

**KURUKSHETRA UNIVERSITY, KURUKSHETRA**  
(Established by the State Legislature Act XII of 1956)

**TENDER DOCUMENT FOR**  
**SCANNING AND PROCESSING WORK OF TITLE PAGE OF**  
**ANSWER BOOKS OF SESSION 2017-18 ODD AND EVEN**  
**SEMESTER AND ANNUAL EXAMINATIONS TO BE HELD IN**  
**NOV./DEC. 2017 AND APRIL-JULY 2018, KURUKSHETRA**  
**UNIVERSITY, KURUKSHETRA**

**Due Date 30-10-2017 up to 5:00 p.m. (By post/courier only)**

**Address: Senior Administration Officer, Secrecy Branch**  
**Kurukshetra University, Kurukshetra, 136119.**

**Date, Time and Venue of opening of the tender –**  
**31-10-2017 at 12:15 p.m.**

**In the Office of Dr. Hukam Singh**  
**Controller of Examinations**  
**Kurukshetra University, Kurukshetra.**

**KURUKSHETRA UNIVERSITY, KURUKSHETRA**  
**(Established by the State Legislature Act XII of 1956)**

**INVITATION FOR DETAILED TECHNICAL AND FINANCIAL BIDS FOR  
SCANNING AND PROCESSING WORK OF TITLE PAGE OF ALL  
ANSWER BOOKS ODD, EVEN SEMESTER AND ANNUAL  
EXAMINATIONS TO BE HELD IN NOV./DEC. 2017 AND APRIL TO  
JULY 2018, KURUKSHETRA UNIVERSITY, KURUKSHETRA**

**The Scope of the work includes:**

1. Receiving the Answer-books from the Secrecy Branch under signature. (No. of Answer-books will be approximately 15 lacs Nov./Dec. 2017 and approximately 20 lacs, April to July 2018).
2. Scanning of title page of the Answer-book(s) to carry out the following in one pass:
  - i. Data and Image Scanning of the title page of Answer-books, Capturing of Roll no. and other information.
  - ii. Automatic generation and printing of a fictitious number on the title page of Answer-books at 2 places.
  - iii. Storage and supply of the fictitious no. and Mapping of candidate roll no. to the printed fictitious no.
  - iv. Tearing/separating the part containing Roll No. from the title page of the Answer-books and preservation of the same by the confidential section of the vendor.
  - v. Implementing corrections/editing, if any.
  - vi. Bundling of Answer-books of 20 to 25 in each packet.
  - vii. Supply and generation of OMR award lists for 20 to 25 students on each award list.

3. The vendor will hand over the Answer-book packets course-wise, subject-wise and associated OMR award lists to the Secrecy Branch for further evaluation of Answer-books.
4. Scanning of award list and generation of final data :
  - i. Receiving the completely filled award lists from Secrecy Branch (Identity-wise) under signature.
  - ii. Scanning of award list having 20 to 25 candidates after evaluation (Examiner ID-wise, Subject wise, semester-wise).
  - iii. Merging the data of scanned award list with the earlier scanned roll no(s) and Implementing all kind of corrections/editing and finding out the exceptions from the scanned data viz.
  - iv. Preparation of the final Data in the form of Marks List i.e. Roll No., Subject wise, fictitious no. Examiner ID-wise.
5. Provide hard copy and soft copy in specified format in MS-Excel, .CSV, .DBF identity wise or in a format as required by the University after resolving all types of discrepancies.
6. Handing over the award lists to the Result Branch/Head, Computer Centre.
7. The vendor will maintain and hand over the data at various stages of work to Assistant/Deputy Registrar of the concern Result Branches.

### **Bidder's Profile**

Bidder must be a Company/Firm/Organization of repute engaged in undertaking of similar type of jobs for atleast two years.

### **Technical Bid of the Tender should contain the following:**

Sr. No.	Description	
1.	Name of the Company/Firm/Organization	
2.	Nature of the Company/Firm/Organization Govt./Public/Private/Partnership/Proprietorship	
3.	Date of Incorporation (Registration under Indian Companies Act, 1956) (Enclose Certificate)	
4.	Address, Phone No. , Fax No., Email ID	
5.	Profile of the Company/Firm/Organization	
6.	Annual Turnover. (Enclose Certificate)	
7.	Whether Demand Draft of Rs. 3000 in favor of the Registrar, K.U.K. as tender form cost attached write Yes/No <b>(if 'yes' give full particular as D.D.No., date, Bank and amount)</b>	
8.	Whether Demand Draft of Rs. one lac in favor of the Registrar, K.U.K. on account of Earnest Money attached write Yes/No <b>(if 'yes' give full particular as D.D.No., date, Bank and amount)</b>	
9.	Whether copy of PAN Card/Tin No. attached.	
10.	GST No. proof be enclosed	
11.	Details of Projects/Jobs already executed. (Enclose certificate of executing similar type of jobs of comparable scale for atleast two years.)	
12.	List of Projects presently being executed.	
13.	Satisfactory work certificate from clients.	
14.	Technologies (Hardware & Software) and Manpower available for the execution of the proposed job.	
15.	Payment Terms	
16.	Validity of rates	
17.	Taxes if any	
18.	Terms and conditions accepted or not	

Agreed and Accepted.

Authorized Signatory  
Name of the Firm/Company With Seal

Date: \_\_\_\_\_

**Terms and Conditions:**

1. The cost of Tender Form (Rs. 5000/-) shall be in the form of Demand Draft drawn on any scheduled bank payable at Kurukshetra in favour of the Registrar, K.U. Kurukshetra. The cost of form is non refundable and non transferable.
2. The **Earnest Money of Rs. 3,00,000 (three lac)** which shall be in the form of Demand Draft drawn on any scheduled Bank payable at Kurukshetra in favour of Registrar, K.U. Kurukshetra and enclosed with the tender proposal. No interest shall be payable on the EM deposit amount of the Bidder. For successful bidder the EMD will be refunded/released after successful declaration of the examination results. Earnest Money Demand Draft should be attached with the Technical Bid.
3. Each bidder will submit Earnest Money, Technical and Financial Bids in three separate envelopes stating thereupon as the case may be.
4. Bidders should enclose the hard copies of documentations related to Software and Hardware with technical bids.
5. Bidder will give demo/presentation before opening of the financial bids to qualify the bid.
6. The Financial Bids of only those bidders will be opened who qualify the process of evaluation of Technical Bids.
7. The bidder must enclose the certified copies of satisfactory work execution from their clients.
8. The bidder must have executed in the past, work of similar nature and also of the comparable scale for atleast three years in any Government Sector/University/Organization or Pubic Sector Undertakings.
9. Successful bidder must execute an agreement with University before taking up the job.

10. Telegraphic/Conditional Tenders and Tenders without requisite EM and cost of the tender form shall not be considered.
11. The Tenders received after the due date and time will not be accepted.
12. Technical Bids will be opened on scheduled date and time. The tenderers/one of their authorized representative may remain physically present at the time of opening of tenders.
13. The University reserves the right to reject any/all tenders without assigning any reason.
14. The term of contract for the scanning of title page of Answer books, processing and its other related task can be extended with the mutual consent of both the parties on the same terms and conditions with the approval of the competent authority of the University.
15. The University will provide space & electricity only. The other things i.e. manpower, stationary and other scanning equipments like scanners etc. will be arranged by the vendor.
16. Arbitration will be as under:
  - a. All disputes are to be settled within the **jurisdiction of Kurukshetra courts.**
  - b. That any dispute arising out of this contract shall be first referred to the Vice- Chancellor, Kurukshetra University, Kurukshetra and if either of the parties hereto is dissatisfied with the decision, the dispute shall be then referred to the **Arbitrator**, who will be appointed by the Vice-Chancellor of the University and acceptable to both the parties. The decision of such arbitrator shall be final and binding on both the parties.
17. In case the work of the firm is found to be unsatisfactory then a penalty of Rs. 100 will be imposed per mistake. Further, in extreme cases of violation, its earnest money may also be forfeited depending upon the extent of the violation as judged by the

competent authority or any other action as decided by the authorities.

18. Payment terms: The payment will be made as under:
- a. No advance payment will be made.
  - b. 90% of total payment will be made after successful declaration of examination results.
  - c. Remaining 10% payment will be made after 3 months of successful declaration of examination results.

In case the bidders need any clarification/assistance they can contact the System Analyst/Programmer of the Computer Lab., Examination Wing at email : [examlab@kuk.ac.in](mailto:examlab@kuk.ac.in)

Agreed and Accepted.

Date: \_\_\_\_\_

Authorized Signatory  
Name of the Firm/Company/Organization