books for offline evaluation through fictitious coding system. Online marks filling by the examiners through secured online portal and result preparation work." at any UGC/MHRD approved Government State/Central University/ Government Education Board situated in India (minimum one work should be of Central/ State Government Funded University/ Government Education Board, enclose certificate issued by competent authority). Bidder should have experience for all above examination works of minimum 5.00 lacs Answer Books every year for last 2 consecutive years prior to 2021-22.
- 10. Details of Jobs undertaken earlier during last continuous five years regarding processing of online enrollment forms, exam. forms, Revaluation form, pre-post exam. work using OMR Sheet technology/ preparation of Exam, printing & scanning





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of OMR Sheet, Onscreen evaluation of answer books/ Result preparation using fictitious roll no. technique etc. (certificate issued by competent authority shall be enclosed):

Job	Specification	<b>Enclosure No. and Page Number</b>
Job I to	Name of the Institution for which	
. <b>X</b>	job undertaken. Nature of	
	job Quantity supplied	
	/Magnitude of Job. Sample copy	
	of OMR Sheet used for the Job to	*
	be enclosed (Mention Encl. No.)	
XI	Details of past experience giving	
	details of those Customers/	
	Organizations for whom they	
	have done computerization work	
	of this nature in last 5 years with	
	certificates from the organization	
	in support of the same.	
	(a) In the field of online filling up	
	of examination forms. (attach	
	copies of orders).	
	(b) In the field of exam. related	
	work including fictitious roll no.	
	technique (attach Xerox copy of	
	orders issued by Inst.) (Specify	
	the data size)	
	(c) Printing of OMR Sheets with	
	bar code technology and	
	preparation of students data with	
	photo and signature.	
	(d) In the field of work using OMR	
	Technology (attach Xerox copy of	
	orders & OMR Sheets) (Specify	
	the data size)	
	(e) In the field of handling the	
	large data (more than 1.00 lakh	
	examinees in last two years)	
	(f) Experience of onscreen	
	evaluation of answer books and	
	result preparation (approximate	
	1.00 answer books each year)	

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The Residence of the Local Division in the L		
	(g) Experience of Online marks filling by the examiners through secured online portal and result preparation work.	•
XII	Information about hardware available with the firms. Is it owned or leased.	
XIII	Information about licensed software to be used (Fox Pro, Visual Fox Pro, Visual Basic, others, pl. specify)	
XIV	The firm should supply information in details about their office and technical staff with Qualifications (available at Jaipur and head office).	
XV	Is the office owned / leased / rented	
XVI	Sample of each item of stationary intended to be used for printing. Mention the brand and GSM of the paper.	
XVII	Weight of paper to be used for printing of above stationary	
XVIII	Server Location: Server Owning Company: (Agreement with company be attached) Server UP- time certificate: Bandwidth available to Company: Server Security Certificate:	
XIX	Valid ISO 9001 /ISO 27000 Certification (Attach copy)	

10.

Sr. No.	Head of Fees	DD No.	Date	Amount	Remarks
1.	Bid Security Fee				Scanned copies of
2.	Tender Fee			1 1 1 1 1 1 1	DDs must be attached
3.	RISL Processing				
	Fee				

- 11. Annexure No. A to G duly signed by bidder shall be enclosed.
- 12. Power of Attorney in case of joint venture/company etc (Copy enclosed)

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#### Verification

- 1. We confirm that we shall abide by all the general & special terms and conditions contained in the application for pre-qualification.
- 2. All the details mentioned above are true and correct and if the ALU observes any misrepresentation of facts on any matter at any stage, ALU has the right to reject the proposal and disqualify us from the process as per tender condition.
- 3. We also confirm that we have noted the contents of the enclosed documents forming part of it and have ensured that there is no deviation in filling our offer in response to the tender. The ALU shall have the option to disqualify us in case of any such deviations.
- 4. We shall be obliged to make confidentiality for data secrecy.

Date: Place: Signature of bidder Designation with Seal

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## **ANNEXURE -VIII**

## **FINANCIAL BID**

(Data Processing, Preparation of Answer Books for Evaluation and Result Preparation Work.)

NIB No. ALU EXAM/01/2021-22/

**Date** 

1- Name of bidder

-

2- Address

:-

S. No.	Description of Items (Hiring of services for the following activities for 2 years examinations for all the courses run by ALU)	Unit	Rate per Unit (in Rs.) Excluding GST and Other Taxes.
	PART-A:	Each	
<u>1.</u> 1.1	DATA PROCESSING WORK	Student	
1.1	Enrollment Work :-		
	<ul> <li>a) Generation and processing of Enrollment form online with photograph &amp; signature (to be uploaded by the colleges) from the candidates with full details of candidate as per given Performa.</li> <li>b) Allotment of Enrollment No. to eligible students.</li> <li>c) Printing of enrollment card with photo and scanned signature of candidate (as per sample). Sheet 200 gsm two sides coated lamination</li> </ul>		
	<ul> <li>with 100 micron sheet or Card on PVC Sheet.</li> <li>d) Generation of Roll list college wise branch wise with binding on preprinted stationary having water mark of ALU monogram semester wise on 65 GSM maplitho paper.</li> </ul>		
	e) Generation of college and branch wise Enrollment Register with binding on pre-printed stationary having water mark of ALU monogram annually on 65 GSM maplitho paper.		
	f) Online generation of fee demand note, generation of challan and consolidated financial statement in view of University fee norms.  (Estimated Number of Enrolled Students- 30000 (15000*2)		
1.2	Pre-Examination Work (Main/Back) (Previous year's data will be		
	provided by the University. Porting is included in the scope of work).		
	<b>a.</b> Generation and processing of examination form online with photograph and signature of candidate.		
	<ul> <li>b. Generation of online admit card, Centre Copy with photo and scanned signature of the candidate (as per sample) and digital/scanned signature of authorized signatory.</li> </ul>		
	<ul> <li>c. Online and offline Generation of Roll list, Date wise Attendance sheet for each subject wise and class wise (Theory &amp; Practical)</li> <li>Separately. Online registration of absentees through each centre.</li> <li>Generation of online Absentee Statement.</li> </ul>		





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- **d.** Generation of Roll list semester wise, college wise and branch wise with binding on pre-printed stationary having water mark of ALU monogram on 65 GSM maplitho paper.
- **e.** Generation of Centre wise, Branch wise and subject-wise actual examinees strength for packing list of question papers.
- **f.** Online correction advice to the candidates' data of all classes at student panel for making data corrected by student itself online.
- g. Providing roll nos. sticker with bar code.
- **h.** Online generation of fee demand note, generation of challan and consolidated financial statement in view of University fee norms.
- i. Online generation of admit card at student panel.
- **j.** SMS alerts for each examination (average 4-5) to each candidate in a year, as per instructions of ALU.
- **k.** Physical checking of filled enrollment and examination forms by the official staff of the firm at ALU campus as per the checklist provided by the ALU.

(Estimated Number of Students-75000 (30000+45000))

#### 1.3 Post Examination Work (Main/Back)

Scope of work includes:

#### **Theory Exam:-**

- a. Services/ Software for Onscreen evaluation of answer books or online marking and evaluation of answer books work on secured server facility with sufficient space.
- **b.** Entry/ punching of fictitious codes, roll numbers and answer book number.
- c. If offline evaluation is being done than providing of award lists for theory papers on 100 GSM OMR Sheets as per requirement and printing suggested by ALU examination office

O

Generation/ submission of award lists and evaluators bill online in softcopy through individual examiner in specified format (Theory) separately including verification and error checking (as per the mode decided by the ALU). Module should be prepared as per ALU requirement which includes registration of evaluation centre & examiner and generation of examiners ID, Online bills etc.

- **d.** Entry of marks from award lists OMR/ online marks including verification & error checking.
- e. Providing of printed envelopes and forms as per sample(s).
- f. Verification of answer books (received) college wise with the C.S. Diary.
- g. Collection of absentee record through online system. Complete verification of physical answer books with absentee statement, CS Diary.
- **h.** Keeping physical records of CS diary date wise, branch wise and center wise and its safe custody.
- i. Providing answer books from packets required for RTI, Legal and other purposes as and when demanded.

#### Practical & Mid term:-

a). Generation/ submission of award lists online in softcopy through individual examiner in specified format (Practical & Internal Assessment/midterm) separately including verification and error checking.





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#### **Preparation of result:-**

- a) Preparation of result as per the rules of each course including promotion rules subject to verification and modification by University.
- b) Printing of Tabulation Register in duplicate with security features (hard bound branch wise having water mark of ALU monogram on 65 gsm maplitho paper) providing soft copy of tabulation register to respective colleges in pdf format through online mode with security features.
- c) Printing of statement of marks (Mark sheet) and Provisional Certificate, Migration Certificate with prescribed quality of paper and security features.
- **d)** Providing List of candidates eligible for improvement in sessional & midterm assessment.
- e) Uploading of results online in the format of mark sheet comprising candidate details, subject name and theory & sessional, practical marks, division etc.
- f) Result SMS to individual examinee within 24 hours from the date of result declaration.
- g) SMS alerts for each examination (average 4-5) to each candidate in a year, as per instructions of ALU.

#### Providing documents:-

- a) Mark sheets on pre-printed stationery
- **b)** Consolidated mark sheets on pre-printed stationery
- **c)** Provisional certificates on pre-printed stationery
- **d)** Migration certificates on pre-printed stationery

(Estimated Number of Students-75000 (30000+45000))

#### 1.4 Revaluation Work

- a. Online submission of Revaluation forms.
- **b.** Registration of offline forms received for Revaluation.
- c. Preparing award lists for each subject on OMR Sheet

or

Generation/ submission of award lists online in softcopy through individual examiner in specified format (Theory) separately including verification and error checking (as per the mode decided by the ALU). Module should be prepared as per ALU requirement which includes registration of evaluation centre & examiner and generation of examiners ID, Online bills etc.

- **d.** Entry of Revaluation marks from award lists OMR/ online marks including verification & error checking.
- e. Preparation of Revaluation result as per the rules of each course.
- f. Printing of Tabulation Register in with security features (branch wise) providing soft copy of tabulation register to respective colleges in pdf format through online mode with security features.
- **g.** Printing of revised statement of marks (Mark sheets) with prescribed paper quality and security features.
- **h.** Online generation of fee demand note, generation of challan and consolidated financial statement in view of University fee norms.
- i. Providing printed envelopes & forms as per samples.
- j. Uploading of results online in the format of mark sheet comprising candidate details, subject name and theory & sessional, practical marks, division etc.





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	I. R	esult SMS to individual examinee within 24 hours from the date of	
		esult declaration.	
	m. S	MS alerts for each examination (average 4-5) to each candidate in	
	а	year, as per instructions of ALU.	
	<b>n.</b> P	roviding answer books from packets required for RTI, Legal and	
	0	ther purposes as and when demanded.	
	Provid	ling documents:-	
	<u>a)</u>	Mark sheets on pre-printed stationery	
	<u>b)</u>	Consolidated mark sheets on pre-printed stationery	
	<u>c)</u>	Provisional certificates on pre-printed stationery	
	<u>d)</u>	Migration certificates on pre-printed stationery	
	(Estima	ted Number of Students-20000)	
1.5		digital students profile:	
	a.	To prepare complete result profile in digital form of students	*
		enrolled in session 2019-20 & onwards of all courses. Result	
		profile should be provided in Roll number wise and shall comprise	
		all examination details of a candidate at one place on one click	
		and should be in dynamic form. After declaration of every result/corrections data may got updated. Uploading and maintenance of	
		student profile online at ALU website for one view click of	
		students. In addition to above, previous years admitted batches	
		students whose result are declared during 2019-20 and onwards	
		of all courses will also be uploaded in online digital student profile.	
	b.	Uploading of electronic data/ copy of every Student every	
		Examination Mark Sheet and Degree data at Digilocker or at NAD	
		portal or as specified by the University.	
	(Es	timated Number of Students-45000 (15000*3))	
1.6	Prepar	ation of degree data:-	
		g college wise degree data of passing out students such as name,	
	8 6	n, name of college and enrollment no., roll no. and division (both in	
		English) along with scanned photo.	
		wise, branch wise merit list of examinees of first 30 candidates.	
		t shall be prepared as per ALU regulations, rules, ordinance etc.	
		verification and correction of degree Data:-	
	a)	Online display of degree data with Roll no., Enrollment No.,	
		Student name, Name of Branch, Name of the College, Student	
		contact no., Email ID of student both in English and Hindi and its	
	F.)	verification and updation.	
	b)	Online uploading of photograph and documents for updation	
	-1	purposes.	
	c)	SMS (4-5) and email alerts to students/ colleges, time to time as	
		per ALU directions.	
	(Estimat	ed Number of Students-20000)	
	Latinat	ca Hamber of Stadents-20000j	

S. No.	PART-B- PREPARATION OF ANSWER BOOKS	Unit	Rate per Unit (in Rs.) Excluding GST
<u>2</u> . 2.1	Preparing Examination Answer Books (A.B.) for Evaluation. This work includes following activities:  i) Verification of answer books (received) college wise with the C.S. Diary. Shuffling of A.B. on marking & Making Packets of A.B. (30 No. each).	Each Student	and Other Taxes.

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- ii) Marking of fictitious Codes at four places on each answer books, Checking & Tearing Roll No. flap from the A.B.
- iii) Preparing Bundles of these packets (200-300 A.B. (in bunch of 30 answer books) or less as the case may be) including packaging, stitching canvas cloth bags. Canvas bags shall be arranged by contractor at his own cost.
- iv) Making set of award lists & other forms to be placed in bags.
- v) Preparing & Putting the Address tags of Evaluator, I.D. No. on these Bundles.
- vi) Dispatch of Bundles to coordinators/evaluators (vehicle and messenger will be provided by the University.
- vii) Supervision of above work.
- viii) Collection of absentee record through online system. Complete verification of physical answer books with absentee statement, CS Diary.
- ix) Keeping physical records of CS diary date wise, branch wise and center wise and its safe custody.
- x) Safe custody of answer books at warehouse/cellar after its evaluation as per direction of University.
- xi) Providing answer books from packets required for RTI, Legal and other purposes as and when demanded.

Note: If ALU plans to evaluate answer books on offline mode than this work will be executed by the firm. Otherwise, this rate will not came enforce.

(Estimated Number of Answer Books- 750000 for Estimated Number of Students-75000 (30000+45000))

- 2.2 Preparing Examination Answer Books for Revaluation. This work includes following activities:
  - Generating and receiving on-line and offline application for revaluation.
  - ii) Recovery of answer book from the warehouse which includes arranging the packets of evaluation before recovery.
  - iii) Verification of answer books from the list to be sent for revaluation.
  - iv) Hiding the marks awarded by evaluator by pasting sticker/paper tape.
  - v) Tearing the evaluation sheet from the answer book.
  - vi) Making small packet of 30 answer books.
  - vii) Making Bundles of answer books each consisting of packets (150 A.B.) including packaging and stitching the canvas bags. Canvas bags shall be arranged by contractor at his own cost.
  - vii) Preparing & Making set of award lists & other forms for each packet
  - ix) Preparing & Putting the Address tag of Evaluator and ID on these
  - Dispatch of Bundles to the coordinators/evaluators along with records of the dispatch. (Vehicle and messenger will be provided by the university).
  - xi) Safe custody of answer books at warehouse/cellar after its evaluation as per direction of University.
  - xii) Providing answer books from packets required for RTI, Legal and other purposes as and when demanded.
  - xiii) Supervision of above work.

Note: If ALU plans to evaluate answer books on offline mode than this work will be executed by the firm. Otherwise, this rate will not came enforce.

(Estimated Number of Answer Books- 80000 for Estimated Number of Students-20000)



# (A)

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3.	GST and Other Taxes, if any (Such as statutory taxes)	
4.	Grand Total for Part-A (column sr. no. 1-1.1 to 1.6) + Part-B (column sr. no. 2- 2.1 to 2.2) + Column sr. no. 3 (Rs.)	

S. No.	PART-C- MISC. ACTIVITIES	Unit	Rate per Unit (in Rs.) Excluding GST and Other Taxes.
1.	Printing of all types of Duplicate Provisional Certificates, Duplicate Migration Certificate, Duplicate Consolidated mark sheet, Duplicate mark sheet, Transcript with 70 micron pre-printed self-adhesive plastic envelope of size 9.5" x 13" with barcode printing on all sides of envelope for each document and one outer envelope of same specification of size 11" x 14" for further packing of sets of document or cloth lined of size 9.5" x 13" / 11" x 14"pre-printed envelopes.  (Estimated number of Documents 10000)	Each Document	
2.	GST and Other Taxes, if any (Such as statutory taxes)		
3.	Grand Total for Part C (column sr. no. 1) + Column sr. no. 2 (Rs.)		

Date:

Place:

Signature of bidder Designation with Seal

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**ANNEXURE -IX** 

#### **SPECIAL CONDITIONS OF TENDER & CONTRACT**

- 1. Risk & Cost Clause: The COE or the competent Authority of ALU without prejudice to his right against the Service Provider in respect of any delay or inferior performance of otherwise or claims for delay in respect of any breaches of the contract and without prejudice to any rights or remedies under any of the provisions of the contract or otherwise, by notice in writing absolutely determined the contract in any of the cases.
  - (i) If Service Provider having been given by the COE, ALU, a notice in writing to rectify, or otherwise that the work being performed is inefficient or otherwise implemented in improper manner, shall omit to comply with the requirement of such notice within a period of 07 days or for prescribed time, thereafter of if the Service Provider shall delay or suspended the execution of the work so that either in the judgment of the COE, ALU, he will be unable to perform the work by the satisfaction of ALU or has already failed to complete the work by the time.
  - (ii) If the Service Provider commits breach of the terms & conditions the contract.
  - (iii) When the Service Provider has made himself liable for action under any of the cases aforesaid, the COE, ALU, shall exercise power:-
  - (a) To determine or rescind the contract, as aforesaid, upon such determination or rescission, the bid security, performance security shall be liable to be forfeited and shall be absolutely at the disposal of ALU.
  - (b) To get the work done through other service provider and in such case any expenses which may be incurred in excess, of the sum which would have been paid to the original Service Provider, if the whole work had been executed by him of the amount of which excess, the decision of the COE, ALU shall be final and conclusive and shall be borne and paid by the original Service Provider that may be deducted from any money due to him by the ALU or from his bid security, performance security. However, the original Service Provider shall have no claim to compensation for any loss sustained by him or reason for having purchased or procured any material, equipment's or entered into any engagements or made advances on account of execution/performance of contract.

#### 2. LIQUIDATED DAMAGES.

(A)

- (1) In case of extension in the delivery period with liquidated damages, the recovery shall be made on the basis of following percentage of value of stores which the tenderer has failed to supply:-
  - (a) Delay upto one fourth period of the prescribed delivery period.  $2\frac{1}{2}$ %
  - (b) Delay exceeding one fourth but not exceeding half of the 5% prescribed delivery period.
  - (c) Delay exceeding one fourth but not exceeding three fourth of the  $7\frac{1}{2}$ % prescribed delivery period.
  - (d) Delay exceeding three fourth of the prescribed delivery period. 10%

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#### Note:-

- I. Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- II. The maximum amount of agreed liquidated damages shall be 10%.
- III. If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority which had placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

(2)
Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrance beyond the control of the tenderer.

## (B) DEDUCTIONS WILL BE MADE AS UNDER ON THE RECOMMENDATION OF COE AND APPROVED BY HVC:

- (a) Name correction, Paper code correction: Rs. 5.00 per candidate.
- (b) Invalid paper codes, Not incorporating proper back papers: Rs. 10.00 Per candidate.
- (c) Wrong posting of marks/Wrong enrolment, roll number: Rs. 100/- per candidate
- (d) Missing registration: Rs. 100/- per candidate
- (e) Mistakes in statistics/Mistakes in examination admit card/Mistakes in award Lists: Rs. 10/- per candidate.
- (f) Any other error not covered above: Rs. 100/- per mistake
- (g) Loss of answer books: Rs. 5000/- per answer book.

Above deduction will be valid only for mistakes up to 1-3%. If number of mistakes are more than 3%, higher rate of deductions i.e. Double will be made on the recommendation of COE and approved by HVC.

- 3. The firm should submit 5 year's continuous experience certificate/pre-qualification for performing such work in any university or board of examination as contained in eligibility criteria.
- 4. Duration of contract shall be of two years from the date of issue of work order. However, University reserves the right to extend the order as per RTPP Act 2012 and Rule 2013 on mutual consent.
- 5. Firm shall agree that in case of mistakes, which may turn out to be intentional, besides penalty as contained in the tender form, the University shall be free to take further legal action according to the graveness of the mistake.
- 6. No mobile will be allowed with firm staff except for which permission is granted by University.
- 7. Body search shall be made daily at entry and exit of firm employee.
- 8. No extra cost shall be paid by ALU for any work mentioned above other than rates approved for the items.
- Space, water and electricity shall be provided to firm at University premises without any charges for such work being carried out at ALU premises only. Otherwise, it will be borne by Bidder.
- 10. Minimum one security guards (preferably Ex-Service man) will be employed for the security and secrecy purposes by the firm at ALU premises.

Registrar
Dr. Bilimrac Ambedkar Law University



(A State Funded University of Rajasthan)
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- 11. Employees of firm shall wear a dress code and carry identity cards issued by firm during working hours. List of all employees shall be made available to COE. In case of any change of staff member of the firm, prior permission should be taken and staff should be present in person before giving appointment.
- 12. Any liability regarding person engaged in job work will be borne by contractor/ firm.
- 13. Bill of payment may be raised for course wise class wise after completion of work to avoid repetitive/ more bills.
- 14. The firm should not have any background of black listed/ bankruptcy or any record of premature termination of contract previously from any University or board in prescribed Proforma A on Rs. 100/- non-judicial stamp paper.

Date: Place:

Signature of bidder Designation with Seal



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ANNEXURE -X

# GENERAL TERMS AND CONDITIONS OF TENDER AND CONTRACT FOR OPEN TENDER (See Rule 68, GF& AR, Govt. of Rajasthan)

# Note: Bidders should read these conditions carefully and comply strictly while sending their tenders

- 1. "Tenders by bona-fide dealers":—Tenders shall be given only by bona-fide dealers in the services. They shall, therefore, furnish a declaration in prescribed Proforma-A & B.
- 2. (i) Any change in the constitution of the firm, etc., shall be notified forth with by the contractor in writing to the purchase officer and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
  - (ii) No new partner/partners shall be accepted in the firm by the contractor in respect of the contract unless he/they agree to avoid by all its terms, conditions and deposit with the purchase officer a written agreement to this effect. The contractors receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
- 4. GST Registration Number should be quoted and copy of the same be submitted, without which the tender is liable to rejection.
- 5. Rate shall be filled both in words and figures. There should not be errors and/or over-writings. Corrections if any should be made clearly and initialed with dates. The rates should mention element of the GST and other statutory Tax etc. separately.
- 6. **Validity:**—Tenders shall be valid for a period of 90 Days from the date of opening of Technical Bid.
- 7. The approved Service Provider shall be deemed to have carefully examined the conditions, specifications, etc., of the services to be provided. If he has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before submitting the bid, refer the same to the ALU and get clarifications.
- 8. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
- 9. The contract for the supply/services can be repudiated at any time by the ALU, if the supplies/ services are not made to his satisfaction after giving an opportunity to the Bidder of being heard and recording of the reasons for repudiation.
- 10. Direct or indirect canvassing on the part of the Bidder or his representative will be a disqualification.

#### 11. Bid Security (B.S.):-

- (a) Bidders have to submit bid Security @ 2% of the estimated cost of the Bid through Demand Draft/Bankers Cheques physically in favour of "Dr. Bhimrao Ambedkar Law University, Jaipur" (Payable at Jaipur) before opening of Technical Bid without which tenders will not be considered.
- (b) The Central Government and Government of Rajasthan Undertakings need not furnish any amount of bid security.
- (c) The Bid Security/Performance security lying with the Department/ office in respect of other tenders awaiting approval or rejection or on account of contracts





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being completed will not be adjusted towards Bid Security/ Performance Security for the fresh tenders. The Bid Security may however, be taken into consideration in case tenders are re-invited.

- **12. Refund of Bid Security (B.S.):-** The Bid Security of unsuccessful bidders shall be refunded soon after final acceptance of tender following RTPP Rules, 2013.
- 13. **Forfeiture of Bid Security (B.S.):-** The Bid Security will be forfeited in the following cases, following the provisions of RTPP Rules 2013:
- (i) When bidder withdraws or modifies the offer after opening of tender but before acceptance of tender, if not permitted.
- (ii) When bidder does not execute the agreement in prescribed format within the specified period & time.
- (iii) When the bidder does not deposit the PS after the supply order is given.
- (iv) When he fails to commence the services/work as per work order within the time prescribed.
- 14. Agreement and Performance security (P.S.):-
- (i) Successful Bidder will have to execute an agreement as per rule RTPP 2013 75(3) in the Form SR- 17 on Rs. 1000/- non judicial stamp paper and deposit Performance Security equal to 2.5% of the value of the contact for which tenders are accepted within 15 days from the date of dispatch on which the acceptance of the tender is communicated to him.
- (ii) The B.S. deposited at the time of tender will be adjusted towards P.S. and the P.S. amount shall in no case be less than Bid Security money.
- (iii) No interest will be paid by the department on the security money deposits.
- (iv) The forms of P.S. shall be as below:
  - (a) Bank Draft/Bankers Cheque.
  - (b)Bank Guarantee from any of scheduled bank in prescribed format. University will take verification form issuing Bank directly.
- (v) The P.S. shall be refunded as per RTPP Rule 2013 75(4) on satisfactory completion of the work and after satisfaction that there are no dues outstanding against the Bidder.
  - 15. Additional Performance Security Rule 75 (A) of RTPP Rule 2013- The additional Performance Security as per Rule 75 (A) provided in RTPP Rule 2013 shall also be taken form the successful bidder in case of unbalanced Bid.
- 16. **Forfeiture of Performance Security (P.S.):-** Security amount in full or part may be forfeited in the following cases
  - a. When any terms and conditions of the contract is breached.
  - b. When the Bidder fails to provide services or execute work satisfactorily.
  - c. Notice of reasonable time will be given in case of forfeiture of P.S. The decision of the ALU in this regard shall be final.
- 17. The expenses of completing and stamping the agreement shall be paid by the Bidder and the department shall be furnished free of charge with one executed stamped counter part of the agreement. The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful Bidder shall arrange providing services within the period on receipt of the order from the Purchase Officer.



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- 18. **Recoveries:** Recoveries of liquidated risk & damages, cost. shall ordinary be made from bills. Amount may also withheld of the extent L.D./risk to & cost and in case of failure in satisfactory completion of the work assigned, an amount of risk & cost along with amount of liquidated damages shall be recovered from his dues and P.S. available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.
- 19. If a Bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his tender is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the ALU.
- 20. The ALU reserves the right to accept any tender not necessarily the lowest, reject any tender and accept tender for all or anyone or more of the articles for which Bidder has been given or distribute items of works to more than one bidder.
- 21. The Bidder shall furnish the following documents at the time of execution of agreement:
  - i. Attested copy of partnership Deed in case of Partnership Firms.
  - ii. Registration Number and year of registration in case partnership firm is registered with Registrar of Firms.
  - iii. Address of residence and office, telephone numbers in case of Sole Proprietorship.
  - iv. Registration issued by Registrar of Companies in case of Company.
- 22. If any dispute arises out of the contract with regard to the interpretation meaning and breach of the terms of the contract, the matter shall be referred to by the Parties to the Head of the Department (HVC) who will appoint his senior most deputy as the sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final.
- 23. All legal proceeding, if necessary, arise to institute may by any of the parties (Dr. Bhimrao Ambedkar Law University or Contractor) shall have to be lodged in courts situated in Jaipur, Rajasthan and not elsewhere.
- 24. All other/remaining general terms & conditions shall apply as laid down in Rajasthan Transparency in Public Procurement Act 2012 & Rule-2013.
- 25. Items shown in BOQ are approximate only which may increase or decrease as per actual requirements i.e. as per actual number of students appeared in respective exams.

Date: Place:

Signature of bidder Designation with Seal



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Proforma- A

do

# Affidavit cum Declaration (Duly Notarised) (To be submitted on Rs. 100/- Stamp Paper)

IDesignation	do
hereby declare that the Bidder	is a Bona-fide
Service Provider and not black listed and no enqui	ries/cases are pending against us by
Government of Rajasthan or any other State Govt	./Central Govt. etc. or Central/State
Government Universities/Central/State School Examin	ation Boards or by the Court of Law,
since inception of the Bidder/Company. I further under	
be wrong/incorrect or misleading, our Bid/contract s	
University may initiate legal action as per law against the	he Bidder and authorised person of the
Bidder.	
Date:	
Place:	Seal & Signature of Bidder



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Proforma-B

#### **SELF-DECLARATION**

(Declaration by Bidder regarding Qualifications)
{To be filled by the Bidder}

Declaration by Bidder

- a) I/We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity.
- b) I/We have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document.
- c) I/We are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have its business activities suspend and not the subject of legal proceedings for any of the foregoing reasons.
- d) I/We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings.
- e) I/We do not have a conflict of interest as specified in any Act, Rules and this bidding document which materially affects the fair competition.
- f) I/We are having unblemished record and is not declared ineligible for corrupt & Fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/UT.
- g) I/We do not have any previous transgressions with any entity in India or any other country during the last three years.
- h) I/We do not have any debarment by any other Procuring Entity.
- i) I/We have complied and shall continue to comply with Code of Integrity as specified in Bidding Document, till completion of all our obligations under the Contract will not sublet the contract if awarded to us.
- j) I/We have not modified, changed etc. any word/line/para/text/ mentioned in the Bid downloaded from website(s) /received to us, as mentioned in the Bid otherwise, we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/para/text form the original bid.
- k) I/We have submitted only one Bid.
- 1) I/We shall not sublet the contract if awarded to us.
- m) I/We also hereby declare that in no case the information collected in shall not go/be published in public domain otherwise it would be treated under the clause of breach of confidentiality and necessary action shall be taken by the PE against us. If this declaration is found to be incorrect in any form, then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Date:

Seal & Signature of the Bidder

Place:

Registrar
Dr. Bhimrao Ambedkar Law University



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ANNEXURE -XI

#### **AGREEMENT**

- 1. An agreement has been made this.......day of ............. between ..................(herein after called "the approved Service Provider", which expression shall, where the context so admits, be deemed to include heirs, successors, executers and administrators) of the one part and the Dr. Bhimrao Ambedkar Law University (herein after called the "ALU" which expression shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.
- 2. Whereas the approved Service Provider has agreed with the ALU to provide services to the ALU, Jaipur, at its head office as well as branches offices throughout Rajasthan, all those articles set forth in the schedule appended hereto in the manner set forth in the conditions of the tender and contract appended herewith and at the rates set forth in column......of the set schedule.
- 3. And whereas the approved Service Provider has deposited a sum of Rs.....in....in.....
  - a. Cash/Bank Draft/Challan no/Banker Cheque no......dated......dated......
  - b. Post office saving bank Passbook duly hypothecated to the departmental authority.
  - c. National savings certificates/Défense savings certificates, Kisaan vikas patras, or any other script/ Instrument under national saving schemes for promotion of small savings, if the same can be placed under the relevant rule. (The certificates being accepted at surrender value) as security for the due performance of the aforesaid agreement which has been formerly transferred to the departmental authority.
  - d. Bank guarantee of any of the scheduled banks in the prescribed format.
- 4. Now these presents witness:
  - a. In consideration of the Payment to be made by the ALU through......at the rates set forth in the schedule hereto appended approved Service Provider will duly perform the said services set forth in .....and .......thereof in the manner set forth in the conditions of the bid and contract.
  - b. The conditions of the bid and contract for open tender enclosed to the tender notice number......dated......and also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.
  - c. Letter nos.....received from the bidder and letters nos.....received by the ALU and appended to this agreement shall also form part of this agreement.

d.

- i. The ALU do hereby agree that if the approved Service Provider shall duly perform the said services in the manner aforesaid observe and keep the said terms and conditions, the ALU will through......pay or cause to be paid, to the approved Service Provider at the time and the manner set forth in the said conditions, the amount payable for the work.
- ii. The mode of payment will be as specified below:
  - NEFT/ RTGS/ DD/ CHEQUE/ ANY MODE DECIDED BY ALU.
- 5. The delivery shall be affected and completed within the period noted below from the date of work order:-

S. No	Items Qty	Delivery period					
			•				

(A)1-9

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6.

(1) In case of extension in the delivery period with liquidated damages, the recovery sha	all be
made on the basis of following percentage of value of stores which the tenderer has f	ailed
to supply:-	
() D1	1/0/

(a) Delay upto one fourth period of the prescribed delivery period. 2½ %

(b) Delay exceeding one fourth but not exceeding half of the prescribed 5% delivery period.

(c) Delay exceeding one fourth but not exceeding three fourth of the prescribed 7½% delivery period.

(d) Delay exceeding three fourth of the prescribed delivery period. 10%

#### Note:-

- I. Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- II. The maximum amount of agreed liquidated damages shall be 10%.
- III. If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority which had placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrance beyond the control of the tenderer.
- 7. If the Service Provider requires an extension in the stated SLR on account of some hindrance, he shall apply in writing to the authority which has placed the order. This must be done immediately at the time such hindrance has occurred and not after the expiry of the stipulated time (SLR).
- 8. Delivery period may be extended with or without LD if the delay in the delivery of services is on account of hindrances beyond the control of the SP.
- 9. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the HVC, ALU and the decision of the HVC, ALU shall be final and binding for both the parties.
- 10. For all legal disputes the jurisdiction shall be Jaipur only.
- 11. Bid document and it's all terms and conditions, Work order issued by the university will be part of this agreement.

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

Signature of the approved Service Provider

Date:

Witness No 1

Signature for and on behalf of ALU

Designation

Date:

1. Witness

Witness No 2 2. Witness



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#### Annexure-A

#### Compliance with the Code of Integrity and No Conflict of Interest.

#### Any person participating in a procurement process shall -

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

#### **Conflict of Interest: -**

The Bidder participating in a bidding process must not have a Conflict of Interest. A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:-

- a. have controlling partners/shareholders in common; or
- b. receive or have received any direct or indirect or indirect subsidy from any of them;
- c. have the same legal representative for purposes of the Bid; or
- d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
- e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the dis qualification of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
- g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/consultant for the contract.

Date:

Signature of bidder Designation with Seal

Place:



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# Annexure-B

# Declaration by the Bidder regarding Qualifications Declaration by the Bidder

<u>Hir</u> <u>An</u> F.4	claration to my/our Bid submitted to for recurement of in response to the Bid Notification for ring of Services for Pre-Post Examination work, Data Processing, Preparation of swer Books for Evaluation and Result Preparation Work No.  4(3)/EXAM/ALU/2021-22/ DatedI/we hereby declare under ction 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:
1.	I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the
2.	Procuring Entity; I/we have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3.	I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/ our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4.	I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5.	I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;
Da	te: Signature of bidder Designation with Seal
Pla	or. Bhimrao Ambedkar Law University Shiksha Sankul, Jaipur



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# Annexure-C

#### **Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is: Vice-Chancellor, Dr. Bhimrao Ambedkar Law University, Jaipur.

The designation and address of the Second Appellate Authority is: Secretary, Higher Education Deptt., Government of Rajasthan, Jaipur.

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

- 1. Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:
  - a. Provided further that in case a procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.
- 2. The officer to whom an appeal is filed under Para (1) Shall deal with appeal as expeditiously as possible and shall Endeavour to dispose it of within thirty days from the date of the appeal.
- 3. If the officer designated under Para (1) fails to dispose of the appeal filed within the period specified in Para (2) or if the Bidder or prospective bidder or the procuring Entity is aggrieved by the order passed by the first Appellate Authority, the Bidder or prospective bidder or the procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in Para (2) or of the date receipt of the order passed by First Appellate Authority, as the case may be.
- 4. Appeal not lie in certain cases: No appeal shall lie against any decision of the procuring Entity relating to the following matters, namely: -
  - (a) Determination of need of procurement:
  - (b) Provisions limiting participation of Bidders in the Bid process:
  - (c) The decision of whether or not to enter into negotiations:
  - (d) Cancelation of a procurement process:
  - (e) Applicability of the provisions of confidentiality:

#### 5. Form of appeal

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

#### 6. Fee for filing appeal

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

#### 7. Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, up upon filing of appeal. Shall issue notice accompanied by copy of appeal, affidavit and documents if any to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority as the case may be, shall hear all the parties to appeal present before him: and peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parities, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the state public procurement portal.

Date:	Signature of bidder
Place :	Designation with Seal
	Pregistrar  Dr. Brimrao Ambedkar Law University



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Annexure-D

#### **Additional Conditions of Contract**

#### 1. Correction of arithmetical errors

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

- (i) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price is as quoted shall govern and the unit price shall be corrected:
- (ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected: and
- (iii) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in word is related to an arithmetic error, in which case the amount in figures shall subject to (1) and (2) above.

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

# 2. Procuring Entity's Right to vary Quantities

- (i) If the procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (ii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 50% of the value of Goods of the original contract. If the Supplier fails to do so, the procuring Entity shall be free to arrange for the balance supply be limited Bidding or otherwise and the extra cost incurred shall be recovered from the supplier.
- 3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)

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

Date:

Signature of bidder Designation with Seal

Place:

(A)

(A State Funded University of Rajasthan)
"RUSA BHAWAN", Shiksha Sankul, JLN Marg, Jaipur - 302015

Ph. No. 0141-2941442

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Annexure E

#### TECHNICAL SPECIFICATION LETTER

To

REGISTRAR, Bhimrao Ambedkar Law University, Jaipur(Raj).

We, The undersigned, declare that-

- 1. We have examined and have no reservations to the Bidding Document, including Addendum No.
- 2. We declare that we fulfil the eligibility and qualification criteria in conformity with the Bidding Document and offer to supply in accordance with the specifications.
- 3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- 4. If our bid is accepted, we commit to submit Performance Security in the amount of 2.5% percent of the Contract Price for the due performance of the Contract;
- 5. We are not participating, as bidder in more than one bid for supply of the subject Goods in this bidding process, other than alternative offers, if permitted, in the Bidding Document:
- 6. Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract have not been debarred by the State Government or the Procuring Entity or a regulatory authority under any applicable law;
- 7. We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;
- 8. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- 9. We agree to permit the Procuring Entity or their representatives to inspect our accounts and records and other documents, infrastructure, equipment's, machinery, hardware, software etc. relating to the bid submission and to have them audited by auditors appointed by them;
- 10. Work will be performed as per instructions given to us. This will be done within the time period mentioned.
- 11. We declare that we have complied with and shall continue to comply with the provisions of the Code of integrity including Conflict of Interest as specified for bidders in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract;
- 12. Other comments, if any:

Date:

Signature of bidder Designation with Seal

Place:



(A State Funded University of Rajasthan)
"RUSA BHAWAN", Shiksha Sankul, JLN Marg, Jaipur - 302015

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Annexure - F

# **CERTIFICATE OF CONFORMITY/NO DEVIATION (to be filled by the bidder)**

To.

REGISTRAR, Dr. Bhimrao Ambedkar Law University Jaipur.

#### **CERTIFICATE**

This is to certify that, the specifications of subject matter of bid document which I/ We have mentioned in the technical bid, and which I/We shall supply if I/We am/ are awarded with the work, are in conformity with the minimum specifications of the Commodity/Goods/Item/Works/Services mentioned in the bidding document and that there are no deviations of any kind from the required specifications.

Also, I/We have thoroughly read the bidding document, RTPP ACT, 2012 and there to Rules, 2013 and amendment(s) issued by signing this certificate we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.

I/We also certify that the price I/we have quoted is inclusive of all the cost/service factors involved in subject matter/scope of bid document, to meet the desired Standards set out in the bidding Document.

I/We also certify that the price I/We have quoted is inclusive of all the cost/service factors involved in subject matter/scope of bid document, to meet the desired Standards set out in the bidding Document.

I/We declare that work/items/services etc. Rendered shall be conforming to the specifications mentioned in the Bid Document and to the norms/guidelines/circulars.

Thanking you,

Date:

Signature of bidder Designation with Seal

Place:



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"RUSA BHAWAN", Shiksha Sankul, JLN Marg, Jaipur - 302015

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Annexure - G

# SELF-DECLARATION (Declaration by Bidder regarding Qualifications) {to be filled by the bidder}

Date:-

To,

REGISTRAR, Bhimrao Ambedkar Law University Jaipur.

#### **Declaration by Bidder**

	In	relation	to	my/o	ur t	oid	submitte	ed	for	subje	ct	matter	conforming	g to
standa	rds/g	guidelines	/T&C	of	Bid	Do	ocument	in	res	ponse	to	the	Notification	No.
			da	ted _					as	an C	)wn	er/Parti	ner/Director/A	Auth.
Signat	ory/	Manufact	urers	/Whol	e Sel	lers	/ Sole dis	trib	utor/	Author	isec	deale	r/Bonafide de	alers
of, I/V	Ve he	ereby decla	are th	nat: -										

- 1. We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- 2. We have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- 3. We are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have its business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
- 4. We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- 5. We do not have a conflict of interest as specified in RTPP Act, RTP Rules and this bidding document which materially affects the fair competition.
- 6. We are having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by and State /Central government/ PSU/UT.
- 7. We do not have any previous transgressions with any entity in India or any other country during the last three year.
- 8. We do not have any debarment by any other Procuring Entity.
- 9. We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- 10. We have complied and shall continue to comply with the Code of Integrity as specified in the Rajasthan Transparency in Public Procurement Act, the Rajasthan Transparency in Public Procurement Rules and this Bidding Document, till completion of all our obligations under the Contract will not sublet the contract if awarded to us.





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- 11. We agree to extend the validity of bid submitted on the communication of the PE on the same terms and condition. In case of price fall that shall be passed on to the PE.
- 12. We have not modified, changed etc. any word/line/para/text mentioned in the bid downloaded from website(s) as mentioned in the bid otherwise we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/para/text form the original bid.
- 13. We agree to submit appropriate Performance Security within time period specified in the bidding document otherwise we know that Procuring Entity have full rights to reject our bid and also agree to extend bid validity period, if any, and extend contract period conditionally.
- 14. We have submitted only one bid.
- 15. We shall not sublet the contract if awarded to us.

If this declaration is found to be incorrect in any form, then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules there to prescribed by GoR, my/our performance security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Date:

Signature of bidder Designation with Seal

Place: