

TENDER DOCUMENT

FOR

**DESIGN & DEVELOP, IMPLEMENTATION &
SUPPORT**

FOR IMPLEMENTING

**ONLINE EXAMINATION PROCESSING
SYSTEM**

FOR



MAGADH UNIVERSITY,

BODH GAYA, BIHAR – 823 234



MAGADH UNIVERSITY,

Bodh Gaya, Bihar - 824234

INDEX

SECTION	DESCRIPTION	PAGE NUMBER
1	Notice Inviting Tender	3
2	Bid Details	4 – 5
3	Scope of Work	5 – 7
4	Terms and Condition	8 – 10
5	Technical Bid Checklist	11 – 12
6	Corrupt and Fraudulent Practices	13
7	Undertaking for Blacklisting	14
8	Bidder Profile	15
9	Acceptances of Terms & Conditions	16
10	Undertaking by Bidder	17
11	Financial Bid	18 – 19

SECTION - 1

NOTICE INVITING TENDER (NIT) FOR ONLINE EXAMINATION PROCESSING SYSTEM

Tenders are hereby invited in two parts (Technical bid and Financial bid) for the **ONLINE EXAMINATION PROCESSING SYSTEM** of Magadh University, Bodhgaya from 31st May, 2023 onward. The tender document along with the details of the works, terms and conditions can be downloaded from the University website www.mueducation.ac.in or may be procured from University Office as per details below. Tenders shall be received only through speed post/registered post/courier/by hand. The undersigned reserves the right to cancel /amend the tender at any stage without assigning any reason thereof.

- Last date for sale of forms : 30/06/2023 till 02:00 P.M.
- Last date for submission of Tender : 01/07/2023 till 12:00 NOON
- Date of Opening of Tender : 01/07/2023 at 02:00 P.M.
- Cost of Tender Document : ₹5,000/- (Rupees Five thousand only)
- Earnest Money Deposit : ₹5,00,000/- (Rupees Five Lakh only)
- Venue of the Opening of the Tender: Office of Registrar, Magadh University,
Bodhgaya

Registrar
Magadh University, Bodhgaya

SECTION – 2

BID DETAILS

Magadh University, Bodhgaya was founded in 1962 and is one of the largest and oldest Educational Institutions of Higher Education in Bihar. All the colleges under Gaya, Aurangabad, Nawada, Jehanabad and Arwal districts comes under Magadh University, Bodhgaya. There are 125 Affiliated colleges and 20 Constituent colleges registered under Magadh University, Bodhgaya. The University has more than 1,00,000 students enrolled in undergraduate and postgraduate courses. With more than 100 faculty members the University plays a major role in the educational, cultural and economic life of the student region.

Magadh University invites tender for “**ONLINE EXAMINATION PROCESSING SYSTEM**” from reputed, leading, professionally and financially sound and duly registered firms/agencies/organizations which have the relevant and similar experience for the **ONLINE EXAMINATION PROCESSING SYSTEM** like admission, registration and examination process of the University.

Magadh University invites sealed tenders into two bid formats (Technical bid and Financial bid) for Online Examination Processing System. The firms/agencies are also required to carry adequate financial status with an annual turnover of ₹10 crore (Ten Crore) in each of the last three financial years and should be a profit-making company/ organization. Technical & Financial bids are to be submitted in separate sealed envelopes “Technical Bid – Envelope A” and “Financial Bid – Envelope B” addressed to “The Registrar, Magadh University, Bodh Gaya, Bihar - 824234. The technical bid should accompany the Earnest Money Deposit of ₹5,00,000/- (Rs. Five Lakh only) (Refundable) in the form of account payee demand draft/banker’s cheque of any scheduled/nationalized bank in favor of “Registrar, Magadh University” payable at Bodh Gaya. The tenders containing technical bid and financial bid in separate envelopes should be put and sealed in an outer cover (bigger envelope) super-scribed as **TENDER FOR ONLINE EXAMINATION PROCESSING SYSTEM** and addressed to “The Registrar, Magadh University, Bodh Gaya, Bihar - 824234.” The tenders should be received through speed post/ courier/ by hand on or before 01/07/2023. The tender received after the stipulated date and time shall not be considered and is liable to be rejected summarily.

The tenders not conforming to the requirements mentioned above and as laid down in the terms and conditions or not accompanied by earnest money and tender fees are liable to be rejected summarily. All pages of the tender should be signed by the bidder

with a seal. The technical and financial bids shall be duly filled in and submitted in original. The writing should be clear and legible. Where figures are furnished, the same is to be written in words. All columns in the tender documents should be filled up. Attach separate sheets wherever necessary.

The tender comprising the technical and financial bid should be signed by all the partners in the case of the partnership firm and by the Managing Director or Director or Secretary authorized by the resolution of the Board of Directors in the case of a private/public limited firm and by the Proprietor in case of Proprietorship Firm. The bid must be unconditional and in the given format in the tender document.

SECTION – 3

SCOPE OF WORK

1. ONLINE ADMISSION AND REGISTRATION WORKS

University needs Online Examination Processing system software, design personally to manage the entire online admission, registration and result processing of all courses offered by the University.

A. ADMISSION MODULE

- Placing advertisements online and generation of Online application forms.
- It will be validated with eligibility criteria and the seat matrix of respective courses and colleges.
- Online application form will facilitate students to apply to various colleges and courses in a single application form.
- Online application form will be seeking fee payment depending on caste/category of students or as directed by the University.
- Providing a secured payment gateway for payment of fees through a payment gateway where the University bank A/c will be directly linked up.
- Generation of Student Login ID with a password for uploading data, photos, submitting of fees, payment receipt and getting admission details of students.
- Publication of merit list in accordance with the norms or rules provided by the University and reservation policy of the State Government.

- Online seat status display.
- SMS and Email will be sent to all selected candidates on the merit list.
- Online Admission letter generation with students photograph and signature with downloading features.
- College Login ID to view their individual seat matrix and no. of applicants applied, online submission for selected candidates in merit list with documents verification feature, Admitted and Vacant seat status should also be displayed. A facility to partially or fully rejection of applicant should also be available.
- Generation of various MIS reports as per the requirement of the University. Such as no. of students who applied for the admission (subject wise/ course wise) and category wise, fees collection reports and various other reports.

B. REGISTRATION MODULE

- Registration of admitted students with Unique Registration ID after login in through their User ID and password sent to their Mobile number and Email ID.
- The students will make a payment of a certain amount as decided by the University for the Registration process.
- Providing a secured payment gateway for payment of fees through payment gateway where University A/c bank will be directly linked up.
- The Registration number should indicate the year of admission, the college, the department or course, etc. or as directed by the University.
- Development of Student Master Data, creating and maintaining personal record of the admitted students, prior educational qualifications, maintaining a scanned copy of the certificates and photographs.
- All the generated Registration number can be verified by the colleges through their college login id.
- After verification by the colleges the students can download their Registration Slip by login in through their User ID and password.
- Generation of various MIS reports as asked by the University.

C. PRE-EXAMINATION MODULE

- Design and develop Examination forms for different courses on the web portal of the University.
- Inviting online application forms for examination by the eligible students.
- Online payment of examination fees through a secured payment gateway.
- Generation of payment receipt of fees submitted.
- Online generation of Admit Card can be downloaded through OTP/password sent on the registered mobile of the students.
- Dynamic selection of examination center or as directed by the University.
- Preparation of Scheme of Marks for respective examination as per the Magadh University ordinance/syllabus of concerning examination.
- Publication of Attendance/absentee Sheet for each center in the prescribed format given by the University.
- Provide Attendance Sheet, Roll Sheet, Dispatch Memo to the University within the stipulated time given by the University.
- Complete MIS report as desired by the University should be given.

D. POST EXAMINATION MODULE

- Receiving the answer copies from the University into a packed bundle.
- Sorting of Answer copies.
- OMR Data creation for scanning of OMR Sheets and decoding the data of students from the sheet.
- Master creation of Registered students.
- Mapping of Student data with their unique registration number.
- Final preparation of data for the final result publication.
- Creating an option for entering practical marks for every college through their college login ID and password.
- Merging practical marks and theory marks together to create the final marks of the students.
- After confirmation by the University, the Firm should upload the results on the web portal of the University.
- Each student can access their marks by entering roll number and can download their mark sheet from their itself.
- Supply of Marksheet & Provisional Certificate with at least 7 security features and printing of Tabulation Register (T.R.) in 3 copies (A3 size) college wise.

- Supply of Degree Certificate with at least 13 security features on 175 Micron Non Tearable paper.
- Result of various examination on the basis of Roll List carry forward awards and foils provided by the Magadh University with scheduled time period.

SECTION – 4

TERMS AND CONDITIONS

- a) The University does not bind themselves to accept the lowest or any other offer and reserves all the rights to accept or reject any or all the offers without assigning any reason.
- b) The University also reserves the right to reject any bid which in his opinion is violating any of the conditions and statutory provisions without any liability to any loss whatsoever it may cause to the tenderer in the process. Preference may be given to the experience bidder of the related work over the rates and negotiation may be arrived at for accepting the lowest quotes by the other bidder.
- c) This document states the complete information on the Tender submission start date and end date.
- d) The tenderers shall be deemed to have studied the items, specifications, and details of the tender and to have acquainted himself/themselves with the conditions attached.
- e) Incomplete/Conditional tenders are liable to be summarily rejected.
- f) The rates are to be quoted in Indian Rupees only. The bidder shall quote the prices both in words and figures. In case of differences in words and figures, the rates offered in words shall prevail for consideration. GST and Taxes will be paid extra.
- g) There should not be any overwriting or corrections in the tenders. If the figure is required to be amended, it should be neatly scored out, the revised figure written above and the same attested with signature and date; otherwise, their tender will be liable for rejection.
- h) The bidder must have 5 years of experience in the job of Examination Processing

System.

- i) The bidder should not have been blacklisted or penalized by Govt of India/ State Govt/Departments/their affiliated Enterprises etc. and should furnish an affidavit on Rs 100/- Non-Judicial or E-Stamp Paper to this effect.
- j) The winning bidder is required to enter into a contract or agreement with the University that includes all of the terms and conditions outlined in the tender together with the final, approved rates for a three-year period and it can be extended further upon the decision of the University and the Firm.
- k) The Consortium bidders are eligible to bid.
- l) **Bid Security:** The Bid Security of ₹5,00,000/- (Rs. Five Lakh only), will be deposited by the tenderer through account payee Demand Draft, Fixed Deposit Receipt, or Banker's Cheque drawn in favor of the "Registrar, Magadh University" payable at Bodh Gaya. The tenders will be rejected summarily in case of no submission of Bid Security. The Bid Security of those firms whose tenders are not approved will be refunded. However, no interest will be payable by The Registrar, Magadh University, Bodh Gaya, Bihar - 824234 (Bihar).
- m) **Payment:** The bills will be settled within 30 days from the date of delivery to Magadh University, Bodh Gaya, Bihar - 824234. The bills shall be prepared in duplicate in favor of The Registrar, Magadh University, Bodh Gaya, Bihar – 824234 along with the received copy of challan along with a copy of the work order.
- n) **Delivery:** The printer selected will be required to print and deliver it directly to the Warehouse of Magadh University, Bodh Gaya, Bihar - 824234
- o) **Unresponsive Tenders:**
The following kind of tenders will be treated as unresponsive tenders:
 - i) Not meeting the qualifying criteria i.e., carrying required financial status, registered with the appropriate authorities, furnishing the declaration regarding blacklisting on stamp paper, etc.

- ii) Unsigned tender document/terms & conditions/pricing bid document.
 - iii) The tenderer not agreeing to any of the terms & conditions so listed. The bidder should not impose any counter condition and in such case, the tender shall be summarily rejected.
 - iv) In the event of furnishing false/incorrect/incomplete/forged information by the bidder, the Bid Security in respect of such bidder shall be forfeited.
- p) **Amendment to Bid Document:** At any time prior to the deadline for submission of bids, The Registrar, Magadh University, Bodh Gaya, Bihar may for any reason, whether on his own initiative or in response to query required by any prospective bidder, add/modify/delete any portion of the bid document by the issuance of an addendum which would be published on the website. The amendment will be uploaded on Magadh University, Bodh Gaya, Bihar – 824234 website (www.mueducation.ac.in) for the benefit of all prospective bidders. The addendum shall be binding on all the bidders. It is the responsibility of the Bidder to verify the amendments if any from the tender portal.
- q) **Extension:** The Tender will be valid for three years from the date of award of the Contract and can be extended further upon the decision of the University and the Firm.
- r) **Dispute:** In any case of dispute, the decision of the Hon'ble Vice Chancellor of Magadh University, Bodh Gaya will be final and binding.

SECTION – 5

TECHNICAL BID CHECKLIST

Information on the profile of the Printer with Enclosure:		
1.	Tender Document received from	Website/ Office
2.	Name of Firm	
3.	Address	
4.	Nature of the Firm	
5.	Registration under the Shop and Establishment Act	
6.	NSIC Registration Number	
7.	Udyog Aadhar Number	
8.	UDYAM Registration Number	
9.	ISO 9001:2015 Certified Firm/Company	
10.	SSI Registration Number or Municipal Factory License	
11.	Details of bank Account: i) Name of the Bank ii) Address iii) Account No.: iv) Savings/Current Account v) IFSC Code: (Please enclose a copy of the cheque leaf duly	

	canceled)	
12.	Copy of PAN Card	
13.	Copy of GST Registration Certificate	
14.	Copy of IT Return for 2019-20, 2020-21, 2021-22	
15.	Copy of GST Return 2019-20, 2020-21, 2021-22	
16.	Audited Account Statement (Balance Sheets & Profit and Loss Account) & Annual report for each financial year 2019-20, 2020-21, 2021-22.	
17.	Affidavit regarding blacklisting on Non – Judicial or E-Stamp paper of Rs.100/-	
18.	Details of Cost of Tender i) Name of the Bank ii) DD/BC No. iii) Date iv) Amount	
19.	Details of Bid Security i) Name of the Bank ii) DD/BC No.: iii) Date iv) Amount	

Please sign all enclosures signed with a seal by the owner/partner/director/ proprietor.

Please assign page no._____ and indicate against each of the above particulars.

Note:

1. All the documents submitted with this form should be self-attested and stamped by the bidder.
2. Bidder will not enclose any other additional documents other than those asked above.

3. All the pages of the above enclosures will be serially numbered and the total number of enclosed pages should be mentioned as_____ (Total No. Of pages enclosed).
4. It is certified that I/We have read and understood the above technical specifications and have quoted the rates accordingly. If any deviation is found, then the firm is liable to any punitive action, as mentioned in the terms & conditions of the tender.

Signature of the bidder

SECTION – 6

CORRUPT OR FRAUDULENT PRACTICES

Magadh University, Bodhgaya requires that the Bidders under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the University

- a) Defines for the purposes of this provision, in the terms set forth as follows:
- Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of any Gaya District.
 - Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or execution of a contract to the detriment of Magadh University and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the University of the benefits of free and open competition.
- b) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- c) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
- d) The past performance of the Bidder will be crosschecked if necessary. If the facts prove the same to be dubious, the Bidders tender will be ineligible for further processing.

SECTION – 7

UNDERTAKING TO BE GIVEN ON NON-JUDICIAL OR E-STAMP PAPER

It is certified that my firm/agency/tenderer has never been blacklisted by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on.....

Signature of the Tenderer :

Place:

Name of the Signatory :

Date:

Name of the Firm/agency :

Seal of the Firm/Agency:

SECTION – 8
BIDDER PROFILE

COMPANY NAME & ADDRESS

Name			
Address			
City		District	
State		Pin	
Telephone		Mobile No	
Fax		E-mail	

Annual Turnover

Sl. No.	Audited Annual Turnover in the last three F.Y. years	Turn Over (Rupees)
1.	F.Y. 2019 - 2020	₹
2.	F.Y. 2020 - 2021	₹
3.	F.Y. 2021 - 2022	₹

Signature of the bidder

SECTION – 9

ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS

To,
The Registrar,
Magadh University,
Bodh Gaya,
Bihar - 824234

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender No:....., regarding Online Examination Processing System for Magadh University, Bodh Gaya, Bihar – 824234.

I declare that all the provisions, of this Tender Document, are acceptable to my Firm/Company, I further certify that I am an authorized signatory of my Firm/company and am, therefore, competent to make this declaration

Signature of the Bidder

Date:

Place:

SECTION – 10

UNDERTAKING BY THE BIDDER

To,
The Registrar,
Magadh University,
Bodh Gaya,
Bihar – 824234

Ref: Tender No. _____

Sir,

We declare.

- i) That I/We have complete knowledge in implementing the project under reference.
- ii) That I/We are equipped with adequate manpower/machinery/technology for providing the services as per the parameters laid down in the Tender Document.

We hereby offer to provide the Services at the prices and rates mentioned in the Financial Bid enclosed by us.

We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide services as per these terms and conditions. The deviations from the Terms of

Reference are only those mentioned, specifically by us.

Bid Security (Earnest Money) for an amount of ₹5,00,000/- (Rupees Five Lakh only) in the form of _____ is submitted as required.

We do hereby undertake that until a formal Contract/Agreement is prepared and executed this bid together with your written acceptance thereof or placement of a letter of intent awarding the Contract, shall constitute a binding contract between us.

Signature of Bidder

SECTION – 11

FINANCIAL BID

Sl. No.	Particulars	Description	Amount in Figures	Amount in Words
1.	Design and Develop, Implement and Support, for implementation of Online Processing Examination System.	Lumpsum		
2.	AMC for 2 nd years onwards	In percentage of selling price		
3.	Complete work related to the Admission Process work.	Rate per student		
4.	Complete work related to the Registration Process work.	Rate per student		
5.	Complete work related to the Pre-Examination process work.	Rate per student		
6.	Complete work related to Post Examination and Result process work.	Rate per student		

7.	Paper Size above A3 size	Rate per Page		
8.	Paper size A3	Rate per page		
9.	Paper Letter/A4 Size	Rate per page		
10.	Data Entry of Each Students record of referral fields	Rate per record		
11.	Unbinding and Binding of T.R. Register	Rate per Register		
12.	Supply of Marks sheet with at least 7 security features on 105 GSM Parchment paper	Rate Per Mark sheet		
13.	Supply of Provisional Degree Certificate with at least 7 security features on 275 GSM Ivory Paper.	Rate per Degree		
14.	Supply of Degree Certificate with 13 Security Features on 175 Micro Non-Tearable Paper.	Rate per Degree		

Signature of the Bidder
Date:
Place