

Tender Document

(Not-transferable)

CSVTU

Invites

TENDER FOR END TO END COMPUTER BASED EVALAUTION OF ANSWER-SCRIPTS (e-VALUATION)

Phone: 0788-2200062
Website: www.csvtu.ac.in

Notice Inviting Tender (Second Call)

Tender No./83/Exam/CSVTU/digital valuation/2019/Dated: 25-3-19

Chhattisgarh Swami Vivekanand Technical University, Bhilai invites sealed tender from competent agencies for **END TO END COMPUTER BASED EVALAUTION OF ANSWER-SCRIPT(e-VALUATION)**

Tender document can be obtained from the office during the working hours on all working days on payment of Rs. 10,000/- by cash or by DD in favour of Registrar, Chhattisgarh Swami Vivekanand Technical University, payable at Bhilai. Tender document can also be downloaded from the University website www.csvtu.ac.in. If the tender document is downloaded from the University website, then a separate DD of Rs. 10,000/- (Ten Thousand Only) in favour of Registrar, Chhattisgarh Swami Vivekanand Technical University, Bhilai is to be submitted along with technical bid. DD should be drawn on or before the last date for sale tender document form. Tender will be opened in the conference hall of the University in presence of bidders or their authorized representative.

The important events of tendering activity are as under.

S.No.	Particulars	Date	Time
1	Start of sale of Tender document.	03 April 2019	11:00 AM
2	Pre-bid meeting	22 April 2019	03:00 PM
3	End of Purchase of Tender document	02 May 2019	05:00 PM
4	End of Bid Submission	03 May 2019	02:00 PM
5	Opening of Technical Bids	03 May 2019	03:00 PM*

* Subject to the Prior permission of Election Commission

Section 1: Preface

Tender is invited for:

A) Scanning and digitizing all pages of Answer Booklets

Preparation and packing of answer Booklet Images for On-Screen marking (e-Evaluation).

Setting up of One Digital Scanning Center at CSVTU Bhilai which can match the demand/requirement of University.

Complete monitoring of on screen marking process.

B) Training to e-Markers (Examiners & Scrutinizers)

Dynamic allocation of Answer Booklet images to e-Evaluation Centers. Supervising e-evaluation centers.

Submission of tabulated Marks to the University in desired format (MDF/Excel/DBF) in both softcopy and Hardcopy.

- C) Tender document can be purchased from office of the University during working hours by paying Rs 10000/- (Ten Thousands only) cash or through Demand draft in favour of Registrar CSVTU, Bhilai payable at Bhilai. Bidding document may also be downloaded by interested and eligible bidders from the website www.csvtu.ac.in on the above mentioned dates. Downloaded documents shall be submitted along with Demand draft of Rs 10000/- (Ten Thousands only) in favour of Registrar CSVTU, Bhilai
- D) Bids, complete in all respects, shall be submitted along with EMD (refundable) of Rs.10,00,000/- (Ten lakhs only) through Demand draft drawn from a nationalized bank in favour of Registrar CSVTU, Bhilai payable at Bhilai .

Section 2: Instructions to Bidders

The CSVTU, Bhilai intends to select a service provider having relevant experience in Computer based evaluation and assessment of answer-scripts¹, in any Board/Council/Central-University/State-University/Deemed-University formed under relevant Central/State Government Act, or any National Examination conducted by examining bodies under center/state government control, to execute the Computer Based Scanning and Evaluation of Answer-scripts of Under-Graduate or Post-Graduate as the case may be.

2.1 All information called for in the enclosed forms Annexure-I and Annexure-II should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns, in such cases. If any particular/query is not applicable in the case of bidder, it should be stated as **Not Applicable**. However the bidders are cautioned that not giving complete information called for in the proposal forms or not giving in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified.

¹By answer-scripts, it is meant that the documents contents hand written responses by the candidates in their respective examinations.

Proposal made by telegram/ telex/email and those received late after prescribed date and time will not be entertained.

2.2 The tenders without EMD and Cost of Tender form shall be summarily rejected. The Successful bidder shall be required to deposit **performance guarantee equivalent to ten percent of contract value**. The EMD of unsuccessful bidders shall be returned without interest after award of contract to the successful bidder. The EMD stands forfeited in case the bidder withdraws his bid submission of tender document.

2.3 Reference, information and certificates from the respective clients certifying technical and execution capability in Computer based Evaluation of the bidder should be signed and the contact number of all such client should be mentioned. The University may also independently seek information regarding the performance from the client and visit referred customers in India at cost of agency.

2.4 The bidder is advised to attach any additional information which he thinks is necessary in regard to his capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. No further information will be entertained after tender document is submitted.

2.5 Even though bidder may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work or blacklisted earlier by any institutions in any earlier assignments.

2.6 Notwithstanding anything mentioned otherwise in this document, Registrar CSVTU, Bhilai reserves the rights to accept or reject any Bid or to nullify the bidding process fully or partially or modifying the same and to reject all Bids at any time prior to the award of work, without incurring any liabilities in this regard.

2.7 BUSINESS ETHICS/CONFLICT OF INTEREST: The University assignment requires that the bidders/service provider under this project observe the highest level of ethics during the bidding and execution of the contract. In Pursuance of this Policy, the CSVTU Bhilai defines the terms set forth as follows:-

(a) “ In Business ethics no corrupt practices will be accepted i.e.(i) the offer giving, receiving, or soliciting, directly or indirectly, of anything of any value to influence the actions of any person/persons connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, or seeking any advice, guidance in any form any official of the University who is or has been associated in any manner, directly or indirectly with the Bidding Process or the Award of work or has dealt with matters concerning the Service Level Agreement or arising there from, before or after the execution there of at any time prior to the expiry of two year from the date such official resigns or retires from or otherwise ceases to be in the service of the University, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) engaging in any manner whatsoever, whether during the Bidding process or after the issue of the Award of Work or after the execution of the Service Level

Agreement, as the case may be, any person in respect of any matter relating to the work or the Award of work or the Service Level agreement, who at any time has been or is a legal, financial or technical adviser of the University in relation to any matter concerning the work.

- (b) “fraudulent practice” such as misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process or any “coercive practice” i.e. impairing or harming, may lead to the disqualification of the bidder.

2.8 TERM; RENEWAL; TERMINATION OF CONTRACT – The duration of the contract shall be for a period of 04 (Four) years with a provision of extending it further for 02 (two) more years based upon the recommendation of the concerned authorities.

2.9 JURISDICTION: All disputes, differences, claims and demands arising under the contract shall be referred to the Vice Chancellor, CSVTU, Bhilai and final decision shall be binding on all parties. Any other terms and conditions mutually agreed prior to finalization of the order/agreement shall be binding on the bidder. All disputes arising shall be subject to the jurisdiction of High court of Bilaspur, Chhattiagarh and shall be governed by the laws of India.

2.10 INTELLECTUAL PROPERTY RIGHTS: In case of service provider with consortium/partnership/license, all issue arising out of Intellectual Property Rights will be dealt by the Service Provider: The prime bidder shall own the source code of the software proposed to the University. If the IPR of some free content is already with a 3rd party, and the service provider is using it with the consent of the 3rd party then the IPR will continue with the 3rd party and be used with permission. However the authority letter of the same shall be enclosed mandatorily.

2.11 The payment Terms: The payment shall be made in following three milestones:-

1. Completion of Scanning of all answer-scripts of the examinations – 40%.
2. Completion of evaluation of all answer-scripts – 50%
3. Completion of RT/RV/RRV² – 10%

The payment shall be in Indian rupees and shall be paid only after successful completion of work without mistakes, errors in minimum period of time (in no case more than a month). Delay in handing-over the valuation data to result processing committee will invite a **penalty as mentioned below.**

5% of total bill amount	for delay up to a week.
10% of total bill amount	More than a week but less than or equal to two weeks.

Delay beyond two weeks will not be allowed in any case, and the agreement is liable to cancelled, without any prior notice.

No advance payment shall be made and the successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clause related liquidated damages on account of delays, errors, cost and time over runs etc. In case the bidder fails to execute the contract, the University shall have the liberty to get it done through any other service provider with full cost recoverable from the bidder in addition to damages and penalty.

2

2.12 Amendment of Tender Document: At any time before the deadline for submission of bids, CSVTU may amend, modify and/or supplement any conditions to the tender document, without

assigning any reasons for it. All prospective Bidders shall be notified of any amendments on <https://www.csvtu.ac.in> and all such amendments shall be binding on them without any further act or deed. The prospective bidders are advised to periodically browse this website to find out any further corrigendum/addendum/notice published with respect to this tender. In the event of any amendment, CSVTU reserves the right to extend the deadline for the submission of the bids, in order to allow prospective bidders for the preparation of their bids.

2.13 CSVTU reserves the right to reject any or all tenders without assigning any reason for it.

Section 3: Eligibility Criteria

The invitation for bids is open to all entities registered in India who fulfill qualification criteria as specified below:

- 3.1 The service provider or agency shall be single point of contract with the university and shall be solely responsible for the execution and delivery of the work.
- 3.2 The bidder or agency should be a company registered in India and having an experience of minimum three (03) years of similar work in India. The Solution and Software proposed to be used by bidder should have been successfully implemented in similar project/projects in India for evaluation of minimum eight (08) lakhs answer-scripts in a single academic year.
- 3.3 The documentary evidence in form of work/contract/client report must be enclosed. Similar nature of work means computer-based scanning, scoring, and evaluation, of answer-scripts of any reputed examination body i.e. in any Board/Council/Central- University/State-University/Deemed-University formed under relevant Central/State Government Act, or any National Examination conducted by examining bodies under center/state government control, to execute the Computer Based Scanning and Evaluation of Answer-scripts of Under-Graduate or Post-Graduate as the case may be.
- 3.4 The service provider should be registered with appropriate tax authorities such as income Tax, Goods and Services Tax (GST) etc and should submit the certificate of registration with these authorities.
- 3.5 The accumulative turnover of the service provider in its own name for last three years should be 15crores (Year 1+Year 2+Year 3) from digital evaluation business in India alone from various customers.
- 3.6 The E-Evaluation software should have been deployed for a minimum of 5 lakhs Answer-scripts of one examination for one client. There should be evidence of the software being able to handle more than 5 lakhs descriptive scripts for a single semester by any one examination body either/board/university in a year.
- 3.7 The evaluation work is expected to be carried out across about thirty different centers/ locations. The bidder should be able to stream-line the process of data transfer, accurate answer-scripts mapping etc.
- 3.8 The contract shall be on **“End-to-End Outsource Basis”** and the service provider shall arrange all relevant facilities and logistics to execute the work and will be solely responsible for entire work. The main infrastructure for scanning like computers, scanners, UPS, LAN & internet

connectivity (minimum speed of 10 mbps) has to be arranged and setup at University premises by the bidder. The other facilities like evaluation room/rooms, power, and furniture's shall be provided by the University.

3.9 The bidder should own the source code of e evaluation software and must be ISO 9001:2008, ISO 27001:2013. STQC certification will be an added advantage.

3.10 The bidder must be in operation for last five (05) years as on 31.12.2017 in India.

3.11 The finalized bidder needs to establish an office or contact point at Bhilai/ Raipur.

3.12 The bidder must not have been blacklisted/ debarred for fraudulent practices by any of its client, Central/State UT/ Universities/Educational institutes in India as on date of submission of bid. In case, it is found later, the contract shall be cancelled, even after awarding the contract.

3.13 A bidder must have an in house team strength of minimum of 50 technical employees for software development/ services related to digital evaluation.

3.14 Even though bidders may satisfy the above requirements, they may be disqualified if they have:

- a. Made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statement and enclosures of this document.
- b. Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.

3.15

- a. Only bidder who meets the qualification criteria shall be eligible for evaluation of technical bid.
- b. In technical evaluation round, bidder may be required to present the detail regarding their product, work experience in response to this tender. During presentation (if asked to do so), demonstration of modules/products/solution developed work plan has to be made by bidder. The bidder must submit these documents along with evidence to substantiate their claims, while submitting their bids.
- c. Based on the eligibility and evaluation criteria, bidders would be shortlisted for selection process.

Section 4: Scope of Work : End to End Digital Evaluation of Answer-scripts

Scope of Work

This has been categorized in three broad phases:

A. Pre-Evaluation phase

1. Designing the evaluation plan and evaluation process in consultation with Controller of Examination:
 - a. To begin with one scanning centre with all the necessary infrastructure, equipments, manpower, internet connectivity and necessary monitoring mechanism is to setup at CSVTU premises. *The other facilities like space (room/rooms), power, and furniture, Internet connectivity etc. may be provided by the University.*
 - b. Complete Security management processes (Physical and IT for all blocks and servers etc.)
 - c. Evaluator handling process
 - d. Click by click Audit processes
 - e. Other related processes involved for evaluation
 - f. Training of head Examiners and confidential section staff of CSVTU, Bhilai on e-evaluation towards capacity building of all involved stakeholders(s)
2. To prepare and provide documentary manuals for all processes for safe and secure conduct of evaluation, to be followed along with rules for contingency and exception.
3. Handling emergency Procedures
4. The Software should have role base security mechanism and proper industry standard authentication like digital Signature, biometric, etc. and authorization mechanism should be implemented in the system
5. Software application should have been security audited.
6. Software should facilitate for audit trail for all the transactions/activities during operation of the system.
7. To provide and setup secured software for authorizing and completing evaluation process.
8. Answer-scripts in sealed bags /packets will be handed over to the service provider by the University for Proper accounting of Answer-scripts and slips and processing leading to digital evaluation.
9. Scanning should be done with cutting the spine of the Answer Booklets as decided by the university. All the pages of the booklet should be accounted for and identified with the booklet ID number.
10. The scanned answer-scripts to be securely made available online or offline in the evaluation centers by the service provider. Basic infrastructure (Excluding local server, Printer and High speed net connectivity) at evaluation centres will be provided by CSVTU through affiliated institutions. It will be responsibility of the bidder to facilitate the availability of required net connectivity at evaluation centres for online mode operation.
11. Answer-scripts to be opened in presence of the representative of the university with provision of proper counting and secured records keeping.
12. Answer-scripts are required to be handed over to the authorized person of the university once their scanning is completed in the same order they were handed over to the service provider's representative in proper packing. After completion of the scanning work, service provider will hand over the scanned details of all the answer-scripts on a hard disk to the controller Examination.

13. There will be roll numbers written in the answer-scripts pages. The e-evaluation software should be able to hide the same before allocating the answer-scripts to the evaluators.
14. The allocation of the answer-scripts to the evaluators should be randomly done.
15. To provide suitable assessment scoring system or software as per requirement of the university.
16. Sufficient number of scanners and required expertise manpower should be provided by the bidder to complete the entire work as desired by the university. However the scanning activity may begin as and when the exams are in progress (if required from the 3rd day of the examination).
17. The bidder should prepare a MIS format and get the same approved by the Controller Examination of the University and provide the MIS of scanning and evaluation process subject wise /evaluator wise on a daily basis to the Vice Chancellor/Registrar/Controller Examination.

B. Evaluation Phase

1. To securely transmit, download, install and implement evaluators/ evaluation details received from university.
2. To provide unique user-name / password to the evaluators at the evaluation centers.
3. To arrange/ provide adequate displays and provide required instructions/ information to the evaluators at the evaluation centers.
4. To generate and maintain complete log of all activities of evaluators during the course of examination to enable complete audit ability of the evaluation process.
5. To calculate marks obtained by each candidate as per requirement of the university.
6. To devise system for monitoring and supervision of evaluation center activities (Evaluator level) by the competent authority.
7. To transfer/ export the data in encrypted format including raw scored data from local server to Central Server at the University keeping in view the sensitivity of the data as referred to Information Leak Detection and Prevention.
8. To enable re-evaluation by assigning an answer scripts to two (02) independent evaluators.

C. Post Evaluation Phase

To share the evaluation results

1. Supply of tabulated marks and all reports generated through the software in soft copy as per format approved by the university during the entire period of contract to the office designated by the University for use by the university or any other designated agency for result preparation, research as decided by the university.
2. Certificate to the effect that no data in any form concerning the project or its outcome will be shared/ supplied/ sold to any party/ individual by the service provider and the selected service provider will be liable under relevant clauses of I.T. Act for any breach of this clause. Bidder has to sign the necessary Non-Disclosure Agreement with the University.
3. All Right-To-Information related work like arranging answer-scripts and other documentations will be the responsibility of the bidder according to the rules and regulations of CSVTU, Bhilai.
4. The bidders should also provide the reports where college-wise, subject-wise, evaluator-wise marks can be analyzed.

Features required in e-Evaluation Software

1. Provision for automatic backup of evaluated answer-scripts
2. User account management i.e. addition, modification and deletion of name of examiner and head examiner.
3. Answer book management i.e. mapping of answer-scripts.
4. One time Security setting for setting of password.
5. Provision for marking of questions by examiner as evaluated, optional, mark for review or not attempted.
6. Evaluated check box to ensure that examiner has visited each and every page of answer script.
7. Examiner comment box for each question.
8. Provision for zooming in/ out of answer script for proper viewing.
9. Provision for skipping of an answer script by an examiner if the same is in different subject/ medium or not properly scanned, with regulatory remarks.
10. Provision for reviewing of any answer script by the head examiner.
11. Provision for reviewing of evaluated answer script by the head examiner.
12. Real-time based dashboard for monitoring of activities/ progress of work at high level –
 - (i) Daily and consolidated examiners' attendance
 - (ii) Daily and consolidated Head examiners' attendance
 - (iii) Daily and consolidated Subject- wise examiner details
 - (iv) Daily and consolidated Subject- wise head examiner details
 - (v) Skipped Answer script Details (till date)
 - (vi) Overall Subject- wise Evaluation (till date)
13. Providing password to each and every examiner and head examiner on one time basis.
14. Date wise working hours report of Examiners and Head Examiners.
15. Availability of answer scripts, question paper and marking scheme on the computer nodes of each and every head examiner and examiner.
16. Enabling of security setting for head examiner's authentication'.

17. Maintaining audit log of each and every Head Examiner, Examiner and IT Manger of Evaluation Agency.
18. Provision for forget password and secret question setting.
19. Annotation of each and every question and page of answer scripts.
20. At the end of each day, marking reports of every examiner to know the number of answer scripts evaluated in a day and the time taken to complete the given assignment.
21. Provision for subject wise selection of answer booklets.
22. Provision for configuration of question paper in special cases.
23. Examination and Head Examiner's feedback.
24. Provision for day wise re-evaluation based on evaluation feedback.
25. Setting of minimum time for e-evaluation of an answer script to avoid fast and possibly inaccurate evaluated answer booklets
26. Setting of limit/ceiling for maximum number of answer booklets to be evaluated by the examiner.
27. Provision for evaluation of 10% answers booklets by the Head Examiner.
28. Detailed audit log of evaluation.
29. Provision for viewing of answer booklets after the completion of evaluation.
30. Provision for review of answer booklets subject wise by the head examiner of the subject to which he/she is mapped to 10% the allotted subject.
31. Printing of answer script(s) with annotation
32. Provision of auto uploads of Marks file.
33. Evaluation and Reviewer Hands –on Training.
34. Provision of revisiting the Answer script on the same day by Evaluators.
35. Provision of control on Evaluator/ Review logging time in the system to prevent misuse of evaluations
36. Step-by-step Marking of a question.
37. Provision of display of time to evaluation for monitoring of time taken to evaluate an Answer book.
38. The Reporting console should be facilitated to all users along with administrative officers as designated by Controller Examination CSVTU Bhilai.
39. Any kind of Deviation in achieving the fixed target would be notified by the service provider to Controller Examination, CSVTU, Bhilai.
40. The report console should be facilitated with print command.

Section 5: Evaluation Process

5.1 Overall Bid Evaluation

- i. Central Purchase Committee will evaluate and compare the bids determined to be substantially responsive:
- ii. Substantially Responsive bid: A Substantially responsive bid is one, which conforms to all the requirements, terms, conditions of tender without any material deviations,
- iii. Deviations from or objections or reservations to critical provisions such as those concerning performance security, warranty applicable laws, taxes and duties will be deemed as material deviation.

5.2 Technical Bid Evaluation

- i. The objective of the Technical bid evaluation is to short list bidders who have the technical expertise/skills that are essential to establish/ implement this business activity as envisaged.
- ii. The technical bids shall be evaluated by the Central Purchase/ Evaluation Committee based on each bidder's ability to satisfy the requirements set forth in the RFP Document. The Central Purchase Committee will evaluate the technical proposals by taking into account factors mentioned below. The information furnished by the bidder in the technical bid shall be the basis of the evaluation
- iii. Each of the Technical bids shall be evaluated on a score of 100 points
- iv. Each Proposal will be evaluated according to the criteria as mentioned in Table-1, but not limited to:
 - a. Project objective, scope of work and understanding along with past experience in similar nature of project executed. Bidders must demonstrate their experience.
 - b. The Evaluation Criteria along with the relevant marks for each component is summarized in Table-1.
 - c. Capability of the Proposed Team: Experience and capability of the proposed team in similar projects, technologies and relevant certifications if any, of the project team, which might help in project delivery.
- v. Feasibility and Technical Viability of the Proposed Technical Solution- The bidder's Design, Development and Implementation Plan, its deployment of sound project management strategy etc. for the project. Also the quality responsiveness, responsibility, ease of use, reliability and comprehensiveness of the proposed technologies, adherence to IT Architecture Plans, standard information System Security Policies etc would be evaluated from the perspective of the proposed solution.
- vi. Final Score Computation: Based on the technical evaluation methodology each Technical Bid will be assigned a technical score (TS) out of a maximum of 100 points as per the Technical specification.
- vii. Bidders with score of 60 and above in the technical bid shall be considered as technically qualified. The Financial bid of only the technical qualified bidders shall be opened.
- viii. Technical Presentations; Each bidder to make a presentation on their proposed solutions to the Central Purchase/Evaluation Committee and the key points in their proposals if they asked to do so.

- ix. The Central Purchase/Evaluation Committee may waive any minor infirmity, nonconformity or irregularity which does not constitute a material bidder. The Tender Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.

Table-1 Evaluation Criteria

The individual bidder's technical scores will be calculated as mentioned below:

Sl. No	Basis of Technical Evaluation	Technical Evaluation		
		Points to be evaluated	Point wise Break-up	Max Point (100)
1	ISO 9001:2008, ISO 27001:2013 and STQC CERTIFICATION	ISO 9001:2008 AND ISO 27001:2013 ISO	8	10
		9001:2008,ISO 27001:2013 and STQC certification of software proposed	10	
2	Bidder should be a company registered and operative in India providing e- solutions services related with digital evaluation of answer scripts to universities/ boards for minimum 03 years.	03 year experience	6	10
		For each additional completed year 1 mark till maximum 10 marks		
3	The minimum cumulative turnover of the bidder in last three financial years should be Rs.15 Cr.(Rupees Fifteen Crores) but not less than Rs 05 crores for each of the preceding financial year.	Turnover Rs. 15/- Crore	7	10
		Every additional crore of turnover, one (01) mark will be awarded till maximum of ten (10) marks		
4	The bidder should have active experience in providing examination solutions for scanning & digital- valuation, for at least Three (03) state/ national level Universities/boards (Any work('s)/project('s) delivered as a pilot will not be considered)	Minimum 3 Universities/ boards where the Digital examination solution was provided	10	15
		> 3 and up to 5 Universities/ boards where the Digital examination solution was provided	12	
		> 5 Universities/ boards where the Digital examination solution was provided	15	
5	The bidder should have experience of digital evaluation at Universities/ Boards. As part of the work the bidder should have processed a minimum of 08 Lakhs answer-scripts for onscreen marking per year for last three years (Any work('s)/ project('s) delivered as a pilot or proof of concept will not be considered)	Digital evaluation of 08 lakhs answer-scripts per year.	15	20
		Every additional two lakhs of answer scripts, one (01) mark will be awarded till maximum of twenty (20) marks		
6	The bidder should have required experience and ready-made solution as per the requirement of CSVTU and the bidder should be willing to customize their solution as per the scope of work mentioned in this tender.	Customer Feedback in the form of Letter of Appreciation from at least three VCs/Registrar/ Controller Examination/relevant Competent Authority	10	15
		Additional five (05) marks will be awarded for demonstrating and submitting the willingness for customization		

7	A bidder must have an in-house team strength of minimum of fifty (50) technical employees for software development/ services related to digital evaluation.	Fifty (50) technical employees	6	10
		More than fifty (50) but less than or equal to one hundred (100) technical employees.	8	
		More than One Hundred (100) technical employees.	10	
8	Having established up scanning centers with central Server and valuation centers with Local servers simultaneously at	5 places	5	10

1. Evaluation and Comparison of Bids:

Each Technical Bid will be assigned a Technical Score (TS) out of a maximum of 100 marks.

(Please note, the bidders are requested to furnish the relevant document in the order it is mentioned in the technical score table for error free scoring of technical marks)

5.3 Financial Bid Evaluation

Financial bids of only those bidders who score more than the minimum cutoff points (60) in the technical bid will be opened in the presence of their authorized representatives (Authorization Certificate has to present) If any at a scheduled date and time by the central purchase committee of the University.

The financial bid evaluation will take into account the information supplied by the bidders in their commercial proposal. The bidder would provide the financial bid in the format provided. Only fixed price financial bids indicating total price for all the deliverables and service specified in this bid document will be considered. The price quoted would be exclusive of all taxes.

Any Conditional bid would be rejected

5.4 Final Evaluation of the Bid

A. Commercial Evaluation

The BIDDER, whose **Technical Score is 60 (sixty) and above** only shall qualify for commercial evaluation, and the financial bid of only these bidders will be opened. Only the rates quoted for digital scanning and digital evaluation of examination (main) answer books **(item no 1)** will be considered as financial bid.

B. Composite Evaluation

a. **Techno commercial Evaluation:** All the bids for which the commercial proposals are opened and which are in order will be evaluated using a composite Techno Commercial Evaluation approach.

- b. The weightage given to the Technical and Commercial Proposals are:
- Technical = 70% (weightage for Technical Proposal)
Commercial = 30% (weightage for Commercial Proposal)
- c. Technical Score (TS): The score obtained by the BIDDER in the technical evaluation which should be equal to or more than **60 (sixty)**.
- d. The Commercial Score (CS): The score obtained by the technically qualified BIDDER.
- e. The Final Score (FS_n) out of the combined Techno commercial evaluation for a particular SP shall be arrived as below:

$$\text{Final Score (FS}_n\text{)} = (\text{TS}_n \times 0.70) + (\text{CS}_n \times 0.30)$$

Where _n stands for the BIDDER under consideration

f. Calculation of the Commercial Scores (CS)

- i. Total Commercial Proposal: The Total Commercial Proposal of the bid will be the price quoted by the BIDDER in Line Item No 1 in the commercial proposal for the scope of services contained in the RFP. Applicable taxes extra.
- ii. Identification of the Lowest bid: Based on the Cost of each of the BIDDER, the BIDDER with the lowest price is identified as L₁. All the other bids are listed based on the increasing value of L.
- iii. Calculation of the Commercial Score: The commercial Score for each of the BIDDER is calculated by using the method as below.
 - i. The bid with the lowest price (L₁) will be given the maximum commercial score (CS) of 100 points.
 - ii. The formula for determining the commercial score for the other bids is the following: $CS = 100 \times L_1/L_n$, in which CS is the financial score for BIDDER, L₁ is the lowest bid value and L_n is the bid value of the proposal under consideration.

C. Identification of the successful BIDDER

The highest FS scoring bidder will be awarded the contract.

5. Preparation & submission of Bid.

1. Tenderer should submit the affidavit certified by a notary regarding the firm not blacklisted by any government organization/ institution.
2. Financial bid of those tenderer who qualify in technical evaluation as per clause 5.3 and 5.4 (A) will only be opened.
3. Rates shall be quoted per answer script for main and RT/ RV/RRV separately for each examination – both in figures and words. Rates shall be quoted inclusive of all taxes and levies both in figures and words, but excluding GST.
4. The above tender shall be valid for six months from the date of opening the bid.
5. PAN/TAN/GST Number of the bidder is to be mentioned in the Tender document.
6. Prices quoted should be valid for a minimum period of six years from the date of opening.
7. Awarded rate cannot be altered/escalate during the entire period of the tender agreement.
8. The bidder cannot sub-contract any part or the entire scope of the work as described in this tender document.

9. In the case of tender documents downloaded from the Internet the cost of tender document should be submitted along with the technical bid, and in case of purchase of tender document from university office purchase proof needs to be included in the technical bid.
10. Bidders profile and CVs of important personnel who will form part of the implementation team at the University is to be enclosed along with the tender form.
11. A client list with contact name, phone numbers, email address and details of support provided is to be enclosed along with the tender form. If required, the vendor shall organize a visit of University officials to those locations so as to assess the vendor`s capability.
12. The tenderer, whose tender is accepted is required to execute an agreement on a stamp paper of the value of Rs. 200/- (Rs. Two Hundred)
13. The tender document is non-transferable. Tenders submitted by parties other than those, who purchased the tender document or submitting the tender form in other than the prescribed form would be ineligible to compete for award of the tendered work.
14. Tenders would be opened in this office on the prescribed date and the bidders or their authorized representatives may be present at the time of opening tender. The number of representative is limited maximum two.
15. Tenders should be submitted in two parts in separate sealed covers indicating:
Part I: Earnest Money Deposit and Technical bid.
Part II: Commercial bid.
All the parts should be kept in the main sealed cover.
16. Main sealed cover should be superscripted with the Tender document No. and “**END TO END COMPUTER BASED EVALAUTION OF ANSWER-SCRIPT(e-VALUATION)**” and should be submitted to Registrar Chhattisgarh Swami Vivekanand Technical University, Bhilai through Registered post or by hand.
17. Tenders received after due date and time would not be accepted in any case.
18. The payment made for purchase of tender document is non-refundable
19. Tenders need to be submitted through registered post or by hand. Tenders submitted telegraphically or by fax or by e-mail would be ineligible to compete for award of the tendered work.
20. The Commercial bid and the Earnest Money Deposit and Technical bid should be superscripted with the Tender Document Serial Number and addressed to Registrar, Chhattisgarh Swami Vivekanand Technical University, Bhilai. Covers prepared should also indicate clearly on their face the name and address of the bidder to enable the bid to be returned unopened to the bidder in case it is received late.
21. The first cover should include Earnest Money Deposit. The Earnest Money Deposit should be offered in the form of DD of 90 days duration drawn in favour of Registrar, Chhattisgarh Swami Vivekanand Technical University, Bhilai. The Earnest money deposit would be forfeited in favour of this office in the event of being discovered that the tender or any of the documents submitted with it are falsified, forged or intended to deceive this office. The tender submitted without Earnest Money Deposit would be ineligible to compete for award of the tendered work.
22. The bidder would bear all costs associated with the preparation and submission of tender, including costs of any presentation that may be made at the instance of this office for the purpose of clarification of the bid. This office would in no case be responsible for refund of, or liable for, such costs.
23. The bidder is expected to carefully examine all instructions, forms, terms and specifications in the tender document. Failure to furnish complete information required by the tender document, or submission of bid not substantially in keeping with the tender document, or non-fulfillment of the requirements as requested for in the tender may result in rendering the tender ineligible to compete for award of the tendered work.

24. Overwriting should be avoided. Overwriting, erasures and other changes should bear the dated initials of the person signing the tender.
25. For evaluation of the commercial bid, the amount indicated in words would be taken as the correct financial bid in case there is any discrepancy between the amounts indicated in figures and in words. Bidders are required to quote a fixed/ firm commercial bid inclusive of all costs, levies and applicable taxes.

Annexure-I
PART- TECHNICAL BID
(Format)

INFORMATION OF THE ORGANIZATION

01	Name of the firm/ company	
02	Registration no. of firm/ company	
03	Year of establishment	
04	Address and contact numbers	
05	Present office address and phone numbers of the firm	
06	Owner/ Partner/ Director's Name and Address	
07	Type of ownership of the firm (Ownership/Partners/Limited etc.)	
08	Name of the person authorized to sign this tender	

09	P.F.Code	
10	PAN	
11	TAN No	
12	GST No	
13	Financial turnover of previous years (i) Year 1 (ii) Year 2 (iii) Year 3	
14	Fax No.	
15	E-Mail ID	
16	Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the Name of the project and reasons for not completing the work	
17	Number of technical persons in In-house team (Please attach CVs of Key personnel from page.....to.....)	
18	Other information, if any	

Annexure-II

PART- TECHNICAL BID

(Format)

INFORMATION ABOUT SOFTWARE AND WORK EXPERIENCE

01	Name of the firm/company	
02	Software Certification Details(Attach copies) (i) ISO 9001:2008 (ii) ISO 27001:2013 (iii) STQC CERTIFICATION	
03	Completed years of experience for providing e-solutions services related with digital evaluation of answer scripts to universities/boards (Please attach documents for proof pages ----to-----)	
04	Number of answer-scripts processed for onscreen marking per year (Please attach documents for proof pages ----to-----)	
05	Number of Boards/universities for which the services of digital valuation have been provided by you. Please attach following documents (i) Name of served body along with name of contact person's details (pages ----to-----) (ii) Experience Certificates as proof of (i) above (pages ----to-----) (iii) Customers' Feedback (pages ----to-----)	

Declaration:

I do hereby declare that we have gone through the details of the technical specifications and other terms and conditions mentioned in the Tender Paper received against the Tender No..... Date..... and will abide by us.

**Authorised Signatory with Seal & Date
On behalf of the Firm**

FINANCIAL BID FORMAT

To

The Registrar,
CSVTU,
Newai,
Bhilai – 491107, Chhattisgarh

Nature of Work: Setting up the scanning Centre, Training, Scanning, digitizing, imaging of the Answer Book pages, packaging the images, On-Screen marking and up-loading the data and other works as mentioned in “Scope of Work”

S. No	Description of the work along with the specifications	Rate per Answer booklet	
		In Figure	In words
1	The digital scanning and digital valuation in main examination answer books (approximate eight lakhs per year of the answer-scripts as per tender document with/without cutting spine of booklets.		
2	Re- Totaling of answer script (Approx 1% of main answer scripts)		
3	Revaluation of answer scripts (allotted to 2 different valuers) (Approx 5% of main answer scripts)		
4	Re-Revaluation of answer scripts (Approx 1% of main answer scripts)		

Note: The bidder has to quote the price for setting up of one scanning centre to handle the scanning of 2.00 Lakhs answer-scripts per week at CSVTU Bhilai with all the necessary equipments and other accessories. The Scanning Centre should have latest version of 2 in 1 computers, scanners, servers, UPS, CCTV cameras, etc. The other facilities like space (room/rooms), power, and furniture's shall be provided by the University.

Date:

Signature

(Name & Designation)

Seal of the Company