



**MOTHER TERESA WOMEN'S UNIVERSITY
KODAIKANAL – 624 101.**

EXAMINATION SECTION

Tender Ref. No. _____

Date: 04.01.2019

Inviting of Tenders from registered IT companies to carry out various examination tasks for a period of two years from May/June 2019 Examinations.

TENDER NOTIFICATION

SEALED TENDERS are invited under two Stage Open Tender System, i.e., separate cover for Technical Bid and Price Bid put together under one cover, are invited by the Registrar, Mother Teresa Women's University from the registered IT companies for carrying out various examination tasks for a period of two years from May/June 2019 Examinations. The Detailed Tender Documents with specifications, terms and conditions, etc., can be downloaded from <http://www.motherteresawomenuniv.ac.in> the University Website. The last date for receipt of the tender in this office is up to 3 p.m on 24.01.2019. This should be superscribed as **Tender Ref. No.** _____ due on **24.01.2019** at **3.00** p.m. The same will be opened by the Registrar or any of her authorized representatives of this University at 5.00 pm on the same day in the Registrar's office in the presence of such of those tenderers or their duly authorized agents who may be present at that time. The person attending the tender opening shall produce an authorized letter issued by the authorized signatory of the bidding company.

Cost of the Tender:

- (1) Any interested tenderer can submit the tender documents to the office of The Registrar, Mother Teresa Women's University, KODAIKANAL - 624 101 along with the payment by means of DD for Rs.2,00,000/- favoring "The Registrar, Mother Teresa Women's University, Kodaikanal – 624 101" as EMD and another DD for Rs.15,000 favoring "The Registrar, Mother Teresa Women's University, Kodaikanal – 624 101" as Document fee.

Eligibility:

- (2) The eligible bidder should be an IT based company in existence for five years and having adequate knowledge in the field of Barcode / QR code Developing; OMR/ICR Technology; Data Room Maintenance; Capable of reading or extracting data by OMR/Image and Handling of bulk images as well as meeting all the pre-qualification criteria as provided in this tender.
- (3) Only those tenderers who fulfill eligibility and pre-qualification criteria mentioned in this tender alone are eligible to RESPOND for this tender. The bids received from any of the tenderers who do not fulfill the required pre-qualification criteria are liable to be rejected.

Earnest Money Deposit:

- (1) Demand Draft for EMD of Rs.2,00,000/- (Rupees Two Lakhs only) drawn in favour of the Registrar, Mother Teresa Women's University, Kodaikanal – 624 101 issued by any scheduled bank should be placed in the technical bid cover.
- (2) The bid submitted without EMD amount will be summarily rejected.

Two Cover Bid:

- (1) The “Technical Bid” *in the prescribed format provided in this tender* duly completed and signed by the tenderer but “**without indicating the rate Quoted**” should be submitted in a cover (First Cover) sealed and superscribed as Technical Bid with Tender Ref. No. and due date.
- (2) The “Price Bid” *in the prescribed format provided in this tender* containing the details of Rates, Taxes, Duties, and Discounts, if any, quoted by the bidder as price bid should be submitted in a cover (Second Cover) sealed and superscribed as Price Bid with tender Ref. No. and due date.
- (3) The Price Bid cover of those bidders who have pre-qualified as per the eligibility criteria alone would be opened for consideration.
- (4) Both the Technical Bid sealed cover and the Price Bid sealed cover should be put in one sealed single cover that should be superscribed with Tender name, Reference number and due date and submitted to the Registrar, Mother Teresa Women’s University, Kodaikanal-624 101 on or before the due date and time indicated in this tender.
- (5) Any bid received after the due date and time will not be accepted under any circumstances and liable to be ignored.

2 PRE-QUALIFICATION CRITERIA

The bidding tenderer should be an IT based company registered under Indian Company’s Act and in existence for five years and should comply with the following eligibility criteria:

- i. Should have G.S.T registration issued by Government of TamilNadu.*
- ii. Should be an Income Tax Assesse with PANcard*
- iii. Should have supplied software to any State Universities in TamilNadu.*
- iv. Should have executed an IT based Integrated End to End Exam Automation Solution with any State Universities in Tamil Nadu and completed it successfully.*
- v. Should have Previous experience in printing the electronically dispatched of question papers on exact exam date and session time without connecting internet to minimum of 30 exam centers within Tamil Nadu for any one semester exam & minimum of 30000 question papers were printed for any one semester exam to any State University in TamilNadu.*
- vi. Should have executed the printing & electronically dispatched of question paper for at least two semesters to any State University in TamilNadu*
- vii. Should have executed confidential jobs related to Controller of Examination section to any State universities in Tamil Nadu.*
- viii. Should have recorded an average annual turnover of Rs. 1 crore in the last two (2) financial years (2016-17 & 2017-18)*
- ix. Should have carried out scanning (both image scan and OMR scan) of OMR/ICR sheets connected to any examinations conducted by any State University in Tamil Nadu*
- x. Should have carried out Examinations Work Processes as an end to end solution provider using a web based enterprise software in any of the State University in Tamil Nadu.*
- xi. Should have experience of managing data room administering servers and private networking of remote clients with secured access for carrying out university examination tasks.*

- xii. *Should be ready to provide a satisfactory demonstration of the actual working of the software / solution relevant to university examination processes with sample data.*
- xiii. *Should be an ISO 9001-2008 or latest version certified company for “IT, ITES, Software Development, Website Development and Security printing. The certificate must be valid on the date of opening of tender.*

3 **SCOPE OF THE WORK**

Sl.No.	SPECIFICATION
	Phase I (Pre-Examination Work)
1.	Generation and Allocation of Register Number
2.	Generation of Hall Ticket
3.	Generation of Attendance Sheet cum Seating Arrangement
4.	Provision to Entry of Internal Marks through Online for all users
5.	Provision to Entry of Practical Marks through Online for all users
	Phase II (Post Examination Work)
1.	OMR Top Sheet Scanning
2.	OMR Bottom Sheet Scanning (after valuation)
	Phase III (Result Processing)
1.	Combining both Internal & External Marks
2.	Publishing the result on University Website and through SMS directly to the students.
3.	Posting the Result Galley for downloading by individual college log in & by University login.
	Phase IV (Revaluation Work)
1.	Publication of Revaluation results

INSTRUCTIONS TO THE BIDDER

1. The Bidder is expected / advised to go through the tender documents and understand all instructions, forms, terms, scope of the work and specifications in the tender documents.
2. The tender shall be submitted as per the procedure and requirements stipulated herein. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect shall be at the Bidder's risk and may result in rejection of the bid.
3. Tender documents can be submitted by eligible bidding company in the prescribed format with the required information and supporting documents of those tenderers who purchase the tender document from the University.
4. The bid without having paid the tender cost will not be accepted under any circumstances and reasons.
5. The bidder shall bear all the cost associated with the preparation and submission of the tender. The Tendering authority is not liable for these costs regardless of the conduct or outcome of the tendering process.
6. The bidders are required to submit technical bid in the prescribed format enclosing therewith the photocopies of the following supporting documents. The originals of the same should be produced for verification before signing of the agreement, failing which their bids will be summarily rejected and will not be considered any further:
 - (i) Copy of Certificate of Incorporation indicating the legal status of the bidding company
 - (ii) Copy of G.S.T registration issued by Government of Tamil Nadu.
 - (iii) Copy of PAN Card of the bidding company

- (iv) Copies of Income Tax Returns for last two (2) financial years
 - (v) Copy of Experience Certificate / Invoice for having supplied software solution to any of the State University in TamilNadu.
 - (vi) Copy of Work Order / Experience Certificate for providing IT based integrated end to end solution to any State University in Tamil Nadu and its successful completion certificate
 - (vii) Copy of Work Order / Experience Certificate for having executed the printing the electronically dispatched question papers to minimum of 30 exam centers and minimum of 30000 question papers were printed to any of the State University in Tamil nadu.
 - (viii) Copy of Experience Certificate for having executed the printing of electronically dispatched of question papers for at least two semesters to any State University in Tamil nadu
 - (ix) Copy of Experience Certificate for having executed confidential jobs related to Controller of Examination section to any State universities in Tamil Nadu.
 - (x) Turnover Certificate from Chartered Accountant for having minimum average annual turnover of 1 crore in the last two (2) financial years (2016-17 & 2017-18)
 - (xi) Copy of Experience Certificate / Work order for carrying out OMR scanning work in any state University in TamilNadu.
 - (xii) Copy of Experience Certificate for examination automation work as an end to end solution provider in any of the State University in TamilNadu
 - (xiii) Copy of valid ISO 9001-2008 or latest version Certificate for IT, ITES, Software Development, Website Development and Security printing.
7. The technical bid should contain response details of Pre-Qualification Compliance Statement as inAnnexure-3.
 8. A prospective bidder requiring any clarification on the Tender Documents may request the Registrar, Mother Teresa Women's University, Kodaikanal in writing or by e-mail at the mailing address. Such requests for clarifications should be sent not later than seven days prior to original or extended last date for submission of the bids.
 9. At any time prior to the last date for submission of bids, the University may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bid documents by amendment.
 10. In order to give prospective bidders reasonable time for taking an amendment into account in preparing their bids, the Registrar may, at her discretion, extend the last date for the submission of bids.
 11. Quoting unrealistic rates will be treated as disqualification.
 12. The incomplete and conditional tenders will be rejected.
 13. This tender is non-transferable.
 14. The tenderers meeting the eligibility and pre-qualification criteria should not have been blacklisted by the Government Departments/ other institutions. (*Notarized Self Declaration in the specified format as in Annexure-1 to be submitted*). However, it is informed that mere fulfillment of minimum eligibility criteria does not entitle the firm for financial evaluation of their bid.
 15. The bidder shall demonstrate the actual working of the software/solution/system with sample data before the technical / evaluation committee. The bid of the tenderers, who fail to provide the demonstration or provide un-satisfactory demo will be rejected
 16. The bid prepared by the bidders and all correspondence and documents relating to the bid exchanged by the bidder with the University shall be written in English only.

17. The bids prepared by the bidder shall comprise of (i) **Technical Bid** and (ii) **Price Bid** and shall have to be submitted in sealed cover on or before the due date to the Registrar. The delay in delivery by post will not bind the University.
18. Tender submitted without EMD amount by way of DD drawn favouring the Registrar, Mother Teresa Women's University will be treated as "Tender without EMD" and will not be accepted.
19. The submission of EMD is compulsory for all the Bidders and no exemption will be granted for submission of EMD in any case. The EMD of the unsuccessful bidder will be returned to them within 30 days after finalization and award of the contract without any interest.
20. The successful Bidder's Earnest Money Deposit shall be returned upon the Bidder executing the contract work completely and satisfactorily.
21. The bid security may be forfeited:
 - a. If a bidder withdraws his bid during period of bid validity specified in the bid document
22. In the case of successful bidder, the work order will not be placed, if the bidder fails to:
 - a. Sign the contract as per the specimen provided in this tender document
 - b. Furnish the Performance security/BG as per the specimen provided in this tender document within the specified time granted by the Tendering Authority
23. All the information/ documents sought should be provided along with the Technical Bid in the prescribed format and should be in the same serial order as given in the technical bid. The technical bid, besides other details, should contain the (1) EMD Demand Draft favouring the Registrar, Mother Teresa Women's University, Kodaikanal (2) "Notarized Self Declaration" as per Annexure-1 regarding non-blacklisting of the bidding company or its Proprietor/Director by the Government; (3) "Letter of authorization for attending the bid opening" as per Annexure-2, in case a representative of the bidding company is attending the bid opening; and "Pre-Qualification Compliance Statement" as per Annexure-3. The Technical bid without these attachment and copies of supporting documents will be disqualified. (N.B. All the documents submitted in the bid must be legible and self-attested. Otherwise the bid will be rejected)
24. The Price Bid in the prescribed format should be provided in a separate sealed cover. The price bid shall specify the rates / prices in the format shown in the financial bid/price schedule
25. The Envelopes not super-scribed with the Tender details will be ignored. In the event of the specified date for the submission of Bids being declared as a holiday for the Tendering Authority, the bids shall be received up to the appointed time on the next working day.
26. All the documents submitted along with the Tender should be signed/certified by the authorized signatory of the bidding company. Any corrections, erasures or overwriting shall be valid only if the person or persons signing the bid, attesting them.
27. There should be no Handwritten Material, corrections or Alterations in the offer. Technical details must be completely filled in. Filling up of the Technical Detail Form using terms such as "OK", "Accepted", "Noted", "As given in brochure/Manual" is not acceptable. The Tendering Authority may treat offers not adhering to these guidelines as unacceptable
28. The University will not entertain any reasons or cause for delay or late submission of bid and such late bid will not be accepted.
29. The rates/ prices should be quoted in Indian Rupees only in words as well as in figures
 - a. Excise duty, GST, packing, forwarding, etc., as applicable should be quoted separately. If these levies are not indicated separately it will be construed as included in the price quoted.
 - b. Only one price should be quoted and if more than one price is quoted under different options the rate quoted by the bidder in the first option only will be valid and considered for evaluation.
 - c. Rates/ price should be valid for the contract period from the date of signing of the agreement and the rates/ prices should remain fixed during the entire period of the

contract unless it is revised or otherwise by the University and conveyed in writing.

- d. No claim for compensation or loss due to fluctuations or any other reasons / causes will be entertained.
 - e. The bidder must fill up quoted price against each item in the space provided in the respective columns of the format. (N.B. Price should not be indicated in any of the documents other than the financial bid)
30. The bid shall be typed or printed. All pages of the bid document shall be numbered serially and shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.
 31. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.
 32. The bid shall contain no corrections, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be attested by the person / persons signing the bid.
 33. The bidder may modify or withdraw the bid after submission provided that the written notice of the modification or withdrawal is received by the University prior to the last date prescribed for submission of the bids.
 34. The bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched as required in the case of bid submission in accordance with the procedure of submission of bid.
 35. Any withdrawal notice may also be sent by E-Mail / fax but followed by a signed confirmation copy by post (which should be received by the University before the last date for submission of bids).
 36. The empowered Committee shall examine/ evaluate the technical bids to determine whether the bidder,
 - a) Fulfills the eligibility criteria,
 - b) Submitted the requisite documents
 - c) Meets the terms and conditions specified
 - d) Complied with all the instructions contained therein, etc. For the purpose of this clause a substantially responsive bid is one which conforms to all the terms and conditions of the bid document without material deviation.
 37. The empowered committee besides considering about the substantially responsive status of the bid will also assess the profile, track record, financial and technical competency, material and machine availability and infrastructure compatibility of the bidder.
 38. Process to be confidential:
 - a. After the opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.
 - b. Any effort by the bidder to influence the University in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in the rejection of the bidder's bid
 39. To assist in the examination, evaluation and comparison of bids, the empowered committee/ official may ask bidders individually for clarification of their bids, including break-up details of unit prices. The request for clarification and the response shall be in writing or e-mail or Fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered during the evaluation of the bids.

40. The Tendering Authority may ask Bidder(s) for additional information visit Bidder's site and/or ask for technical presentation and may arrange discussion with their professional, technical faculties to verify claims made in technical bid documentation.
41. Determination of Eligibility and Responsiveness:
 - a. The empowered Committee will determine whether the bid is substantially responsive to the requirements of the Bid documents. For the purpose of this clause, a substantially responsive bid is one which conforms to all the terms and conditions and specifications of the bid documents without any deviation or reservation.
 - b. A bid which in relation to the cost estimates of the empowered Committee is unrealistically priced and which cannot be substantiated satisfactorily by the bidder may be rejected as non-responsive.
42. Only such of the bids as have been determined to be substantially responsive to the requirements of the bid documents be evaluated. Other non-responsive bids will be rejected.
43. Bidders shall note that no preference of any nature will be given to any Bidder notwithstanding any custom, usage or instructions to the contrary
44. The price bids of technically qualified bidders only will be recommended for opening.
45. Successful bidders who have been technically qualified alone would be called to attend opening of price bids. The financial bids of unsuccessful bidders would not be opened.
46. The tendering Authority reserves the right to open price bid even if one bidder qualifies the technical bid or only one bid is received in response to the tender notice. However in the case of one bidder the power to negotiate with the bidder will be reserved with the tendering authority.
47. Evaluation of the price bids will take into account, in addition to the bid amount quoted, the following factors;
 - a. Arithmetical errors corrected in accordance with relevant clause
 - b. Such other factors as may be considered to have a potentially significant impact on contract execution price and payments.
 - c. Offers, deviation and other factors otherwise result in the accrual of unsolicited benefits to the University.
48. The arithmetical errors in computation and summation will be dealt as follows:
 - a. Where there is discrepancy between amounts in figures and in words, the amount written in words will govern;
 - b. Incorrectly added totals will be corrected;
 - c. In case there is any inconsistency between the rate and the value extended (after multiplication with the tender quantity), the rate quoted shall prevail;
49. If a bidder does not accept the correction of errors as outlined above, such bid will be rejected.
50. The University may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute to a material deviation, provided such waiver does not prejudice or affect the relative ranking of anybidder.
51. The Tendering Authority may at its discretion discuss with the Bidder(s) to clarify contents of their price bid.
52. The Tendering Authority, keeping in view with the objective of a cost effective, sustainable and technically proven solution for the smooth carrying out of the examinations work by the University, may negotiate with the bidder. If the negotiation is not satisfactory, the bidder with whom negotiation carried out shall be rejected and negotiation then shall be done with other bidder as deemed fit.

53. No bidder shall try to influence the University on any matter relating to its bid, from the time of the bid opening till the time contract is awarded. Any effort by the bidder to influence the University in the University's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.
54. The Tendering Authority requires that the bidders/suppliers/contractors under this tender observe the highest standards of ethics during the procurement and execution of such contracts.
55. For the purposes of the terms defined for Corrupt, Fraudulent Practices / And Misrepresentation, the same will be as per Law.
56. The Tendering Authority shall reject a proposal for award if it is determined that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
57. The Tendering Authority shall declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
58. The contract shall be awarded with the approval of the competent authority to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the negotiated and determined on the evaluated bid price provided further that the bidder has the capability and resources effectively to carry out the contract works.
59. Notwithstanding any clause Mother Teresa Women's University reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the said action.
60. Notification of Award:
 - a. Prior to the expiration of the prescribed period of bid validity, the Registrar will notify the successful bidder by fax or e mail or letter confirming in writing that his bid has been successful.
 - b. The notification of award will constitute the formation of the contract.
 - c. Upon furnishing of Performance Security Deposit/BG by the successful bidder in accordance with the provisions contained in the tender document, Registrar may at his/her discretion notify the unsuccessful bidders that their bids have been unsuccessful.
61. Signing of Agreement and Furnishing of Performance Security BG/Security Deposit:
 - a. Upon the receipt of the notification of award to the successful bidder by the University, the successful bidder shall fill the Agreement (as per Annexure-4) in stamp paper in accordance with form of Agreement included in the Bid Document and submit the same to the Registrar within a week of the date of receipt of notification of award along with the Performance Security BG / Security Deposit in accordance with the conditions of contract provided in this document or in another form acceptable to the Tendering Authority.
 - b. The Tendering Authority in exigency or any other valid reasons may allow further time to furnish the Performance Security BG / Security Deposit
 - c. The Security Deposit shall be in the form of a Bank guarantee in the prescribed format as per Annexure-5 / Fixed Deposit Receipt in the name of "The Registrar, Mother Teresa Women's University, Kodaikanal – 624 101", issued by a nationalized/scheduled bank in India acceptable to the Tendering Authority in the format provided in the tender documents.
 - d. The Performance Security BG/ Security Deposit shall be discharged by the Tendering Authority and returned to the Vendor within thirty (30) days after the expiry of the contract period and/or extension period.

62. Annulment of the Award:

- a. Failure of the successful bidder to comply with any of the requirements shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event the University may make the award to any other bidder at the discretion of the University or call for new bids.
- b. Failure of the successful bidder to sign the contract proposed in this document and as may be modified, elaborated or amended through the award letter, shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.
- c. University reserves the right to disqualify the supplier for a suitable period who habitually fails to supply the item in time. Further, the suppliers whose items do not perform satisfactorily may also be disqualified for a suitable period as decided by the University.
- d. University reserves the right to blacklist a bidder for a suitable period in case he fails to honour the bid without sufficient grounds.

63. All decisions taken by the Tendering Authority regarding the processing of this tender and award of contract shall be final and binding on all parties concerned. The Tendering Authority, reserves the right,

- a. To vary, modify, revise, amend or change any of the terms and conditions in this bid except the period of contract
- b. To reject any or all the tender/s without assigning any reason whatsoever thereof or to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) are any obligation to inform the affected bidder(s) of the grounds for such decision.
- c. To reject summarily any hypothetical, ambiguous or conditional tenders.

64. In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the Contract Document, the Tendering Authority's interpretation of the clauses shall be final and binding on all parties.

65. No suit or any proceedings in regard to any matter arising in any respect under this tender shall be instituted in any court in the District Munisif Court or Sub Court at Kodaikanal. It is agreed that no other court shall have jurisdiction to entertain any suit or proceedings even though part of the cause of the action raises within their jurisdiction. In case of any part of cause of action arises within the jurisdiction of any of the court in Tamil Nadu and not in the Court of Kodaikanal then it is agreed to between the parties that such suits or proceedings shall be instituted in a Court within Tamil Nadu and no other court outside Tamil Nadu shall have jurisdiction even though any part of the cause of action might arise within the jurisdiction of such Courts.

66. Only parties who agree to abide by the above terms and conditions may send tenders and submission of tenders against this specification would signify such acceptance of the above terms and condition by the tenderers.

67. All decisions taken by the Tendering Authority regarding the processing of this tender and award of contract shall be final and binding on all parties concerned.

68. In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the Contract Document, the Tendering Authority's interpretation of the clauses shall be final and binding on all parties.

69. The tendering Authority reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

70. The bidder on completion the above assigned work shall transfer entire data to the University.
71. The bidder on receiving the **bottom “c”** of OMR sheet from the university should publish the result within **20 days**.
72. For any other irregularities, mistakes, etc. Penalty at the discretion of Tendering Authority will be imposed.
73. For unsatisfactory performance of services or for some other reason the tendering authority shall be within its rights to make necessary deductions from the running bills of the Vendor for such deficiency in services. Alternatively, the tendering authority may, after giving an opportunity of being heard to the Vendor, get such deficiencies fulfilled at the cost and responsibility of the Vendor.



**MOTHER TERESA WOMEN'S UNIVERSITY
KODAIKANAL - 624 101**

Inviting of Tenders from registered IT companies to carry out various examination tasks for a period of two years from May/June 2019 Examinations.

TECHNICAL BID

Please provide response to all the questions. Make sure to cross verify if you have used additional documents in support of your response to relevant questions.

1. GENERAL

1	Name of the bidding company	
2	Address of the bidding company	
3	Contact details of the bidder	Telephone: Mobile: Fax: E-mail: Website:
4	Name of the Directors of the bidding company	1. 2. 3.
5	Bidder's bank, its address and the current account number	
6	Whether enclosed the Notarized Self Declaration regarding Non blacklisting and other undertaking by the bidder as per Annexure-1?	Yes / No
7	Whether enclosed Authorization letter for attending bid opening as per Annexure-2?	Yes / No
8	Whether enclosed Pre-Qualification Compliance Statement as per Annexure-3?	Yes / No
9	Whether all the pages of the tender document duly signed by the bidder and stamped?	Yes / No
10	Whether enclosed Executive Brief or Company Profile of the bidding company?	Yes / No

Name, address and telephone of the contact person to whom all reference to be made

Name and Address	
Telephone (Office)	
Telephone (Residence)	
Fax	
Mobile	
E-mail	

Date:
Place:

Seal of the Company

Signature of the Tenderer
Name:
Designation:



**MOTHER TERESA WOMEN'S UNIVERSITY
KODAIKANAL – 624 101**

Inviting of Tenders from registered IT companies to carry out various examination tasks for a period of two years from May/June 2019 Examinations.

FINANCIAL BID

That we are the sole owner/authorized agent of..... (Bidder name)

That we/the Undersigned Company is equipped with adequate machinery and other facilities as per the scope of the work and our establishment is open for inspection by the representatives of the University. We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender.

We do hereby undertake that,

1. In the event of acceptance of our bid, the services shall be provided as stipulated in the work order and the tender terms and conditions to the Bid
2. We shall perform the entire incidental services.
3. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

We hereby offer to supply and provide the services at the prices and rates mentioned in the below Schedule of Rates.

SCHEDULE OF RATES				
May/June 2019 Examination Work				
Sl. No	Cost Item	Quantity per Semester / Examination during the period of two years	Rate per Semester / Examination during the period of two years	
			In Figure	In Words
1	Online Payment Gateway Integration including software development to implement the Online Application Admission Software Module for each and every exclusive User Login for all University Affiliated Colleges, DDE Centres,& Students for each and every Semester during the period of two years.	15000 Students ± 15%	Rate per Candidate (in rupees)	
2	a) Provide Server Software to bulk uploads the question paper to the server with a special protection b) Provide Question Paper Downloader to make the storage device for University c) Provide Client software to open the secured / protected question paper and print at the exam centers. d) Provide OTP Generation software to receive the SMS and send the OTP to log-in the client software	One Lakh Question Papers ± 15%	Rate per Question Paper (in rupees)	

3	Processing of data and carrying out all the automation tasks as mentioned in the scope of the works in this tender during the period of two years.	One Lakh Answer Scripts $\pm 15\%$	Rate per Answer Script with specification as in scope of work (in rupees)	
The rate quoted above should be inclusive of all but excluding GST, if any				

I / We agree to abide by the Terms and Conditions specified in this Tender and the event of my / our Tender being successful I / we abide by it and arrange supply to your entire satisfaction.

Date:

Signature of the Tenderer
Name:

Place:

Seal of the Company

Designation:

SELF DECLARATION (NOTARIZED AFFIDAVIT)

Tender No. & Date

Inviting of Tenders from registered IT companies to carry out various examination tasks for a period of two years from May/June 2019 Examinations.

Ref: _____

Date:

To

The Registrar,
Mother Teresa Women's University,
Kodaikanal - 624 101

- 1 I/We _____ (Name) _____ (Designation) of M/s _____ solemnly declare that,
- 2 I/We am/are submitting tender for the work against Tender Notice: _____ dated _____
- 3 All documents / credentials submitted along with this tender are genuine, authentic, true and valid.
- 4 The price bid is unconditional.
- 5 If any information or document submitted is found to be false / incorrect, department may cancel our tender and action as deemed fit may be taken against us including termination of the contract / supply order, forfeiture of all dues including Earnest Money and blacklisting of me / our firm and all Partners of the firm etc.
- 6 We accept the tender document as notified and provided and our tender may be rejected if any tampering is found in them. We also undertake that we cannot raise any dispute in this regard.
- 7 The items covered in the supply order (copies enclosed as supporting documents with our offer) have been fully executed without any complaint.
- 8 We hereby declare that our company M/s _____ is having unblemished past record and was not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time.
- 9 We, M/s _____ are not blacklisted in any Department of Government of Tamil Nadu as on today.
- 10 We further undertake that our Partner, Director and Agency having office are also not blacklisted in any Department of Government of Tamil Nadu as on today.
- 11 We hereby declare that there are no pending cases against M/s _____ - (bidding company with address) with Government of Tamil Nadu or any other court of law as on today.
- 12 We hereby declare that Bidder's company or Director / Owner of the company has not been declared by any Court or Competent Authorities insolvent or involved in any fraudulent mean Economical and Criminal activities as on today.

Signature of the Bidder

Date

Seal of the Organization

Seal of Notary

Tender No. & Date

Inviting of Tenders from registered IT companies to carry out various examination tasks for a period of two years from May/June 2019Examinations.

Date:

LETTER OF AUTHORIZATION FOR ATTENDING THE BID OPENING

Sub. Authorization for attending the opening of technical bid and financial bid on the above mentioned tender –reg;

Following person is hereby authorized to attend the bid opening for the tender mentioned above on

behalf of M/s -----(name of the bidder)

Name:

Specimen signature

Alternate representative

Name:

Specimen signature

Signature of the bidder

Or

Officer authorized to sign the bid documents on behalf of the bidder

N.B. Permission will be denied in case the photocopy of the duly filled in form is not brought at the time of opening

Tender No. & Date

Inviting of Tenders from registered IT companies to carry out various examination tasks for a period of two years from May/June 2019 Examinations.

PRE-QUALIFICATION CRITERIA COMPLIANCE STATEMENT:

Sl. No	Eligibility & Pre-Qualification Criteria	Documents /Evidence to be Attached
1	Whether the bidder has enclosed DD for EMD and paid the tender cost?	Yes / No
2	Whether the bidder is an IT based registered Indian company in existence for five years?	Yes / No
	Whether certificate of Incorporation and Extract of Object clause in MOA enclosed?	Yes / No
3	Whether the bidder has GSTIN registration issued by the Government of Tamil Nadu?	Yes / No GSTIN.
	Whether copy of the registration certificate enclosed?	Yes / No
4	Whether the bidder is an Income Tax Assesse having PAN number?	Yes / No PAN No.:
	Whether PAN and IT return copies Enclosed?	Yes / No
5	Whether the bidder has supplied any software solution to any of the State University in Tamil Nadu?	Yes / No Name of the University:
	Whether copy of the experience certificate / invoice enclosed?	Yes / No
6	Whether the bidder has executed a contract of an IT based Integrated End to End Solution with any State University in Tamil Nadu and completed its successfully?	Yes / No Name of the University:
		Successfully completed: Yes / No

	Whether copy of the work order / experience certificate and successful completion certificate enclosed?	Yes / No
7	Whether the bidder has executed the printing the electronically dispatched question papers to minimum of 30 exam centers and minimum of 30000 question papers were printed to any of the State University in Tamil nadu.	Yes / No
	Whether evidence enclosed?	Yes / No
8	Whether the bidder has executed the printing of electronically dispatched of question papers for at least two semesters to any State University in Tamil nadu	Yes / No
	Whether evidence enclosed?	Yes / No
9	Whether the bidder has executed the confidential jobs related to Controller of Examination section to any State universities in Tamil Nadu	Yes / No
	Whether evidence enclosed?	Yes / No
10	Whether the bidder has a minimum average annual turnover of 1 crore in the last two (2) financial years (2016-17 & 2017-18)?	Yes / No
	Whether evidence enclosed?	Yes / No
11	Whether the bidder has carried out scanning (both image scan and OMR scan) of OMR / ICR sheets connected to any examinations conducted by Universities / government bodies?	Yes / No Name of theUniversity/body:
	Whether copy of the work order / experience certificate enclosed?	Yes / No
12	Whether the bidder has carried out Examinations work processes as an end to end solution provider using a web based enterprise software in any of the State University in Tamil Nadu?	Yes / No Name of the University:
	Whether copy of the experience certificate enclosed?	Yes / No
13	Whether the bidder has experience of managing data room administering servers and private networking of remote clients with secured access for automated carrying out university examination processes?	Yes / No Name of the University:
	Whether copy of the experience certificate enclosed?	Yes / No

12	Whether the bidder is ready to demonstrate the actual working of the solution /system?	Yes / No
13	Whether the bidder has valid ISO 9001-2008 or latest version certification as of now for “IT, ITES, Software Development, Website Development and Security Printing” ?	Yes / No
	Whether copy of the certificate enclosed?	Yes / No

Date:
Place:

Seal of the Company

Signature of the Tenderer
Name:
Designation:

Tender No. & Date

Inviting of Tenders from registered IT companies to carry out various examination tasks for a period of two years from May/June 2019 Examinations.

SPECIMEN AGREEMENT

To be executed at the time of entering into agreement before placing order. Each page of this form shall be signed by the bidder for acknowledging that he/she has seen the terms and conditions of the agreement.

The agreement is made on this _____ day of _____ 2019 between M/s. _____ herein referred to as the contractor carrying on business under the name and style of M/s. _____ of the one part,

&

The Registrar, MOTHER TERESA WOMEN'S UNIVERSITY, Kodaikanal herein after referred to as the other part, WHEREAS the said contractor has agreed with the Registrar, for supply of required items in conformity with the requirements and specifications. Now this indenture witnesses that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows:

1. The contractor agrees to undertake the scope of the work as well as to carry out all the services mentioned therein connected to the University in respect of the semester and/or annual examinations during the contract period on the rate quoted in the Financial Bid and agreed after negotiation. The prices are inclusive of all except the GST, if allowed to be claimed by the University.
2. The items and the services which are not in conformity with the requirements/ specifications as per the scope of the work are liable to be rejected.
3. This contract shall be effective from ----- to ----- . For any other irregularities, mistakes, etc. Penalty at the discretion of Tendering Authority will be imposed.
4. The security deposit /BG paid by the contractor for due and faithful performance of the contract by the contractor of all and several covenants herein contained of his/her part to be observed with full power. Registrar on behalf of the university will be entitled to appropriate the said sum to any damage, penalties and other sums which the contractor may be required to pay in case the contractor fails to perform / fulfill or to keep and observe all or any of the said conditions of the agreement on his/her part herein after contained.

5. The security deposit/BG shall be released after two months after successful completion of the work at the end of the contract period including the extended period, if any
6. That all disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Registrar or any person nominated by him/her. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.
7. The Security Deposit/BG is liable to be forfeited to the Registrar without any prejudice to any other rights and remedies of Registrar in case the contractor fails to undertake the contract work, as per the work orders and as per the terms and conditions given in tender schedule during the currency of the contract including the extended period if any.
8. That the tender schedule, instructions to the bidders and terms and conditions, etc shall also form part of the agreement.

That the contractor acknowledges that he/she has fully acquainted him/her with all the terms and conditions and he/she shall not plead ignorance of the same.

In witness whereof, the contractor has set his/her hand and the Registrar has caused for and on his/her behalf to set his/her hand, the day and the year first above written.

Signature of the authorized official
of the Company

Signature of the authorized official of
the University
The Registrar

Signature:
Name:

Signature:
Name:

Address:

Address:

WITNESSES

1.

2.

PERFORMANCE SECURITY / BG FORM

To

The Registrar
MOTHER TERESA WOMEN'S UNIVERSITY
KODAIKANAL - 624 101

WHEREAS.....(Name of the bidder)
hereinafter called as "the Bidder" has undertaken Contract No.....dated..... to
render supply and services hereinafter called" the contract"

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish
you with a bank Guarantee by a scheduled / recognized bank for the sum specified therein as
security for compliance with the Bidder's performance obligations in accordance with the
Contract.

AND WHEREAS we have agreed to give the Bidder a guarantee:

THEREFORE we hereby affirm that we are Guarantors and responsible to you, on behalf of the
Bidder, up to a total of(Amount of the guarantee in Words and
Figures) and we undertake to pay you, upon your first written demand declaring the Bidder to
be in default under the contract and without cavil or argument, any sum or sums within the limit
of Rs..... as aforesaid without your needing to prove to show the ground of reasons
for your demand of the sum specified therein

This guarantee is valid until the.....day of 20

Signature and seal of the Guarantors

Date:

Address: