



DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR

(A State Funded University of Rajasthan)

Plot No. 08, Dehmi Kalan, JDA Institutional Scheme, Bagru

Tehsil- Sanganer, Distt- Jaipur-303007 (Rajasthan)

www.alujaipur.ac.in

email: registrar@alujaipur.ac.in

F.No. 4(3)Exam/ALU / 2024-25 / 5901

Date: 05.09.2025

NOTICE INVITING E-BID

E-Bids for hiring of services for Pre-Post Exam, Data Processing, Preparation of Answer Books for Evaluation and Result Preparation work are invited from interested bidders upto 01-03-2025 time 2:00 pm. Other particulars of bid may be visited on procurement portal <http://eproc.rajasthan.gov.in>, <http://sppp.raj.nic.in> & www.alujaipur.ac.in university website. Approximate value of the procurement is Rs.180 lakhs.

UBN :

REGISTRAR



DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR
(A State Funded University of Rajasthan)

Plot No. 08, Dehmi Kalan, JDA Institutional Scheme, Bagru
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F. No. 4(3)ALU/EXAM/2024-25/ 5900

Date: 05.02.2025

"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 Bids 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 01-03-2025 .

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. 180.00 lakh	Bid security of Rs. 3.60 lakh by Demand Draft/ Bankers Cheque in favor of "Dr. Bhimrao Ambedkar Law University, Jaipur"	Rs. 2000/-	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.rajasthan.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 submitted bid not to 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 in original shall be submitted manually in the office to the Tendering Authority within the prescribed time.** However, the scanned copies of Demand Draft shall be uploaded along with the online bid.
7. If Bid Document Fee, RISL E-Bid processing fee and bid security declaration are not submitted in separate envelope 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.

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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 based on performance with mutual consent.
13. In case of any query, please contact at COE Office, ALU, Jaipur or Mail to coe@alujaipur.ac.in


REGISTRAR
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www.alujaipur.ac.inemail: registrar@alujaipur.ac.in**INTRODUCTION**

Dated : 05.02.2025

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 /2024-25
2	Name & Address of the Procuring Authority.	<i>Dr. Bhimrao Ambedkar Law University, Jaipur.</i> Plot No. 8, Dehmi Kalan, JDA Institutional Scheme, Bagru, Tehsil-Sanganer, Dist-Jaipur 303007.
3	Estimated Cost of Work	Rs.180.00 lakhs
4	(i) The price of the Bidding Document	Rs. 2000/- by way of Demand Draft/Banker's Cheque in favor of 'Registrar <i>Dr. Bhimrao Ambedkar Law University, Jaipur</i> '.
	(ii) E- tender Processing Fees	Rs. 1000 /- (Bankers Cheque /DD in Favor of MD, RISL, Jaipur)
5	For Clarification Purposes only, the Procuring Entity's address	Registrar, <i>Dr. Bhimrao Ambedkar Law University, Jaipur.</i> 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-VI & VII)
9	Publishing Date	10-02-2025
10	Document downloading start date & Time	10-02-2025 from 11.00 am
11	Bid document download end date & Time	01-03-2025 upto 1.00 pm
12	End date and Time for Online submission of bid.	01-03-2025 upto 2.00 pm
13	The Bid Validity period shall be	90 days from the date of opening of technical bid.
14	Bid Security	Bid Security of Rs. 3,60,000/- by way of Demand Draft/Banker's Cheque in favor of 'Registrar <i>Dr. Bhimrao Ambedkar Law University, Jaipur</i> '.
15	Authorization	Power of attorney/board resolution letter of authorization written on the letter head by the bidder.
16	Downloading of bids	Online: https://www.sppp.raj.nic.in and https:// www.alujaipur.ac.in. https://www.eproc.rajasthan.gov.in
17	Submission of Banker's Cheque/ Demand Draft for Bid document Fee, Bid Security & declaration, E-processing Fee	Date: 01-03-2025 upto 3.00 pm Place: office at Plot No. 8, Dehmi Kalan, JDA Institutional Scheme, Bagru, Tehsil-Sanganer, Dist-Jaipur 303007.
18	Opening of Technical bids	Date: 01-03-2025 upto at 4.00 pm Place: office at Plot No. 8, Dehmi Kalan, JDA Institutional Scheme, Bagru, Tehsil-Sanganer, Dist-Jaipur 303007.
19	Date/ Time/ Place of Financial Bid Opening	To be informed separately to the technically qualified bidders

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20. Tendered quantity may be increased or decreased at the time of award/work 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 in 10 days from the date of issue of letter of acceptance/work order.
22. The Designation and Address of
First Appellate Authority

Vice-Chancellor,

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: _____

(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 Examinations
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/SERVICE PROVIDER	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


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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 for one more year as per RTPP Act 2012 and Rule 2013 based on performance with mutual consent.
5. Financial and technical bids should strictly be submitted in separate envelope as well as On-line in prescribed form available at the website and as mentioned in NIB within scheduled date & time. Only online Bid submitted at www.eproc.rajasthan.gov.in and hard copy of the same with requisite fee DD's in sealed envelopes will be accepted.
6. Firm 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 received at online portal www.eproc.rajasthan.gov.in of 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 and understand the tender document carefully before filling electronic bid. 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 website mentioned herein above NIB.
10. Any information provided in support of the bid 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. Bid 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 from the successful bidder in case of unbalanced Bid.
16. Bid Security Money (B.S.): - A Demand Draft/Bankers cheque for Rs. 3.60 Lakh (Rupees Three lakh Sixty 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. 2000/- (Rupees Two Thousand only) must also be enclosed with Bid in the name as mentioned in sr. no. 16 above.
18. For RISL fee, DD of Rs. 1000/- (Rupees One Thousand only) in favour of MD, RISL, Jaipur payable at Jaipur must be enclosed with Bid.

REGISTRAR

Registrar

Dr. Bhimrao Ambedkar Law University
Shiksha Sankul, Jaipur



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 technical presentation of firm and availability of competent manpower, hardware, software and other technical requirements, 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 with 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 fictitious roll numbers 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, specific font style with font size should 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 to be transmitted on to anyone else in any form. In case, breach of trust is proved, penalty as decided by the University maximum 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 examination database.



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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 must be fetched from his/her latest updated enrolment data.
19. At the stage of result preparation, the candidature part will be fetched from latest updated enrolment data and in no case, there will be any mismatch in enrolment data, exam form data and exam result data of any examinee.
20. Where number of students are less than 50 in an examination, minimum charges for 50 students each class examination 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 examination 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 dynamic 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 Examination section and online monitoring system to view 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.
 5. Every data should have copy data and it should be kept separately for any loss recovery purpose or security audit purposes.
26. University is planning to go on ERP system in near future, so if new system evolved then firm should provide the API/link/Other suitable system for porting present data to new ERP system and in that case work order passed for present tender shall be seized and firm shall be payable amount to the extent of work done and the same will be decided by the Procurement Entity.

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ANNEXURE –III

Part – A : Data Processing Work

1. The scope of work includes design and development of software, web hosting, App development (Android and iOS) and 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 the property of University.
3. Firm shall also design and develop an App for filling up of Examination forms and carrying other activities through App, if University decided for the same. It should be capable to run on Android and iOS system both. It should be highly secured. After completion of work, it will be the property of University. App based application is being asked first time, so web based and App based applications shall develop and will run simultaneously, so no technical glitch may arise.
4. 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.
5. The bidder shall be required to depute at least one manager, three-four programmers (B.Tech./MCA or equivalent), three office assistants and six Data Entry operators at its office 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.
6. Firm shall provide the sufficient number of qualified and skilled office assistants and Data Entry Operators with computers (3-4) 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.
7. 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 or equivalent) with one call attendant shall be deputed at help line service. Mobile number and/or landline number should be displayed/made available to public domain for contacting help line during working hours. In addition to offline helpline service, firm shall also provide AI – based Chatbot and/or WhatsApp facility and Interactive Voice Recorded System (IVRS) for helpline services.
8. A separate website should be developed to display results online and also develop/ provide a College Panel, Examination Centre Panel, Examiner Panel, Student Panel and other Panel's as required by the University for performing all online activities. Design of website should be made as per instructions of ALU. Website must be secured having high level SSL certificate.
9. Data/documents will be provided/delivered to the authorized person/manager deputed for the ALU by the firm. Date of delivery of data will be considered as the date on which last data



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is provided. Number of days of completion of work will be counted from the date given in the schedule of completion of work.

10. All the activities are to be carried out at firm premises except point number 6. ALU can ask anytime to perform complete or any part of allotted work at ALU campus or at other assigned place. No extra charge will be asked by the successful bidder for the same. 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.
11. Firm shall provide yearwise/branchwise/coursewise online forms/reports where-ever necessary.
12. Firm shall provide different type of statistics/reports/MIS etc. related to Pre-Post Examinations as and when demanded.

Online work :

1. Design, development, implementation, execution, maintenance and hosting of user friendly application (Web based and/or Mobile based Application) for online filling of application forms for all kind of examinations such as Main Exam./Due Exam./Back Exam./Suppl. Exam./Revaluation etc. (For about 2.15 lakh students in two years duration (Two type of Semesters i.e., Odd and Even in a year and annual) and 15 types of courses examinations). 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 all category students Design, development, implementation, execution, maintenance and hosting of student friendly application (Web based and/or Mobile Application based) for online filling of application form by authorities of affiliated colleges or by E-Mitra Kiosks or by student as the case may be to upload documents and information & download various reports and statements wherever necessary and other works as per directions of Controller of Examinations.
3. Storing photograph, signature, documents etc. of the candidates in JPEG or any desired format after ensuring that proper quality picture has been uploaded by analyzing picture and also images/PDF of Mark sheet, Migration Certificate etc.
4. Design & creation of Database, maintenance and updating with data security in duly approved manner as per directions of Controller of Examinations 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 University Examination office with proper fees by giving unique challan number. Necessary Integration with one or more online Payment Gateway Services provided by service provider approved by University for direct transfer of money to the University Account shall be the responsibility of the firm and will have to comply directions from University 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 CE.
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 for each Examination Center and Admin account. Data safety & security shall be the responsibility of the bidder.
8. The following reports of concerned Examination Center/College level must be available for viewing, downloading, printing through Examination Center login panel-



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- (i) Roll list (ii) Registration summary (iii) Alphabetic list (iv) Sitting arrangement statement (v) Attendance sheet in paper wise, date wise, categorywise (vi) Results of examinees of Center (vii) Tabulation register of the examinees 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 should also be provided.
9. For all online examination related work, the firm will prepare a separate website which should not host any other application other than University exam work.
 10. Examination website will be available for whole period of work order or for period specified by the University, whichever is later.
 11. There should be no advertisement on the website other than documents/ file information providing by the University.
 12. Reconciliation of Bank/E Mitra statement/Receipts from payment Gateway(s)/data with fee collected and identification of Application/Challan No./ Token No./Unique No. etc. received should be undertake by the firm, whenever needed.
 13. **Development of Online Web Application for Generation of Bill, Bill processing and Payment:**
 - a. Auto Generation of online theory/practical examiner's remuneration bill /TA & DA bill/ any other type of bill as decided by University as per assigned work which will be digitally signed (optional) and submitted to the college/university through the examiner's module. Practical examiner's/Dissertation remuneration including TA & DA bills to be digitally verified (optional) by the college allocated to them.
 - b. To develop and provide an option for university exam section for checking and approval of all kinds of online bills received through module of various level of Examination Section 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 of every step/stage and final payment of such bills.
 - f. To develop and provide an option to the assigned login user to track the stages 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 eligibility and enrollment forms, examination forms, Ex-students forms, supplementary examination forms and Re-evaluation forms or any other type of forms as per design, method and programme decided by the University for all the courses which are approved by the University during the period of tender. Firm shall also perform updation of database, preparation of check list, preparation of finally corrected database for further use in Pre & Post examination work during the period of tender. Tenderer should provide course wise year wise hard bounded Enrolment Registers in one set after completing Enrolment work.
2. Feeding/ scanning of barcodes/form details of the online forms and manual forms received through university (Within three days as and when sent by the university office).



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3. Allotment of Unique student ID to the students admitted in First Semester/Part-I/ Previous class of a course. Printing of enrollment cards with photo and scanned signature of candidate (as per sample). Card (3½"x2½") on minimum 800 micron PVC Sheet with single colour printing.
4. Printing of the checklist as per the scheme in two copies (Within three days of acceptance of the Data)
5. Updating of the data and providing updated list (Within Five 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 'N' number of copies as and when required.
7. Providing Question Paper dispatch advice in paperwise, date wise, center wise, as per instruction given by the University, Q.P. statement subject wise/college wise/examination center wise and consolidated in Soft Copy and 'N' number of copies for each examination.
8. Roll list in 'N' number of copies.
9. Registration summary.
10. Examination Admission card online/ offline in two copies (one Candidate's copy and one Exam. Centre copy) with roll numbers allotted to them, subjects opted, date & time of examination and other information as per format approved.
11. Centre wise attendance sheet in 'N' number of copies for each paper of examination/ online at Exam. Centre panel. Online registration of absentee and U.M. cases through each exam centre.
12. Alphabetical sorted roll lists (theory & practical) online/offline as required.
13. The statement of student's count appearing at each centre in each paper and shift 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 staff 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 student's college wise size should be 15" X 12" in single copy on pre-printed stationary having water mark ALU on 65 GSM maplitho paper in one copy. Printing should be made as per University approval.
18. After declaration of all results, firm shall provide Printed Migration Certificates of such pass out candidates, as per demand of the university on 120 GSM parchment paper with same security features of mark sheet and additional features i.e. photo of the candidate, golden ink engraved university monogram, certificate should be of size (20x20 cms) and one counterfoil as University copy.

Online Pre Examination Data Correction Advice :

Online correction advice to the candidates' data of all classes will be made available by the firm web-based online at college panel Mobile/Application (App) and student panel so that college & candidate may check their pre-exam data online and if any error in data is noticed, the college/candidate can make correction under intimation to helpline/college 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. Firm shall provide



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link to University in Master Admin Panel to monitor/view/correct any of the candidate record.


Post Examination Work :

1. Presently, ALU is doing Onscreen evaluation of theory answer books with online marking and evaluation of answer books work. Work of scanning of answer books 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 On screen evaluation work with Online marking and evaluation of answer books. Work of putting fictitious coding and 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 decide offline evaluation of answer books to be carried out then successful bidder should provide blank OMR award sheets and envelopes. After evaluation of answer books University shall handover the filled OMR Sheets 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 (if any) and prepare tabulation register of marks of fictitious number wise and then convert it to roll number wise register of marks by using roll number and fictitious number data.
3. The firm will be required to make double scanning for valuation of each OMR Sheet/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 should be confirmed through respective 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

In place of above point No. 2 & 3 :

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 respective packet 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.


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

4. The firm shall prepare Exception reports 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 and solve it through available current records and previous carry forward awards etc.
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, categorywise and collegewise.
7. Firm shall arrange for online publication of results (on approved proforma of online 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 in hard bounded TR of size 15"×12" in one copy and another copy (without hard bound) collegewise on the pre-printed stationary having water mark of ALU of 65 GSM Maplitho paper, list of R.L. cases, preparation of mark sheets, correction mark sheets on pre-printed stationery as mentioned below, mark sheets of RW/UM Exonerated/paper cancelled cases, RL Cases, RW/EX Cases etc. 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 blank 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 for all classes and consolidated mark sheets for final year class of individual candidate on 120 GSM Parchment paper of size 8.5" x 12" on pre-numbered and pre-printed mark-sheet stationary. Printing should be through original ink cartridge with 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), photo of candidate. Alongwith the mark sheets, firm shall provide individual college letters, college wise detailed dispatch advice having details of roll number, mark sheet serial number, name of candidate etc. in duplicate copy. Record of mark-sheets printed/ used/ cancelled/ damaged/ blank shall be maintained at firm level and may be submitted to the University as and when demanded. The firm shall not issue any pre-printed stationery (blank/filled) including marksheet/certificate/T.R. /other pre-printed formats to any person other than the University.
 - b. Firm shall arrange to provide all correction mark sheets as per corrections informed by the University. All correction mark sheets will be delivered to the University within 03 days of corrections informed with detailed advice/challan. All type of mark sheets shall be provided on same specifications paper and pre-printed mark sheet. Record of such, shall also be maintained at Firm level.
 - c. (c) Firm shall also provide mark sheets of RL cases, RW/UM, RW/EX cases etc. as per directions of the University. TR of such cases on same stationery shall also be provided, if not included in earlier TR.
11. Firm shall prepare the Provisional certificates for all pass out candidates as per ALU instructions on 120 GSM Parchment paper of size (20X20 cms) with same security features and additional features i.e. photo of the candidate, golden ink engraved monogram of the



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university (as per specification approved by the university). **It may also ensure by firm that after declaration of any result, if any candidate completed the course, then his/her final year consolidated mark sheet comprising of all year's consolidated marks & division and provisional certificate should be prepared.**

12. The firm shall also provide list of candidates in approved format declared passed in final year examinations for conferment of Degree. Firm shall also provide Merit list in proforma decided by ALU.
13. Firm shall provide the consolidated mark statement (soft copy) comprising all year's subjectwise marks, total marks, division etc. for all pass out candidates for all courses.
14. Firm shall also provide the information/Statistics of University examinees in the desired format of 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 hard bounded TR of size 15" x 12" in one copy and another copy (without hard bound collegewise) on the pre-printed stationary having water mark of ALU on 65 GSM Maplitho paper.
16. After declaration of all results including Revaluation results and clearance of RW-EX/RW-UM/RL/corrections etc. firm shall also provide complete Tabulation Registers hard bounded of all classes on pre-printed stationery having all security features in duplicate for all examinees of the University after incorporating all effects and required corrections informed by the University time to time and a certificate stating that as on today Revaluation results, all with held results, all corrections informed by the University have been incorporated. Every Tabulation Register must be hard bounded college wise (codewise ascending order). Brief Statistics including scheme of course, Roll No. range, Name of Colleges, Name of Examination Centres and class must be printed/pasted in every TR. TR cover should be 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 candidate database and result data for atleast two years or period specified by ALU at its own and shall provide the same in prescribed format in soft copy/through API or other agreed mode as and when demanded even after the expiry of work order.
19. The firm should furnish information regarding their punching /scanning capacity and daily / hourly output of the printing capacity.
20. In case of any serious lapse in processing and timely completion of work, the University shall be free to withdraw the work in part or full 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 on daily basis and should be available on phone (whenever required).
22. Marks of mid-term, sessional, practical awards etc. for all subjects and courses shall be taken online through college panel/examiner panel and will be used at the time of result preparation. Hard copy of awards shall be provided by firm, if required by ALU.
23. Uploading of each Examination result/Mark Sheet data and Degree data at Digilocker or at NAD portal or other platforms as specified by the University for each Student.
24. Design, development, implementation, execution of online result verification form for document verifications of University issued marksheet and other documents with receipt of online requisite fee. Login facility for verifying agency students should be provided at firm hosted website/App with link at University website.


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25. Firm shall provide Geotagging facility in conduct of Practical, Mid-term sessional examination with the facility to upload/capture photo of the examiner as well as examinee, if needed.

Supplementary Examination Work:

1. Hosting of Supplementary/Due/Back Paper, Examination forms, generation of roll no and examination admit cards for supplementary candidates on internet as done for the main examination.
2. Generation of challan and online collection of examination fee 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, if any.
4. Rest complete Pre and Post Examinations works as done for main examination.

Student Service/ Help Line:

1. Voice and email based Help line support should be provided by the bidder. Helpline should be available 8-10 hours a day (working hours) for all the days (except Sundays and National holidays) for the help of the students/colleges/examination centres/ University etc. During the period of filling online examination forms or any other special circumstances, the duration of help line may increase.
2. AI-Based Chatbot Integration Support System on WhatsApp and other suitable mode for Colleges/ Examiner's/ Candidates/Examination Centres etc.
3. Interactive Voice Response (IVR) – Based Information Broadcastings System, if University asks for the same.
4. Bulk E-Mail & SMS facility for providing important information's/orders/attachments to Colleges/Examiner's/Candidates/Examination Centres etc. This facility should be used multiple times during the period of work order.
5. To develop and maintain online portal (Web based and/or Mobile Application (App) based) for receipts of various types 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 gateway.

Note:- If activities as mentioned in Part-A: Data Processing Work of Session 2024-25 which includes Enrollment work and Pre-Examination work have already been taken up for any of the class/course by the previous tenderer, 2% deduction shall be made from the tenderer as per the rate decided for Part-A of this tender against such works only. In rest classes/courses payment shall be made in full as per the approved rate.

Part – B : PREPARATION OF ANSWER BOOKS

1. This activity is to be performed at ALU premises by the Tenderer employees, if this activity will be initiated.
2. If offline evaluation of Answer books is being done, firm shall provide answer books in 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, bags, envelopes and other consumables will be arranged by the contactor at his own cost.



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4. The work is of confidential in 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.
Minimum Qualification:- a) Managerial staff – Graduate. b) Clerical staff – 12th 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 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.
 - i. 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 at University premises.
 - 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 work of prepared bundles to the Co-ordinators/Evaluators, sufficient manpower for loading and unloading of packets will be provided by the firm at University COE office or otherwise decided by University. Man power shall also be provided for misc. work as per direction of COE. This manpower shall work in University premises.
9.
 - i. Firm will make necessary arrangement of manpower to receive the packets of answer books from Examination Centers/Co-ordinators/Evaluators and will make arrangement to place the packets of answer books properly and systematically so that there is no ambiguity in identifying the packet 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 will be faced in extracting the answer books for revaluation.
 - iii. When evaluation and revaluation work is completed the answer books will be placed in Celler/Warehouse by firm staff 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 of 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 coded and packed into bags. Similarly, preparation of answer books for revaluation also mean that answer books are finally packed into bags.



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12. The work is seasonal in nature and 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.

PART-C : MISC. ACTIVITIES

Supply of Printed all types of Duplicate Provisional Certificates, Duplicate Migration Certificates, Duplicate Mark Sheets, Transcripts etc. 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 pre-printed envelope of same specification of size 11" x 14" for further packing of sets of document OR cloth lined star quality paper (Glazed Green/Yellow etc.) of size 9.5" x 13" and 11" x 14" pre-printed envelopes, as per the directions of the University. Design, development, implementation, execution, maintenance and hosting of Web based online application and /or Mobile Application (App) for getting online applications and tracking the end-to-end live status of applied applications. Mobile Application (App) should be compatible on Android and iOS both. University Exam. Section will be keeping Admin (Separate Admin Credentials) at online portal to check status of online applications to delivery end-to-end status.

REGISTRAR

Registrar

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Shiksha Sankul, Jaipur



SERVICE LEVEL REQUIREMENT (TIME SCHEDULE)

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

1. **Enrollment:-**

- a. The online enrolment form generation shall be done within 05 days of providing admission data by the University or fresh forms will be made available within 3 days from giving instructions.
- b. Enrollment Cards & Enrollment Registers shall be provided within 30 days after clearance from University.

2. **Pre-Examination work:-**

- a. The online examination form generation shall be done within 3-5 days after the receipt of data from university or finalization of enrollment data or schedule given by the University.
- b. The online generation of Examination Admission card with Centre Copy /Attendance Sheet/ Sitting Arrangement plan/ 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 and finalization of roll data.
- e. Any other work which could not mentioned above but comes in Pre-Examination activity, shall be done/provided as and when informed by the University.

3. **Post examination work: -**

- a) **Onscreen Digital Evaluation of answer books** or online marking and evaluation of answer books - Presently, ALU is doing Onscreen Digital evaluation of answer books or online marking and evaluation of answer books work. Work of scanning of answer books and putting Fictitious codes is assigned to separate firm. After allotting the work of Pre-Post Examinations 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 marking fictitious coding and scanning of answer books assigned to separate firm would continue with another firm as it is a separate work and no part is included in this tender.
- b) If University chooses for evaluation of answer books through physical evaluation system, then bidder should provide the blank OMR Sheets for awards with envelopes of Foil, Counter Foil and outer envelope OR provide online award submission system and technical support through Examiner's panel. This will be launched within 5 days from the date of clearance of the University.
- c) **Preparation** of result (with examinees less than 1000) has to be done within 2 days after the last awards provided. **Preparation** of result (with examinees more than 1000) and of final year class of any course has to be done within 4 days after last awards provided. Printed documents, **T.R.**, Marks sheets etc. as mentioned in tender document shall be provided within 7 days after declaration of result.

4. **Revaluation Work:-**

- a) Fictitious number shall be provided within 3 days of receipt of revaluation data.
- b) Result shall be declared within 3 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/Supplementary Examination:-

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

6. T.R. of all the examinations (Main/Back/Supplementary/Re-evaluation/ Revise/Modified etc.) shall be send to respective colleges by E-mail in PDF format or to be provided through online college panel within 2 days from the date of declaration of result. Hard copy the same on pre-printed stationery along with Mark-Sheets.

(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 required to work on the basis of exigency & urgency of the work.

(C) For Misc. activities (Printing of Duplicate Provisional Certificate, Duplicate Migration Certificate, Duplicate Marksheet, Transcript etc. shall be provided on 3rd day of online/offline filling up of form.

REGISTRAR

Registrar

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ANNEXURE -V**SPECIFICATIONS OF PAPERS/ OTHER MATERIALS:-**

All courses 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 course (LL.B, BA LL.B., BBA LL.B., LL.M. etc.) in a semester scheme and 9-10 theory papers/subjects in (LL.B., LL.M., P.G. Diploma etc.) in a annual scheme. Similarly, in practical and sessional examinations there will be approximately same numbers of sessional and same number of practical in each semester / each year for each course.

S. No.	Items	Size of Papers	Approximate quantity in two years
1-	OMR Sheet for Theory Paper (if asked), records of 25-30 students in single sheet	A-4 size, 100 GSM maplitho paper	N x 10 x 4/30
2-	Tabulation Register Records of approx. 8 students in a single sheet as per approved Performa on pre printed stationary with security features as lethomark, water mark, digital signature of CoE etc. in hard bound shape.	15" x 12", 65 gsm Maplitho paper, 2 Fold	N x 4 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: 3½ x 2½ inch, Curved Edge Card on minimum 800 micron PVC Sheet with single colour printing.	15,000*3
5-	Separate envelopes (without cloth) for foil & counter foil and one outer envelope (clothlined) to accommodate/ put up above two envelopes, if manual evaluation work initiated.	Size as required 100 GSM Craft Paper	8000 Set
6-	Provisional Certificate and Migration Certificate (as per description given below)	20 x 20cms 120 GSM Parchment paper.	N
7-	Transcript and other documents/ certificates as mentioned in miscellaneous activities 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 pre-printed outer envelope of same specification of size 11" x 14" for further packing of sets of transcript OR clothlined Star Quality Paper (Glazed Green/ Yellow etc.) of size 9.5"x13" and 11"x14" pre-printed envelopes, as per directions of the University. (As per description given below)	8.5" x 12" 120 GSM Parchment paper.	N

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


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Printing of Mark sheet :(a) Printing of mark sheets and Final year 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, printing should be through by original ink cartridge with security features of QR code, 3D hologram, MICR Coding, Rainbow printing or printing pattern and colour 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 every mark sheet additional features i.e. photo of the candidate, golden ink engraved monogram of the university (as per specifications approved by the university) should also be provided.

(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. Printing through 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, photo of candidate, golden ink engraved monogram of the University. 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 Pre-printed envelope of same specification of size 11" x 14" for further packing of sets of transcripts or clothlined Star quality paper (Glazed Green/Yellow etc.) of 9½"x13" and 11"x14" preprinted envelopes. (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. Printing through 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), photo of the candidate, golden ink engraved monogram of the University (as per specifications approved by the University).

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

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ANNEXURE -VI

ELIGIBILITY CRITERIA

1. Bidder should have atleast 5 years' continuous experience immediate preceding to 2023-24 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 University/Central Government University/ Government Education Boards situated in India (minimum two works should be of Rajasthan State Government Funded University/ Rajasthan State Education Board. In case of single work order Rs. 100.00 lakh and in case of two work orders Rs. 50.00 lakh each, enclose work order(s) 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 2023-24. Partially work done of above work, above work done in piece-meal for different parties and work done for earlier period of last 5 consecutive years shall not be considered.
2. Bidder should have atleast 3 years' experience immediately preceding to 2023-24 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 and Online marks filling by the examiners through secured online portal and result preparation work." at any UGC/MHRD approved State Government /Central Government University/ Government Education Boards situated in India (minimum one work should be of Central/ State Government Funded University/ Government Education Board, enclose work orders and successful work completion certificates issued by competent authority). Bidder should have experience for above examination works of minimum 5.00 lacs Answer Books every year for last 3 years' continuous experience immediate preceding to 2023-24
3. Bidder should have average annual turnover of immediately preceding 3 years from above said work equal to or above Rs. 100.00 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 2021-22 to 2023-24.
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 firm 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.
13. Bidder should meet all the above qualification criteria by itself.



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14. Joint venture with other Companies, Bidders, partners or sub-contracting of job shall not be eligible for opening of their financial bid, as fails to comply technical criteria.
15. Bidder satisfying above as far criteria in the primary scrutiny will only be (eligible for opening of their financial bid.) considered.
16. University reserves the right to disqualify the Bid and no need to provide reason on that.
17. 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 higher number of works done as per condition number 1 & 2 of the eligibility criteria. Decision of the University will be final in this regard.
18. 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.

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ANNEXURE –VII

TECHNICAL BID

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

NIB No. ALU EXAM/01/2024-25/

Dated:

1. Name of Work:- **“Pre-Post Examination work, Data Processing, Preparation of 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: ----- (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 immediately preceding 3 years from below said work equal to or above Rs. 100.00 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 2021-22 to 2023-24. (Copies of balance sheets duly attested by C.A. shall be enclosed).

9. Experience: -

- Bidder should have atleast 5 years' continuous experience immediate preceding to 2023-24 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 University/Central Government University/ Government Education Boards situated in India (minimum two works should be of Rajasthan State Government Funded University/ Rajasthan State Education Board. In case of single work order Rs. 100.00 lakh and in case of two work orders Rs. 50.00 lakh each, enclose work order(s) 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 2023-24. Partially work done of above work, above work done in piece-meal for different parties and work done for earlier period of last 5 consecutive years shall not be considered.
- Bidder should have atleast 3 years' experience immediately preceding to 2023-24 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 and Online marks filling by the examiners through secured online portal and result preparation work.” at any UGC/MHRD approved State Government /Central Government University/ Government Education Boards situated in India (minimum one work should be of Central/ State Government Funded University/ Government Education Board, enclose work orders and successful work completion certificates issued by competent authority). Bidder should have experience for above examination works of minimum 1.00 lacs Answer Books every year for last 3 years' continuous experience immediate preceding to 2023-24

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10. Details of Jobs undertaken earlier during last continuous five years preceding to 2023-24 regarding processing of online enrolment forms, Exam. forms, Revaluation form, Pre-Post Examination work using online/OMR Sheet technology, Pre-Post preparation of Examination works, Printing & scanning of OMR Sheet, Onscreen evaluation of answer books, Result preparation using Online marks/ fictitious roll no. technique etc. (certificate issued by competent authority shall be enclosed):

Job	Specification	Enclosure No. and Page Number
Job I to X	Name of the Institutions for which job undertaken. Nature of job/ Quantity supplied / Magnitude of Job performed in immediate preceding 5 years with certificates from the organizations in support of the same. Pre-Exam. work, Post Exam. work, On-Screen Digital Evaluation of answer books work etc. for the Job to be enclosed (Mention Encl. No.)	
Job XI to XV	Experience of Onscreen Evaluation of answer books and Result preparation work (more than 5.00 answer books in last three years) OR Preparation of answer books for offline evaluation through fictitious coding system and Online marks filling by the examiners through secured online portal and result preparation work. (attach Xerox copy of orders issued by Inst.) (more than 5.00 lakh examinees).	
XVI	Details of past experience giving details of those Customers/ Organizations for whom they have done computerization work of this nature in immediate preceding 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) (more than 1.00 lakh examinees).	
	(b) Printing of OMR Sheets with bar code technology and preparation of student's data with photo and signature (more than 1.00 lakh examinees).	
	(c) In the field of work using OMR Technology (attach Xerox copy of orders & OMR Sheets) (more than 1.00 lakh examinees).	

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	(d) In the field of handling the large data of Result preparation (more than 1.00 lakh examinees in last two years)	
	(e) Experience of Online marks filling by the examiners through secured online portal and result preparation work. (more than 1.00 lakh examinees every year)	
XVII	Information about hardware available with the firms. Is it owned or leased.	
XVIII	Information about licensed software to be used (Fox Pro, Visual Fox Pro, Visual Basic, others, pl. specify)	
XIX	The firm should supply information in details about their office and technical staff with Qualifications (available at Jaipur and head office).	
XX	Is the office owned / leased / rented	
XXI	Sample of each item of stationary intended to be used for printing. Mention the quality and GSM of the paper.	
XXII	Weight of paper to be used for printing of above stationary	
XXIII	Server Location: Server Owning Company: (Agreement with company be attached) Server UP- time certificate: Bandwidth available to Company: Server Security Certificate:	
XXIV	Valid ISO 9001 /ISO 27000 or above Certification (Attach copy)	

11.

Sr. No.	Head of Fees	DD No.	Date	Amount	Remarks
1.	Bid Security Fee			3.60 Lakh	Scanned copies of DDs must be attached
2.	Tender Fee			2000/-	
3.	RISL Processing Fee			1000/-	

12. Annexure No. A to G and I to VIII duly signed by bidder shall be enclosed.

13. 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 tender form 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 abide to make strict 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/01/2024-25/ 5900****Date 05.02.2025**

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. (Semester Pattern Exam.)	Rate per Unit (in Rs.) Excluding GST and Other Taxes. (Year Pattern Exam.)
1. 1.1	PART-A: DATA PROCESSING WORK Enrollment Work :- a) Generation and processing of Enrollment and Eligibility form online (web based and/or mobile application based) with photograph & signature (to be uploaded by the colleges) from the candidates with full details of candidate as per given Performa. b) Allotment of Enrollment No. to eligible students. c) Printing of enrollment card with photo and scanned signature of candidate (as per sample) Curved edges Card on minimum 800 micron PVC Sheet with Single colour printing. d) Generation of Roll list, college wise branch wise with hard binding on pre-printed stationary having water mark of ALU monogram semester wise on 65 GSM maplitho paper. e) Generation of college and branch wise Enrollment Register with hard 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- 45000 (15000*3))	Each Student		
1.2	Pre-Examination Work (Main/Back) (Semester and Annual Scheme) (Previous year's data will be provided by the University. Porting is included in the scope of work). a. Generation and processing of examination form online (web based and/or Mobile Application based) with photograph and signature of candidate.			


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- | | | | |
|--|--|--|--|
| <p>b. Generation of online/offline admit card, Admit Card have QR Code features in which candidate's colour photo and details should be visible. Centre Copy with subjects offered, Day/Date of Exam., Time of Exam., photo and scanned signature of the candidate (as per sample) and digital/scanned signature of authorized signatory etc.</p> <p>c. Online and offline Generation of Roll list, Date wise Attendance sheet for each subject wise and class wise (Theory & Practical) Separately. Daywise Online registration of absentees and unfairmeans cases through each centre. Generation of online Absentee and Unfairmeans cases Statement.</p> <p>d. Generation of Roll list semester wise/yearwise, college wise and course/branch wise with binding on pre-printed stationary having water mark of ALU monogram on 65 GSM maplitho paper.</p> <p>e. Generation of Centre wise, Branch wise and subject-wise actual examinees strength for packing list of question papers.</p> <p>f. Online correction advice to the candidates' data of all classes at student panel for making data corrected by student itself online.</p> <p>g. Providing roll nos. sticker with bar code, if needed.</p> <p>h. Online generation of fee demand note, generation of challan and consolidated financial statement in view of University fee norms.</p> <p>i. Online/Offline generation of admit card at Student Panel/College Panel/Examination Centre Panel.</p> <p>j. SMS and E-Mail alerts for each examination (Bulk 'N' number of messages and Emails) to each candidate in a year, as per instructions of ALU.</p> <p>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.</p> <p>l. Online availability of above generated documents at panel/hard copy as per details in tender document.</p> <p>m. Any other work as required by University which comes in Pre-Exam. work category.</p> <p>(Estimated Number of Students-215000 (170000 Sem.+45000 Ann.))</p> | | | |
|--|--|--|--|


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1.3	<p>Post Examination Work (Main/Back)(Semester and Annual scheme)</p> <p>Scope of work includes:</p> <p>Theory Exam:-</p> <ol style="list-style-type: none"> Services and Software for Onscreen digital evaluation of answer books or Online marking and evaluation of answer books work on secured server facility with sufficient data space. Entry/ punching of fictitious codes, roll numbers and answer books number. If offline evaluation is being done than providing of blank award lists for theory papers on 100 GSM OMR Sheets as per requirement and printing suggested by ALU examination office. <p style="text-align: center;">or</p> <p>Online Generation/ submission of award lists and evaluators bill in softcopy for 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.</p> <ol style="list-style-type: none"> Entry of marks from award lists (OMR/ online/offline marks) including verification & error checking. Providing of printed envelopes and forms as per sample(s). Physical Verification of answer books (received) college wise with the C.S. Diary/Registered candidates, Absentees, U.M. Cases etc. Collection of absentee/U.M. Cases record through online system. Complete verification of physical answer books with absentee statement, CS Diary etc. Keeping physical records of Exam. Centrewise CS diary date wise, branch wise and classwise, categorywise and its safe custody. Providing answer books from packets required for RTI, Legal and other purposes as and when demanded. Any other work as required by University which comes in Post-Exam. work category. <p>Practical & Mid term:-</p> <ol style="list-style-type: none"> Generation/ submission of award lists online in softcopy through individual examiner in specified format (Practical & Internal Assessment/midterm) separately including verification and error checking. Receiving online awards as per examination scheme through College Panel/ Exam. Centre Panel/Examiner Panel time to time. Geotagging facility in conduct of Practical, Mid-term sessional examination with the facility to upload/capture photo of the examiner as well as examinee. 			
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- 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 Registers on pre-printed stationery with security features (hard bound collegewise, coursewise, classwise, categorywise having water mark of ALU monogram, lethomark, digital signature of C.O.E. etc. 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 practical, sessional, Mid-term and improvement in practical 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. Providing offline/online answer books from packets required for RTI, Legal and other purposes as and when needed.
- g. Result SMS to individual examinee within 12 hours from the date of result declaration.
- h. SMS and EMail alerts for each examination (Bulk 'N' number of messages and EMail) to each candidate, foreach activity as per instructions of ALU.
- i. Online availability at panel/hard copy of above generated documents as per details in tender document.
- j. Any other work as required by University which comes in preparation of Result work category.

Providing documents:-

- a) Mark sheets on pre-printed stationery
- b) Final Year 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-215000 (170000 Sem.+45000 Ann.))

1.4 Revaluation Work (Semester and Annual scheme)

- a. Generation of Online Revaluation forms and acceptance of online fee.
- b. Registration of offline forms received for Revaluation.
- c. Complete process including providing list of Roll Numbers (Fictitious Nos. of subjects applied for revaluation and other allied works.

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d. 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.

- e. Entry of Revaluation marks from award lists OMR/ online marks including verification & error checking.
- f. Preparation of Revaluation result as per the rules of each course.
- g. Printing of Tabulation Register on pre-printed stationery in duplicate with security features (hard bound collegewise, coursewise, classwise, categorywise having water mark of ALU monogram, lethomark, digital signature of C.O.E. etc. on 65 gsm maplitho paper) providing soft copy of tabulation register to respective colleges in pdf format through online mode with security features.
- h. Printing of statement of marks (Mark sheets) of Revaluation result with prescribed paper quality and security features.
- i. Online generation of fee demand note, generation of challan and consolidated financial statement in view of University fee norms.
- j. Providing printed envelopes & forms as per samples, if needed.
- k. Uploading of results online in the format of mark sheet comprising candidate details, subject name and theory & sessional, practical marks, division etc.
- l. Result SMS to individual examinee within 12 hours from the date of result declaration.
- m. SMS and eMail alerts for each examination (Bulk 'N' number of messages and E-Mails) to each candidate in a year, as per instructions of ALU.
- n. Providing answer books from packets required for RTI, legal and other purposes as and when demanded.

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-30000)


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1.5	Online digital students profile: <ol style="list-style-type: none"> To prepare complete result profile in digital form of students enrolled during the tender duration of all courses. Result profile should be provided for all candidates 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 it may get 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 results were declared during 2019-20 to 2023-24 of all courses by previous firm shall also be uploaded in online digital student profile at present tenderer server. Uploading of electronic data/ copy of every Examination Mark Sheet and Degree data of every student at Digilocker or at NAD portal or as specified by the University. 			
1.6	Preparation of degree data:- Providing college wise degree data of passing out students such as name, program, name of college and enrollment no., roll no. and division etc. (both in Hindi & English) along with scanned photo. Course wise, branch wise merit list of examinees of first 30 candidates shall also be provided. Merit list shall be prepared as per ALU regulations, rules, ordinance etc. University can ask online form for updation and editing of degree data by candidates/colleges. Online verification and correction of degree Data:- <ol style="list-style-type: none"> 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 etc. both in English and Hindi and its verification and updation. Online uploading of photograph and documents for updation purposes. SMS and E-mail alerts to students/ colleges, time to time as per ALU directions. (Estimated Number of Students-40000)			

Note:- If activities as mentioned in Part-A: Data Processing Work of Session 2024-25 which includes Enrollment work and Pre-Examination work have already been taken up for any of the class/course by the previous tenderer, 2% deduction shall be made from the tenderer as per the rate decided for Part-A of this tender against such works only. In rest classes/courses payment shall be made in full as per the approved rate.


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S. No.	PART-B- PREPARATION OF ANSWER BOOKS	Unit	Rate per Unit (in Rs.) Excluding GST and Other Taxes. (Semester Pattern Exam.)	Rate per Unit (in Rs.) Excluding GST and Other Taxes. (Year Pattern Exam.)
2. 2.1	<p>Preparing Examination Answer Books (A.B.) for Evaluation. This work includes following activities:</p> <ul style="list-style-type: none"> i) Verification of answer books (received) college wise with the C.S. Diary. Shuffling of A.B. on marking & Making Packets of A.B. (Approx. 30 No. each). 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 (150-300 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 envelopes 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. <p>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 come enforce.</p> <p>(Estimated Number of Answer Books- 900000 for Estimated Number of Students-200000 (144000 Semester + 56000 Annual))</p>	Each Student		
2.2	<p>Preparing Examination Answer Books for Re-evaluation. This work includes following activities:</p> <ul style="list-style-type: none"> i) Identification of Roll Numbers to fictitious Numbers for applied subjects for revaluation 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. 			

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	<p>vii) Preparing & Making set of award lists & other forms for each packet</p> <p>ix) Preparing & Putting the Address tag of Evaluator and ID on these Bundles.</p> <p>x) Dispatch of Bundles to the coordinators/evaluators along with records of the dispatch. (Vehicle and messenger will be provided by the university).</p> <p>xi) Safe custody of answer books at warehouse/cellar after its evaluation as per direction of University.</p> <p>xii) Providing answer books from packets required for RTI, Legal and other purposes as and when demanded.</p> <p>xiii) Supervision of above work.</p> <p>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 come enforce.</p> <p>(Estimated Number of Answer Books- 100000 for Estimated Number of Students-30000)</p>			
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 (in Rs.)			

S. No.	PART-C- MISC. ACTIVITIES	Unit	Rate per Unit (in Rs.) Excluding GST and Other Taxes.
1	<p>Receiving online applications and Printing of all types of Duplicate Provisional Certificates, Duplicate Migration Certificate, Duplicate Final Year Consolidated mark sheet, Duplicate mark sheet, Transcript etc. 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 pre-printed envelope of same specification of size 11" x 14" for further packing of sets of document OR cloth lined envelope of size 9.5" x 13" and 11" x 14" pre-printed envelopes.</p> <p>Design, development, implementation, execution, maintenance and hosting of Web based application and/or Mobile Application based (App) for getting online applications and tracking the end-to-end live status of applications. Mobile Application must be compatible on Android and iOS both. University Exam. Section will be keep Admin (separate Admin Credentials) to check status of online applications to delivery (end-to-end) status.</p> <p>(Estimated number of Documents 15000)</p>	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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Item Rate BoQ**Tender Inviting Authority : Registrar, Dr. Bhimrao Ambedkar Law University, Jaipur.****Name of work : Hiring of Services for Pre-Post Examination work, Data Processing, Preparation of Answer Books for Evaluation and Result Preparation Work.****Contract No.: F.4(3)EXAM./ALU/2024-25/ 5900 Dt. 05.02.2025**

Name of the Bidder/ Bidding Firm/ Company						
PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Value only)						
S. NO.	Item description	Unit	Rate per unit (in Rs.) excluding GST & other taxes.	GST & other taxes, if any (Such as statutory taxes)	Grand Total (Rs.) in figures	Grand Total (Rs.) (in words)
1	2	3	4	5	6	7
1.1	PART A (Semester Pattern Exam.) DATA PROCESSING WORK 1.1 Enrollment Work 1.2 Pre-Examination Work (Main/Back) 1.3 Post Examination Work (Main/Back) 1.4 Revaluation work 1.5 Online digital students profile 1.6 Preparation of degree data	Each Student				
1.2	PART A (Year Pattern Exam.) DATA PROCESSING WORK 1.1 Enrollment Work 1.2 Pre-Examination Work (Main/Back) 1.3 Post Examination Work (Main/Back) 1.4 Revaluation work 1.5 Online digital students profile 1.6 Preparation of degree data	Each Student				
2.1	PART B (Semester Pattern Exam.) PREPARATION OF ANSWER BOOKS 2.1 Preparing Examination Answer Books (A.B.) for Evaluation. 2.2 Preparing Examination Answer Books for Revaluation.	Each Student				
2.2	PART B (Year Pattern Exam.) PREPARATION OF ANSWER BOOKS 2.1 Preparing Examination Answer Books (A.B.) for Evaluation. 2.2 Preparing Examination Answer Books for Revaluation.	Each Student				
Total in figures						
Quoted Rate in Words						

Registrar
Dr. Bhimrao Ambedkar Law University
Shiksha Sankul, Jaipur

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Tender Inviting Authority : Registrar, Dr. Bhimrao Ambedkar Law University, Jaipur.
Name of work : Hiring of Services for Pre-Post Examination work, Data Processing, Preparation of Answer Books for Evaluation and Result Preparation Work.

Contract No.: F.4(3)EXAM./ALU/2024-25/ 2900 **Dt.** 05.02.2025

Name of the Bidder/ Bidding Firm/ Company						
PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Value only)						
S. NO.	Item description	Unit	Rate per unit (in Rs.) excluding GST & other taxes.	GST & other taxes, if any (Such as statutory taxes)	Grand Total (Rs.) in figures	Grand Total (Rs.) (in words)
3.1	PART C MISC. ACTIVITIES: 1.1 Printing of all types of Duplicate Provisional Certificates, Duplicate Migration Certificate, Duplicate final year Consolidated Marksheet, Duplicate Marksheet, Transcript with etc. 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"x14" for further packing of sets of document or cloth lined of size 9.5"x13" / 11"x14" preprinted envelopes.	Each Document				
Total in figures						
Quoted Rate in Words						


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ANNEXURE -IX

SPECIAL CONDITIONS OF TENDER & CONTRACT

1. **Risk & Cost Clause:** - The Procurement Entity 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 Procurement Entity, 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 Procurement Entity, 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 Procurement Entity, 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 Procurement Entity, 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/services which the tenderer has failed to supply/provided :-

(a) Delay upto one fourth period of the prescribed delivery period.	2½ %
(b) Delay exceeding one fourth but not exceeding half of the prescribed delivery period.	5%
(c) Delay exceeding one fourth but not exceeding three fourth of the prescribed delivery period.	7½ %
(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.



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- 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, ALU and approved by Vice-Chancellor, ALU) :
- (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 deductions will be valid only for count of mistakes committed up to 1-3% of the candidates registered in that class. If number of mistakes are more than 3%, higher rate of deductions i.e. Double rates will be made on the recommendation of COE and approved by HVC.
3. Payment - Where number of students are less than 50 in an examination, minimum charges for 50 students each class examination shall be payable. In other cases, charges for actual number of students shall be payable. Student for each class examination for payment purposes shall be considered on actual candidate basis appeared in the examination in all respect. If any student, appearing in a class examination and giving/selecting paper(s) of lower class(es) of same course at the same time, shall be considered as one student not multiple class student. Payment to the firm shall be payable for one student in such case.
 4. 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.
 5. 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 for an another year as per RTPP Act 2012 and Rule 2013 on mutual consent.
 6. 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.
 7. No mobile phone will be allowed with firm staff except for which permission is granted by University.
 8. Body search shall be made daily at entry and exit of firm employee.
 9. No extra cost shall be paid by ALU for any work mentioned above other than rates approved for the items.
 10. 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



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11. Minimum one security guards (preferably Ex-Service man) will be deployed where answer books processing work are carried out for the security and secrecy purposes by the firm at ALU premises.
12. Employees of firm shall wear a dress code or in a formal dress 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 intimation should be made and staff should be present in person before giving appointment.
13. Any liability regarding person engaged in job work by the firm will be borne by contractor/ firm.
14. Bill of payment may be raised for course wise class wise after completion of work to avoid repetitive/ more bills.
15. 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.
3. GST Registration Number should be quoted and copy of the same be submitted, without which the tender is liable to rejection.
4. 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.
5. **Validity:**—Tenders shall be valid for a period of 90 Days from the date of opening of Technical Bid.
6. 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.
7. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
8. 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.
9. Direct or indirect canvassing on the part of the Bidder or his representative will be a disqualification.
10. **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 last date decided for submission 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.


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- (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 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.
11. **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.
 12. **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 even after the work order is given.
 - (iv) When the bidder fails to commence the services/work as per work order within the time prescribed.
 13. **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 5% of the value of the contract for which tenders are accepted within 10 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 Rule 75(4) on satisfactory completion of the work and after satisfaction that there are no dues outstanding against the Bidder.
 14. **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 from the successful bidder in case of unbalanced Bid.
 15. **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.
 16. 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



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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.

17. Recoveries: -

Recoveries of liquidated damages, risk & cost, shall ordinary be made from bills. Amount may also be withheld to the extent of L.D./risk & 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.

18. 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.

19. 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.

20. 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.

21. 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.

22. 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.

23. All other/remaining general terms & conditions shall apply as laid down in Rajasthan Transparency in Public Procurement Act 2012 & Rule-2013.

24. 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


Registrar
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Shiksha Sankul, Jaipur



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Proforma- A

**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 enquiries/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 Examination Boards or by the Court of Law, since inception of the Bidder/Company. I further undertake that if above declaration proves to be wrong/incorrect or misleading, our Bid/contract stands to be cancelled/terminated and University may initiate legal action as per law against the Bidder and authorised person of the Bidder.

Date :

Place :

Seal & Signature of Bidder


Registrar
Dr. Bhimrao Ambedkar Law University
Smriti Sankul, Jaipur



DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR

{A State Funded University of Rajasthan}

Plot No. 08, Dehmi Kalan, JDA Institutional Scheme, Bagru

Tehsil- Sanganer, Distt- Jaipur-303007 (Rajasthan)

www.alujaipur.ac.in

[email: registrar@alujaipur.ac.in](mailto:registrar@alujaipur.ac.in)

Proforma- B

SELF-DECLARATION

(Declaration by Bidder regarding Qualifications)

{To be filled by the Bidder}

Declaration by Bidder

I/We relation to my/our bid submitted for subject conforming to THE TERMS and Conditions of Bid Document in response to the Notification No. dated as an Owner/Partner/Director/Auth. Signatory of I/We hereby declare that: -

- 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.
- l) 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 :

Place :

Seal & Signature of the Bidder

 Registrar
Dr. Bhimrao Ambedkar Law University
Shiksha Sankul, Jaipur



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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, executors 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.....
 - a. Cash/Bank Draft/Challan no/Banker Cheque no.....dated.....
 - b. Post office saving bank Passbook duly hypothecated to the departmental authority.
 - c. National savings certificates/Défense savings certificates, Kisaan Vikas Patra, 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 inandthereof 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
-------	-----------	-----------------


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6.

(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/services which the tenderer has failed to supply/provided :-

- | | |
|--|------|
| (a) Delay upto one fourth period of the prescribed delivery period. | 2½ % |
| (b) Delay exceeding one fourth but not exceeding half of the prescribed delivery period. | 5% |
| (c) Delay exceeding one fourth but not exceeding three fourth of the prescribed delivery period. | 7½ % |
| (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%.
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. 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 based on performance with mutual consent.
 10. 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.
 11. For all legal disputes the jurisdiction shall be Jaipur only.
 12. 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 theday of.....202.....

**Signature of the approved
Service Provider**

Date:

Witness No 1

Witness No 2

Signature for and on behalf of ALU

Designation

Date:

1. Witness

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 behaviour 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; or
- 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 disqualification 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:

Place :

Signature of bidder

Designation with Seal


Registrar
Dr. Bhimrao Ambedkar Law University
Shiksha Sankul, Jaipur



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Annexure-B

**Declaration by the Bidder regarding Qualifications
Declaration by the Bidder**

Declaration to my/our Bid submitted to _____ for
procurement ofin response to the Bid Notification for
**Hiring of Services for Pre-Post Examination work, Data Processing, Preparation of
Answer Books for Evaluation and Result Preparation Work No.**
F.4(3)/EXAM/ALU/2024-25/..... DatedI/we hereby declare under
Section 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 Procuring Entity;
2. 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;

Date:

**Signature of bidder
Designation with Seal**

Place :


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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 may 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) Cancellation 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 form 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 parties, 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:

Place :

Signature of bidder

Designation with Seal


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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:

Place :

**Signature of bidder
Designation with Seal**

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Shiksha Sankul, Jaipur



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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 :


Registrar
Dr. Bhimrao Ambedkar Law University
Shiksha Sankul, Jaipur



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email: registrar@alujaipur.ac.in

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 :


Registrar
Dr. Bhimrao Ambedkar Law University
Siksha Sankul, Jaipur



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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/our bid submitted for subject matter conforming to standards/guidelines/T&C of Bid Document in response to the Notification No. _____ dated _____ as an Owner/Partner/Director/Auth. Signatory/ Manufacturers/Whole Sellers/ Sole distributor/Authorised dealer/Bonafide dealers of, I/We hereby declare that: -

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.

Registrar
Dr. Bhimrao Ambedkar Law University
Shiksha Sankul, Jaipur



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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 :


Registrar
Dr. Bhimrao Ambedkar Law University
Shiksha Sankul, Jaipur