



CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

छत्तीसगढ़ स्वामी विवेकानंद तकनीकी विश्वविद्यालय, भिलाई

No. CSVTU/Admin/2025/4911

Bhilai, Date 14.10.2025

Tender Notification for Digital Evaluation System from turnkey solution provider

Sealed tenders are invited in two covers (Technical bid and commercial bid) from PSU's for Digital Evaluation System from turnkey solution providers. The terms & conditions are available on website www.csvtu.ac.in Interested parties may download the tender form (along with terms & conditions) from the website or collect the same from office of the University, Bhilai by paying Rs. 5000 (Including GST) each. The dully filled application form shall accompany with EMD in the form of Demand Draft drawn in favour of Registrar, CSVTU, Bhilai . The demand Draft shall be prepared from a nationalized bank & shall be payable at Bhilai.

Date for sale of tender document : 14.10.2025 at 5:00 PM

Last date for Sale of Tender Document : 25.10.2025 at 5:00 PM

Last date for Submission of Sealed Tender : 28.10.2025 at 2:00 PM

Date of opening the received Tender : 28.10.2025 at 3:00 PM


14.10.25
Registrar
CSV TU, Bhilai

REQUEST FOR PROPOSAL (RFP)/TENDER INVITING NOTICE

Sealed tenders are invited in two covers (Technical bid and commercial bid) from reputed from ***PSUs/Govt. undertakings (Central and State) agencies*** for the purpose of Digital Evaluation System from turnkey solution provider.

The term & conditions are available on website www.csvtu.ac.in Interested parties may download the tender form (along with terms & conditions) from the website or collect the same from office of the University, Bhilai The dully filled application form shall accompany with EMD in the form of Demand Draft drawn in favour of Registrar, CSVTU, Bhilai. The demand Draft shall be prepared from a nationalized bank & shall be payable at Bhilai.


16.10.25

PREPARATION OF THE BID

1. The tender would be submitted in three parts in separate sealed envelopes which shall contain:
 - a) **Envelop No. 1.** A DD of Rs **Rs.20,000** in favour of Registrar, CSVTU Payable at Bhilai
 - b) **Envelop No. 2.** All the relevant documents regarding the Technical Bid and essential qualifications of the Bidder.
 - c) **Envelop No 3.** The Prices on the prescribed Format to be submit. The quoted prices would be inclusive of all taxes, duties and any other charges.
2. All the three envelops should be kept in one single, bigger envelop, duly sealed Tender along with EMD fees in the form of Demand Draft in favour of Registrar Chhattisgarh Swami Vivekanand Technical University, Bhilai should be submitted by Registered/Speed Post to the Registrar, Chhattisgarh Swami Vivekanand Technical University, Bhilai latest by 28th Oct 2025 till 2 PM.
3. Tender Fee **5000/-** and EMD **20,000/-**.
4. Only Complete Bid submitted as per RFP will be considered for opening.
5. All the technical bids which obtain **minimum 60 marks** (Agency Selection method will be applied as per conditions described in the Tender point no. 15.1) are eligible for Financial Bid opening.
6. However, University, CSVTU reserves right to accept or reject any or all the bid/s. No objection or legal action can be taken against decision University if participated.
7. After the acceptance of proposal, the selected agency have to sign an agreement on Rs 1000/- non-judicial stamp and furnish Performance Bank Guarantee of 3% of the awarded contract value, The points/clause mentioned in the PROJECT DETAILS Further can be enhanced during the time of Agreement



KEY DATES

- RFP Publication Date: 14/OCT/2025.
- Sale/Downloading RFP Document: 14/OCT/2025 to 25/OCT/2025 5:00 PM.
- Last Date for Submission: 28/OCT/2025 2:00PM.
- Technical Bid Opening and Evaluation : 28 /OCT/ 2025 3:00 PM.
- Financial Bid Opening: 29/OCT/ 2025 12:00 noon

The Bidders are strictly advised to follow the time schedule (Key Dates and time) of the Tender.

PROJECT DETAILS

1. SCOPE OF WORK

The CSVTU intends to implement a comprehensive system to manage the **Answer Book Scanning and On-Screen Marking (OSM) process**. The system shall mainly comprise the following activities:

- A. Scanning of Answer Books (preferably without cutting the spine).
 - B. On-Screen Marking (Digital Evaluation).
 - C. Post-evaluation activities.
-
- **Scanning and Digitization of Answer Booklets**
 - 1. Digitization and secure packaging of answer booklet images for Digital Evaluation (e-Evaluation).
 - 2. Setting up Digital Scanning Centres at the University premises and/or designated Nodal Centres to meet the demand/requirements of CSVTU.
 - 3. Digitization of Answer Booklets using high-speed scanners, with or without cutting the spine.
 - 4. Digitized Answer Booklets shall be pushed to secure Data Centre servers.
 - **Digital Evaluation**
 - 1. Complete evaluation process of Answer Booklets using the Digital Evaluation software.

3. Dynamic allocation of Answer Scripts to eligible evaluators.
4. Mapping of evaluator data to valuation centres and sending SMS/email notifications.
5. Daily generation of hard copy reports of Answer Booklets corrected by evaluators, signature collection, and uploading to the system.

➤ **Training to Evaluators**

1. The bidder shall provide training to Head Evaluators and Evaluators in both online and offline modes, as per the schedule and venues specified by CSVTU.

➤ **Compliance and Result Processing**

1. The software must comply with all legal and statutory requirements of CSVTU.
2. Results processing shall be carried out by applying validation rules, declaring results, and generating related reports.

➤ **System Features (Digital Evaluation Software)**

The proposed system must include the following features:

1. Provide a simple, efficient, and accurate medium for evaluation, handling tasks such as totalling, validation of maximum marks, ensuring all answers are marked, and handling optional/extra questions as per CSVTU's business rules.
2. Bidder shall incorporate modifications in the software as required by CSVTU.
3. Support organization of Digital Evaluation at multiple locations.
4. Submission of implementation plan and training schedule for CSVTU approval.
5. Integration of CSVTU master data (colleges, courses, regional centres, evaluation centres, students, and pool of examiners).
6. Enable digitization of handwritten Answer Scripts at appropriate resolution and storage in secure servers for distributed evaluation.
7. Scanning shall preferably be done without cutting the spine of the Answer Script.
8. Digitization process shall include:
 - a. Ability to read Barcode/OMR/QR/ICR, etc.
 - b. Automatic generation of unique random numbers to ensure anonymity.
 - c. Masking of selected fields across answer script pages.
9. Lifecycle tracking of answer scripts from receipt, digitization, evaluation, and return to CSVTU.
10. Authentication via login ID/password, with password delivery to registered mobile numbers.
11. Dynamic and automated random allocation of answer scripts to evaluators, ensuring secrecy.

12. User-friendly interface providing scripts, question papers, scheme, and marks entry on the same screen with zoom/marking tools.
13. Automatic return of un-evaluated scripts to the pool for reallocation without delay.
14. Daily progress and monitoring dashboard for CSVTU (received, digitized, evaluated, pending scripts).
15. Facility for re-evaluation without disclosure of prior marks.
16. Stacking module for secure storage and retrieval of physical answer scripts post-scanning.
17. CSVTU shall provide evaluator lists. Bidder's prices are exclusive of evaluator remuneration and evaluation centre setup costs.
18. Availability of evaluated scripts to students through web services.
19. Evaluation centre requirements will be finalized by CSVTU based on workload and examiner availability.

➤ **Evaluator Registration and Finance Reporting**

1. The system must include a dedicated Evaluator Registration Module.
2. Automated reports must be generated in formats compatible with CSVTU Finance Department for timely payments.
3. Vendor shall submit such reports periodically to the Finance Department.
4. A dedicated resource shall be assigned by the bidder for registration, report generation, and coordination.

➤ **Mode of Evaluation**

1. Evaluation may be centre-based or home-based, as permitted by CSVTU.
2. The Bidder shall establish Computer-Based Evaluation Centres at multiple locations across Chhattisgarh, as designated by CSVTU, at its own cost.

➤ **Infrastructure, Maintenance, and Transportation Responsibilities**

1. CSVTU shall provide only power supply and basic furniture. All other infrastructure costs shall be borne by the bidder.
2. Bidder's Responsibilities:
 - a) Arrange and install electrical cabling, networking, and other infrastructure at their own cost.
 - b) Ensure maintenance, upkeep, and repair of the lift facility at scanning premises.
 - c) Bear all expenses related to upkeep and maintenance of the scanning centre.
 - d) The Bidder shall maintain the Scanning Centre infrastructure, including CCTV live surveillance, in fully operational condition throughout the contract period

- e) Bear all transportation and fuel-related expenses for movement of answer copies from Nodal Centres to University premises.

➤ **Privacy and Security Standards**

- 1. The solution must comply with Government of India Privacy and Security Norms.

➤ **Additional Requirements**

- 1. The system should be capable of fetching and generating reports as required by CSVTU.
- 2. The Bidder shall establish a dedicated Project Management Unit (PMU) at the CSVTU Bhilai campus for the execution and management of the project.
- 3. The Bidder shall deploy a dedicated Project Manager and a Deputy Project Manager to oversee and manage all operations under this contract at the University Campus
- 4. Biometric attendance shall be mandatory for all deployed personnel. The attendance data shall be maintained and made available to the University or its authorized representative for verification as and when required.
- 5. The system shall provide a secure provision for students to view their evaluated Answer Scripts online and raise objections regarding their marks, if any, within a defined timeframe. The system must log such objections, maintain an audit trail, and provide CSVTU with consolidated reports for resolution.
- 6. Post result declaration, the bidder shall handover all the evaluated Answer Scripts in secured storage devices (such as encrypted hard drives or equivalent media) to CSVTU. The data handover must ensure completeness, integrity, and compliance with CSVTU's data retention policies.

2. MODEL OF ENGAGEMENT

- CSVTU, is looking for a Technical implementation partner for the period of five years from date of go-live.
- Following will be operational aspect of proposed project:
 - a) 5 years engagement agreement between CSVTU and Selected agency from the date of MoU.
 - b) Site allocation by CSVTU in consultation with selected Agency and number of systems with required configuration.
 - c) Payment will be made on Per answer booklets evaluation basis.
 - d) The unit of work will be awarded to selected Agency would be "Academic session (semester -wise) " and payment will be made within 15-30 days of the successful completion for the successful count.
 - e) CSVTU will nominate an authorised person from university and provide required candidate data in consultation with selected agency.
 - f) If CSVTU is satisfied with the work the contract may extend for another 2 years with mutual agreement.
 - g) In the event of an increase in the RFP scope—whether related to manpower, modules, or additional features—the applicable rates shall be revised through mutual discussion and agreement.

3. PROJECT AWARD

Bidders found eligible on the basis of pre-qualification criteria parameters described shall only be

considered for RFP evaluation.

****Note: Selection criteria will be based on "Quality cum Cost Base"(QCBS)**

Following is the evaluation process/criteria that will be applied for all the received proposals. The award criterion will be "the most economically viable & technologically feasible" tender that includes the requested services.

The evaluation will be based on Four-Step process including:

- Step-1: Technical Evaluation,
- Step-2: Capability Evaluation(Vendor Presentation/Demo)
- Step-3: Financial Evaluation, and
- Step-4: Combined Final Evaluation

The final Agency will be awarded the project with the following next steps:

- Letter of initial work order.
- The Agency needs to accept the Letter of Acceptance and send the acknowledgement back to CSVTU.
- Signing of contract.
- Data will be given to agency.
- Furnishing of Performance Bank Guarantee (3%) in proportionate to work order value

4. PRE-QUALIFICATION CRITERIA

The bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements, as described in the Tender document. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the services sought by the Chhattisgarh Swami Vivekanand Technical University (CSVТУ) Bilai. for the entire period of the contract. The bids must be complete in all respects and should cover the entire scope of work as stipulated in the Tender document else the bids shall be rejected summarily.

The invitation to bid is open to all bidders who qualify the eligibility / pre-qualification criteria as given below:

Bidder should be a state/central PSU and working in India. The registered agency should be operating in India for a minimum of three years as on 31st Mar 2025 with an objective of offering IT services and IT enabled Services in Chhattisgarh.

- a) The bidder should have an average minimum annual turnover of Rs. 10 Crore in IT related activities in the last 3 financial years (22-23, 23-24 & 24-25).

- b) The Bidder must be a profitable organization during the previous successive three years of operations.
- c) The bidder must not be a defaulter to any financial institution with any case pending in the court of law.
- d) The bidder must be in the business of Pre & Post exam or having experience in University management or administrative IT or IT enabled services a minimum of 3 (three) years. Work order pertaining to the same must be provided.
- e) The bidder should be registered with appropriate tax authorities such as Income Tax and should submit the certificate of registration with these authorities.
- f) The bidder must have a minimum certification of "CMMI Level 3" and ISO 9001:2015.

5. TECHNICAL EVALUATION

Following evaluation parameters will be used for Technical Evaluation, and will be applied on all the Technical Proposals:

S.No.	Technical Evaluation	Description	Max Marks
1.	Similar Project experience in University/Education Boards	Minimum Four Government Universities/Boards	5
2.	The Bidder must have ISO 9001 and certifications or CMMI Level 3 certification	ISO 9001:2015 = 5 Marks CMMI Level 3 or above = 10 Marks	10
3.	Project Experience of Digital Evaluation in last 3 years	For 10 Lac booklets = 5 Marks For 20 Lac booklets = 7 Marks For more than 30 Lac booklets = 10 Marks	10

4.	Project experience in Chhattisgarh Universities related to examinations data processing only.	The bidder must have successfully implemented project in minimum two Chhattisgarh Government University. For One Government University experience = 5 Marks For Two or more Government University experience = 10 Marks	10
5	The Bidder Should have an average annual turnover of atleast Rs. 10 crore for last 3 financial year I.e FY 2022-23,23-24,24-25 from examination related work.	INR 10 - 20 Crores = 5 marks INR 20 - 30 Crores = 7 marks Above 30 Crores = 10 marks	10
6	The bidder should have registered office in Chhattisgarh .	Registered office in Chhattisgarh = 5 marks	5
7	Bidder should have continuous Govt University/Education Board work experience of pre-post examination services for minimum 50,000 students per year in a single university.	Upto one year – 1 Marks >= 2 years – 5 Marks >= 3 years – 10 Marks	10
8	Bidder's Experience of simultaneous scanning of answer booklets for state/central exam board at multiple locations(cities) for single project	>= 5 locations - 2 marks >= 10 locations - 5 marks >= 15 locations - 10 marks	10
9	Technical Presentation	Approach & Methodology 1. Understanding of scope of work 2. Solution Architecture approach 3. Data Migration Approach 4. Project Management Plan	30

Technical Evaluation (Max Marks - 100)

Note:- Bidder who do not qualify the eligibility evaluation will not be considered for financial evaluation.

The Bidders who do not obtained 50 marks out of 100 marks in technical evaluation, will not be considered for financial evaluation.

6. FINANCIAL EVALUATION

Following evaluation method will be used for Commercial/Financial Proposals.

- Those bidder who will get above 50 % marks in technical evaluation criteria including presentation, will qualify for financial bid.
- Out of the above qualified Technical Bids with Total Technical Score above 70, The bidder with lowest qualifying financial bid (L1) will be awarded 100% Financial score (amongst the bidder which did not get disqualified on the basis of the below note).
- Financial Scores for other than L1 bidders will be evaluated using the following formula:

$$\text{Total Financial Score of a Bidder} = (\text{Financial Bid of L1} / \text{Financial Bid of the Bidder}) * 100$$

- This Total Financial Score for each qualified vendor will further be used to calculate the Total Final Score as described in the Combined Final Evaluation sub-section below.

Note: Financial Bids that are less than 30% of the median-price will be disqualified, where the median-price is computed by adding all Financial Bid values of ALL the financial qualified bidders and dividing the same by the number of bidders.

7. COMBINED FINAL EVALUATION

Combined final evaluation as under, will be used to obtain Total Final Score and to select and declare the winner.

With the above obtained Total Technical Score, and Total Financial Score, the Total Final Score will be calculated as per the formula below:

Total Final Score = Total Technical Score * 0.7 + Total Financial Score * 0.3
The Bidder with the Highest Total Final Score would be the Winner.

Note: If there is a tie, then the bidder with the Highest Total Technical Score would be the winner.

8. PAYMENT SCHEDULE

CSVТУ will follow the below mentioned payment schedule and payment terms:

Milestone	Payment%
On completion of scanning	50%
After Complete process of Result Declaration	Balance 50%

After submitting the bill, the payment will be released with-in 30 days from the date of submission.

***Note: TDS will be deducted as per norms of CSVТУ but not more than Income Tax section 194 J (b) from the payment made to the bidder.*

9. INVOICING & PAYMENT TERMS

Detailed Invoicing and Payment Terms will be addressed during the time of Contract Award/Work Order.

10. LIABILITIES OF CSVТУ

This RFP is only an invitation for proposal and no contractual obligation on behalf of CSVТУ whatsoever shall arise from the RFP process unless and until a formal contract is signed between CSVТУ and the Selected Agency.

This RFP does not commit CSVТУ to pay any cost incurred in the preparation or submission of any proposal or to procure or contract for any services in this regard.

11. DECISION AUTHORITY

CSVТУ will make its decision based on the ability of the Bidder(s) to meet our specific needs, technical expertise of the Bidder(s), delivery capabilities, customer references, past satisfactory performance experience, system completeness (which is a must) besides cost, and CSVТУ is the sole and final authority in the decision making.

12. SCOPE CHANGES

CSVТУ reserves the right to alter/modify the scope of work mentioned in this RFP document at any stage of the bidding process and contract.

13. RFP CONFIDENTIALITY

All information contained in this RFP, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared with any other organization, including potential sub-contractors, without prior written consent from CSVТУ.

14. BIDDER RESPONSIBILITY

The RFP is issued for Answer Book Scanning and Digital Evaluation process "Hence, upon successful bid, it is the Vendor's responsibility for the completeness of the project in full capacity.

Note: The successful Bidder/Vendor should submit a self-declaration/ undertaking as part of bid submission per Form-1 on their company letter head.

15. TERMINATIONS

CSVТУ reserves the right to terminate the contract at any stage of the work by giving 90 days' notice if it is found/observed that the delay occurred in any of the activities covered under the contract and will affect the overall work schedule. In this regards the decision of Vice-Chancellor, CSVТУ shall be final and binding for both the parties.

16. ARBITRATION

Any dispute or difference or claim arising out of or in relation to this contract shall be settled or decided as per latest Arbitration & Conciliation Act, 1996. The jurisdiction of the arbitration shall be at Bhilai..



17. JURISDICTION

This RFP shall be construed, interpreted and applied accordance with, and shall be governed by, the laws applicable in India. The courts at Bhilai shall have the exclusive jurisdiction to entertain any matter arising out of or in relation to this RFP.

18. GENERAL

➤ FINANCIAL INFORMATION (Form A)

Bidder must furnish the annual financial statements for the last three years in Form A.

➤ ORGANIZATIONAL INFORMATION (Form 'B')

Bidder is required to submit the following information in respect of its organization (Form B):

- Name and postal address including email, telephone, fax number etc.
- Self-certified copies of documents defining the legal status, place of registration and principal places of business.
- Names and title of Directors/Partners and officers who shall be concerned with the work, with designation of individuals authorized to act for the organization.
- Information on any litigation in which the bidder was involved during the last five years including any current litigation. In case of no litigation a declaration from authorised signatory will be required.
- Check list
- FINANCIAL BID INFORMATION (Form 'C')

Bidder is required to submit the Financial Bid in prescribed format of Form C.

➤ Proof of Criteria Fulfilment (FORM 'D')

FORM 'A' FINANCIAL INFORMATION

Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last Three years duly certified by the Chartered Accountant as submitted by the applicant to the Income Tax Department (copies to be attached).

Particulars	2022-23	2023-24	2024-25
Gross Annual			
Profit/Loss			

Seal and Signature of Applicant(s)



FORM 'B'

STRUCTURE & ORGANIZATION

1	Name & Address of the applicant:	
2	Telephone Number: Fax Number:	
3	Legal status of the applicant (attached copy of incorporation certificate)	
4	Name of Officers with designation to be concerned with this work:	
5	Designation of individuals authorized to act for the Organization	
6	Was the applicant ever required to suspend assignment for a period of more than six months continuously after you commenced the assignment? If so, give the name of the project and reason of suspension of work.	
7	Has the applicant ever been debarred/black listed for tendering in any organization at any time? If so, give details.	
8	Has the applicant ever been convicted by a court of law? If so, give details.	
9	Any other information considered necessary CSVTU not included above	

Signature of Applicant(s) with date & seal



FORM 'C'

Financial Bid (BoQ)

Cost:

Financial Bid for Selection of Agency for Answer Book Scanning and Digital Evaluation process for CSVTU, Bhilai.

Note: Single rate on per answer booklet basis must be quoted.

<i>For Entire work described in this document</i>	<i>Per answer booklet</i>
Per Answer booklet Cost	--
Tax	--
Total Cost	--
<i>Total Cost per answer booklet Basis:</i>	
<u>In words:</u>	

Performance Bank Guarantee will be calculated on total contract value excluding TAX component.

CERTIFICATE

Certified that full contents of the tender document have been thoroughly studied and understood by us before quoting above mentioned unit rate.

Station :

Signature of MD

Date:

OR

Authorised person

Name & Designation:

with Office Seal.



FORM – D

Proof of Criteria Fulfilment

Criteria No.	Criteria	Whether Bidder is fulfilling criteria or not? (Yes/No)	Whether Certificate is attached? (Yes/No)
1	If organization is a Central Govt./State Govt/Central PSU/State PSU Company.	(Kindly also mention the name of the category in this block)	
2	The Participating organizations do not stand blacklisted or banned by any state or central Government or by its procurement agencies.	(Kindly give affidavit on COMPANY LETTER HEAD in this regard)	
3	Annual turnover for the last three financial years.		
4	Permanent Account Number/ TIN/ GST No. (Whichever applicable) and registration photocopy are enclosed.		

Note: Kindly proof for all the criteria as annexure-1,2,..... as mentioned in remark column in above table compulsorily. Proof must be attached with the table itself without referring to any other place for such documents/certificates.

Signature of Applicant(s) with date & seal

FORM-1: TOTAL RESPONSIBILITY UNDERTAKING

(Submit this form by printing the below specified content in your company letter head.)

To,

The Registrar,

Chhattisgarh Swami Vivekanand Technical University (CSVТУ),

Newai, Bhilai, Chhattisgarh 491107

Ref: RFP Notification no.....<xxxx>

dated <dd/mm/yyyy>

Sub: Self certificate regarding Total Responsibility

Dear Sir,

This is to certify that we undertake total responsibility for the successful and defect free operation of the proposed Project solution, as per the requirements of the RFP for Answer Book Scanning and Digital Evaluation process for CSVТУ , Bhilai

Thanking you,

Yours faithfully

(Authorized Signatory

Authorized Signatory's Name:

Authorized Signatory's Designation:

Place:

Date:

Bidder's Company Seal:



FORM-2: UNDERTAKING FOR NON-BLACK LISTING

(Submit this form by printing the below specified content in your company letter head.)

To,

The Registrar,

Chhattisgarh Swami Vivekanand Technical University (CSVТУ),

Newai, Bhilai, Chhattisgarh 491107

Ref: RFP Notification no.....<xxxx>

dated<dd/mm/yyyy>

Subject: Self Declaration of not been blacklisted

Dear Sir,

We confirm that our company, _____, is not terminated or blacklisted in any manner whatsoever by any of the State/UT and/or central government in India on any ground and also not included in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Thanking you,

Yours faithfully

(Authorized Signatory

Authorized Signatory's Name:

Authorized Signatory's Designation:

Place:

Date:

Bidder's Company Seal:

