

डॉ. भीमराव अम्बेडकर विधि विश्वविद्यालय, जयपुर  
(रुसा ब्लॉक भूतल- शिक्षा संकुल परिसर)

क्रमांक: प.1/संस्थापन(2) अ.वि.वि./2019-20/1141

दिनांक: 16-12-2020

Dr. Deepak Bhatnagar

56/57 Rajat Path.

Mansarovar,

Jaipur -302020

Sub.: Appointment of Professional-cum- Consultant for Affiliation & Examination work of the University.

We are seeking your proposal for appointment of Professional-cum- Consultant for Affiliation & Examination work of the University.

You are requested to submit your financial proposal as per the terms and conditions of the enclosed Terms of Reference (TOR) latest by 24.12.2020 at 4.00 PM at University Office - RUSA Block, Ground Floor, Shiksha Sankul, Jaipur.

  
Registrar  
कुलसचिव

डॉ. भीमराव अम्बेडकर विधि विश्वविद्यालय  
जयपुर

**DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR**  
(RUSA Block-Ground Floor, R.K. Shiksha Sankul)  
**Terms of Reference for Procurement/hiring the services of Professional-cum-  
Consultant for Affiliation and Examination work**

## **TERMS OF REFERENCE**

### **1. Introduction**

Dr Bhimrao Ambedkar Law University, Jaipur, Rajasthan came into being as a State University of Govt. of Rajasthan by an Act No. 6 of 2019 dated 26th February 2019. The University, besides, its residential campus at Jaipur, is mandated to have its jurisdiction in the entire State of Rajasthan to extend affiliation to all Law Colleges. The University has been recognized by UGC under section 2 (f) of UGC Act, 1956, vide notification No.F.9- 6/2020(CPP-I/PU) dated 12 May 2020 and letter No. F.9-6/2020(CPP-I/PU) dated 14th May 2020.

### **2. Objectives**

The University requires an Professional-cum-Consultant for Affiliation and Examination work who has relevant experience and can formulate and execute all the work related to Affiliation and Examination in the newly established University.

#### **Scope of Work**

- a) **Affiliation** : Formulation and execution of affiliation work of all law colleges of the state of Rajasthan except constituent colleges of prevailing universities.
- b) **Enrolment**: Formulation and execution of Enrolment work of the students and Document Verification etc.
- c) **Pre Examination**: Formulation and execution of Pre Examination work viz Generating of Examination forms, Admission cards, Centre

1/5  
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डॉ. भीमराव अम्बेडकर विधि विश्वविद्यालय  
जायपुर

fixing, Attendance sheets, Roll Data Register, Paper Setting work such as preparation Panel of Examiners and Dispatch of Question paper Material to the Examiners etc.

d) **Post Examination:** Formulation and execution of post Examination activities viz arrangements of Answer Books, collection, uploading online if required so and sending for Evaluation, Result preparation and Mark sheets, student services, Revaluation of Answer Books, Preparation of Degree Data etc.

e) **Co-ordination & Supervision:** To ensure the effective execution with co-ordination, supervision and monitoring of out-sourced agency work, if procured/hired for above purposes.

All the work will be accomplished in a qualitative and time bound manner according to norms, rules and regulation.

Professional cum consultant will be responsible for overall co-ordination, supervision and monitoring work, will be done as per requirements of the above work upto the satisfaction of Dr. Bhimrao Ambedkar Law University administration.

### **3. Responsibility and Duties:**

To do all works mentioned in scope of work.

### **4. Qualifications :**

The consultant shall have following minimum qualification:

- Post Graduate and Ph.D
- Must have relevant Experience in the field of Affiliation and Examination work in a Reputed University/same Organization.
- Must have 15 years of teaching Experience in a Reputed University.
- Excellent knowledge of Information Systems, Relevant Best

2/5  
Dr. Bhimrao Ambedkar Law University  
Mumbai

Practices, and current application development methodologies.

#### **5. Commencement of Assignment:**

- The Professional-cum-Consultant shall commence the assignment as per LOA (Letter of Acceptance).

#### **6. Time Period of assignment**

- The Assignment shall be for a period of One Year from the date of commencement.

#### **7. Financial Proposal**

- The financial proposal will be submitted by the applicant offering the services of the Professional-cum- consultant for affiliation and Examination work.
- In preparing the Financial Proposal, the applicant is expected to take into account the requirements and conditions of the TOR.

#### **8. Payment Schedule**

- The remuneration of the Professional-cum-consultant will be paid monthly. GST, if applicable, will be borne by the University in addition to the quoted price.
- Lodging and boarding charges, for the journeys performed outside Jaipur for official purpose by the consultant will be made as per University/Government Rules.
- The payment will be released to the Professional-cum-Consultant on the production of monthly bill.

#### **9. University Obligations**

- The Professional-cum-Consultant shall be provided suitable office space as per requirement of the assignment.

3/5  
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## 10. Confidentiality

- The Professional-cum-Consultant must keep confidential all matters relating to the proceedings and files of the University.

## 11. Conflict of Interest

- The University requires that the Professional-cum-Consultant to provide his services in a professional, objective and impartial manner and at all times hold the University's interests paramount; avoid conflicts with his other assignments or interests, and act without any consideration for future work. The Professional-cum-Consultant shall not engage, either directly or indirectly, during the term of this assignment in any business or activities which would conflict with the activities assigned to him by the University.

## 12. Termination of Assignment:

- The University can terminate the assignment by giving a written notice of not less than one month, without assigning any reason. The Professional-cum-Consultant can also resign by giving one month's notice.

Signature & Name  
of the Professional-cum-Consultant

4/5

**Format of Financial Offer**

S.No.	Work	Offered Price per Month
1.	Providing services of Formulation and execution of affiliation work, Enrolment, Pre Examination, Post Examination, with overall Responsibility as a Professional-cum-Consultant for Dr. Bhimrao Ambedkar Law University, Jaipur	
	Total Price per Month (excluding applicable taxes, if any)	

(Price in Rupee \_\_\_\_\_)

Signature with Name and Address of the Professional-cum-Consultant

5/5  
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