

**MAKHANLAL CHATURVEDI NATIONAL UNIVERSITY OF
JOURNALISM AND COMMUNICATION**

38 B, VIKAS BHAWAN, M.P. NAGAR, BHOPAL (M.P.) 462011

Examination Data Entry and Processing Tender

Sealed tenders are invited for computerized data processing of pre and post University Semester Examinations from registered, experienced and reputed firms under the bid system as per details available on the University website www.mcu.ac.in. The work involves data processing, generating various reports and printing work for the exam forms submitted online, processing of result through customized software and printing of tabulation charts, mark sheets, degrees etc, on preprinted stationery of the semester examination.

Tentative Volume of work per year includes Pre & Post Exam Data Processing of three lakh candidates.

Last Date of submission of tender : 28-07-2021 up to 3:00 pm

The tender forms can be obtained on payment of non-refundable fee of Rs. 5000/- by Demand Draft drawn in favor of "Registrar, Makhanlal Chaturvedi National University of Journalism & Communication" payable at Bhopal or can be downloaded from University website www.mcu.ac.in and submitted with the required fee of Rs. 5000/- only. Other terms and conditions will be as per the tender documents. The university may exercise discretion to accept or reject tender without assigning any reason.

Registrar

Makhanlal Chaturvedi National University of Journalism & Communication, Bhopal

Tender Document for Pre Examination Data Processing and Post Examination Data Entry and Processing Work

TENDER DOCUMENT

Sealed tenders on behalf of Makhanlal Chaturvedi National University of Journalism and Communication (MCNUJC), Bhopal are invited for Computerised Pre and Post exam data processing for University Semester Examinations from registered, experienced & reputed firms under the bid system, as per details available at the University Website www.mcu.ac.in. The work involves Pre Examination data processing, various report generation and printing work (including stationery) from data of online submitted exam forms and post examination data entry, processing of result through bidder's own software and printing tabulation chart, marksheet, degree etc., on preprinted stationary for the Semester Examinations.

The University invites sealed tender offers from eligible, reputed software companies for Pre & Post Examination data processing. They are required to print Admit card, Attendance Sheet and various Reports. The University will provide all the data that includes examination internal marks, practical marks and theory marks and other information. Internal and Practical marks will be available to successful bidder online while Theory marks will be available in soft copy after reading OMR Sheets. The validity of data will be attended by the firm / company.

All work has to be done at agency's own premises.

TENDER DOCUMENT

Bid Details

Date of issue of tender document	Next day after the appearance of advertisement.
Last Date and Time for submission of tender	28/07/2021 up to 3:00 P.M.
Date, Time & Venue of Technical Bid Opening	28/07/2021, Time 4:00 P.M. in the office of the Controller of Exam, Makhanlal Chaturvedi National University of Journalism & Communication, B-38, Vikas Bhawan, Bhopal 462011
Address of Communication	Controller of Exam, Makhanlal Chaturvedi National University of Journalism & Communication, B-38, Vikas Bhawan, Bhopal 462011
Contact-Any further clarification on technical matter.	Controller of Exam, Makhanlal Chaturvedi National University of Journalism & Communication, B-38, Vikas Bhawan, Bhopal 462011, Ph. 4294903

Note: - Date and time for opening of Financial Bid will be declared at the time of Technical Bid opening.

The tender forms can be obtained from the Controller of Exam, Makhanlal Chaturvedi National University of Journalism & Communication, B-38, Vikas Bhawan, Bhopal between 10:30 am and 05:30 pm (except on the closing day) on all working days of the office on payment of non-refundable fee of Rs.5000/- each by Demand Draft drawn in favour of "Registrar, Makhanlal Chaturvedi National University of Journalism and Communication" payable at Bhopal or can be downloaded from <http://www.mcu.ac.in> website and used for submission. In case of tender document being downloaded, the cost of Rs.5000/- in the form of separate DD should be enclosed while submitting the tender documents in the envelope of Technical Bid.

- Terms and Conditions of the Tender-

Eligibility Criteria

1. The Agency should satisfy following conditions as pre-requisites :

- 1.1.** The Agency should be a Government Agency or an Agency registered as private or public limited company and should have at least **5 Years** of minimum experience of pre and post examination related data processing jobs.
- 1.2.** The Agency should have a minimum total gross turnover of at least **Rs.75 Lakhs each** year in last three years in computerized processing job or related activities.
- 1.3.** The Agency must have independently handled at least two assignments for a minimum of 1,50,000 (1.5 Lakh) applications covering the entire scope of work as specified hereinafter in the tender documents in last 3 financial years.
- 1.4.** The Agency must have minimum of **30 employees** on its rolls presently.
- 1.5.** The Agency must have Net Worth of at **least Rs.75 Lakhs as on 31 March 2020.**
- 1.6** During last three years, the agency must be profit making in each year.

2. The Agency should furnish the following information along with the supporting / required documents.

- 2.1.** Detailed business profile along with space and organizational structure showing details of professional, technical and other manpower with their qualifications and experience.
- 2.2.** Affidavit that the company has not been blacklisted by any organization / university / educational institute.
- 2.3.** Firms/Agencies are required to give evidence of having successfully undertaken similar projects related to pre examination data processing, image processing, examination result processing and printing work of reputed Universities/Educational Institutes.
- 2.4.** Certificates are to be enclosed from organizations which have employed the firm for pre and post examination work, and also for development of software for processing the University examinations related work.
- 2.5.** Certificates or list of such organization with contact person details including Mobile, Telephone, E-mail and Website are to be enclosed from organizations which have employed the firm for result processing and data entry of examination.
- 2.6.** Audited balance sheet of the last three years along with certificate of incorporation and also certificate of commencement of business in the case of Public Limited Company.
- 2.7.** Details of examination conducting agencies (University/Boards/Educational Institutes) whose jobs have been completed in the last three years along with satisfactory performance report.

- 2.8. Proof of handling at least two completed activities of examination data processing as detailed in scope of work for a minimum 1,50,000 candidates in a single assignment each in last 2 years.
- 2.9. Net Worth certificate from statutory Auditor of the firm / company. If the firms are having different units/division then MOU or Resolutions of the Board has to be attached.
- 2.10. Firms/Companies shall submit detailed conceptual note explaining work plan and the scope of work as understood by it / them and which shall be executed by it/them.
- 2.11. The Company / Firm shall furnish copy of Income Tax Return of the company for the last three years including F.Y.2019-20.
- 2.12. Detailed lists / procedures of overall functional management, secrecy and quality control, which the firm proposes to conduct during the execution of work.
- 2.13. Firms/Agencies are also required to enclose sample of stationery, Mark sheet, Degree etc. which are being used for printing.

3. Characteristics of the Software:

- 3.1. Software should be capable to process data for pre & post examination work, result processing as per University rules, to generate different reports as required and also to capture the theory, practical, project and internal Assessment marks.
- 3.2. Software must be flexible and user friendly. In terms of flexibility, software should have provision for adding/deleting/uploading paper particulars including marks distribution. It should also have provision for punching of awards in soft and/or hard copy on double entry basis and their comparison/mismatch reports etc.
- 3.3. Software should be scalable.
- 3.4. Software should have all latest security features.

4. Two Bid System Tender

Separate Technical and Commercial Bids duly sealed and super scribed '*Quotations for Outsourcing of Data Entry, Validation and processing Work, Makhanlal University - Technical Bids*' and '*Quotations for Outsourcing of Data Entry, Validation and processing Work, Makhanlal University - Commercial Bids*' shall be submitted as per bid details given in this document. Bids for each item should be in a separate sealed cover, clearly super scribed. All pages should be duly signed by authorized signatory. The tender not submitted in the prescribed formats or incomplete in detail is liable for rejection. The Makhanlal Chaturvedi National University of Journalism & Communication is not responsible for non-receipt of quotation within the specified date and time due to any reason including postal holidays or delays. The University reserves all rights to cancel the tender.

5. Earnest Money Deposit

Earnest Money Deposit of Rs.2,00,000/- is required to be deposited along with the tender document in the form of bank draft in favour of the **Registrar, Makhanlal Chaturvedi National University of Journalism & Communication, Bhopal**. The Earnest Money Deposit of parties, whose rates are not approved, will be returned after the finalization of the tenders. However, the Earnest Money Deposit of the parties, whose rates are accepted, will be returned only after entering into legal agreement and depositing the security deposit in the form of bank guarantee of 10% of the contract value. No interest will be paid on the amount of the Earnest Money Deposit money. The same shall be submitted along with the technical bid failing which the quotation will not be considered.

6. Description of work

(A) Pre Examination Data processing & printing

Pre examination data processing as per University rules and printing work is to be done by firm/company from soft copy of data of online submitted forms. However, data entry of few manually submitted forms (if any) may also be required to be done.

S.N.	Particular		Stationery to be used for printing	Printing Type
1)	Generation of course wise, study institute wise unique Roll Numbers.			
2)	Printing of Admit Cards (with photo) in pre printed stationary.	UTD/Study Institute wise	75 GSM, A-4 size	Laser
3)	Printing of Attendance Sheets (with photo) in pre printed stationary.	Exam Centre wise	75 GSM, A-4 size	Laser
4)	Printing of Roll list	UTD/Study Institute wise and Exam centre wise (In duplicate)	60 GSM, 132 Column size continuous stationary	Line Printer
5)	Fees calculation statement of Enrollment + Exam fees & Separate statement for Tuition fees	UTD/Study Institute wise (In duplicate)	60 GSM, 132 Column size continuous stationary	Line Printer
6)	Packet summary for distribution of question paper (as per time table)	Paper code wise total no. of examinees Exam centrewise (Induplicate)	60 GSM, 80 Column size continuous stationary	Line Printer
7)	Student/Examinee - Number statement	Study Institute wise (In duplicate)	60 GSM, 80 Column size continuous stationary	Line Printer
8)	Student/Examinee Number Statement (Registered)	Exam Centre wise (In duplicate)	60 GSM, 80 Column size continuous stationary	Line Printer
9)	Statement of Shift wise Number of Examinees per exam cent (as per time table)	Exam Centre wise (In duplicate)	60 GSM, 80 Column size continuous stationary	Line Printer
10)	Present/Absent statement shift wise/course wise for exam center.	(In duplicate)	60 GSM, 80 Column size continuous stationary	Line Printer
11)	Practical Exam centre wise roll list.	(In duplicate)	60 GSM, 80 Column size continuous stationary	Line Printer
12)	Practical Exam centre wise present/Absent statement.	(In duplicate)	60 GSM, 80 Column size continuous stationary	Line Printer
13)	Any other statement or report as required by University.			

All Admit Cards, Attendance sheets, Statements and Reports should be printed in prescribed format on preprinted stationery.

(B) Process of Enrollment data and Printing of Enrollment Register with student's photo and checklist

Data of online submitted Enrollment forms will be provided by University. However, data entry of few manually submitted forms (if any) may also be done by the agency/firm.

Type of Stationery and Printing: Lazer printing in legal size 75 GSM paper.

(C) Post examination Data entry, processing and printing work.

1. Capturing the data from soft copy/old printed/old hand written tabulation record per candidate for higher semester candidates on double entry basis including internal assessment and notifications and moderation if any.
2. Capturing the data from fresh soft copy of awards as regards internal assessment & PPS and softcopy / hardcopy of hand written/printed awards as regards practical, project & theory papers including absentees on double entry basis through a software which has to be developed by the agency in accordance with the Examination manual and notification.
3. Developing software for processing result course wise as per examination manual & notification and suggesting and incorporating the moderations (in =/-) and comparing with manual tabulation.
4. Supply of mis-matches and data validation.
5. Preparation of exam wise result of examinees and printing of T.R. in duplicate.
6. There are total 10 examinations of B.C.A., D.C.A. & P.G.D.C.A. while there are nearly 60 examination of PG computer courses and other courses. The strength of 10 examinations (B.C.A., D.C.A. & P.G.D.C.A.) may be around 1,40,000 to 1,50,000 while PG Computer Courses and Courses of Journalism may be around 10,000 to 15,000.

Type of Printing & Stationery - Dot Matrix printing in 60 GSM, 132 column size continuous stationery paper.

7. Various reports to be designed by the Agency as per University requirement related to result e.g. Moderations, Scaling Report Result Gazettes, Tabulation, Notifications, Dispatch list for Result, Marksheet, List of candidates eligible for award of degree/diploma with final result, course wise Merit list, Institute wise/UTD wise result analysis and various statistical report for suggesting moderation etc. Agency will have to provide soft copy as well as printed copy of such reports.
8. Printing of marks sheet with photograph of good resolution on preprinted stationery with latest security features like:-
 - (i) Hologram, (ii) Bar code of Enrollment Number., (iii) Micro line border, (iv) Penetrating ink for serial number, (v) Any other feature as may be provided by agency.

Type of Printing & Stationery-Lazer printing in 105 GSM good quality parchment paper.

9. Mark sheet corrections and Duplicate mark sheets.
10. Clearance of W.H. results.
11. Processing of UFM cases as per notification.
12. Web search page for result to be designed by the agency as per directives of exam sections.
13. Agency will send the Student Admit cards sorted study institute wise in tar-coated envelope along with a covering letter and in the same way send Student Attendance sheets sorted exam centre (ECC) wise along with a covering letter. This covering letter will specify course name, semester and total number of admit cards/attendance sheets per course.

(D) Revaluation data processing and result preparation.

1. Data processing of revaluation forms is to be done by Firm/Company from soft copy of data of online submitted forms. However, data entry of manually submitted forms (if any) may also be done.
2. Printing of F/CF for 1st and IInd revaluer as per revaluation form data.
3. Data Entry of marks awarded by Ist and IInd revaluer and first processing of revaluation result as per University rules.
4. Prepare & provide list of candidates eligible for IIIrd revaluation. Printing of F/CF for IIIrd revaluer.
5. Preparation and processing of Final result of revaluation as per rules.
6. Printing of TR. (In duplicate) and revised mark sheets.

(E) Printing of various Tabulation Registers (with hold Result & Degree)

Agency will prepare and print exam Tabulation Register (TR) and Degree TR for the students who complete the course i.e. all semesters pass students. These TR will be kept course wise.

7. Presentation of Expertise

The firms/companies may be required to demonstrate the managerial and technical capabilities at the place and time determined by the University at their own expenses.

8. Penalty Clause

The University conducts semester examinations in very tight schedule and inbetween the two semester examinations-declaration of result, revaluation, next semester enrollment and examination form submission process have also to be completed. Therefore the Company / Firm has to complete the entire work strictly as per the prescribed schedule and strictly in accordance with the terms and conditions of the Tender failing which the University without prejudice to any other right or remedy available may recover any such amount suffered as loss from the company / Firm as ascertained by this office as liquidated damages and not by way of penalty to be imposed, separately at the rate of 1% per day of delay on the total value of work order subject to a maximum of 25% of the total value of work order, provided if any loss or delay has been caused due to any reason beyond the control of any of the parties (Force Majeure). The Vice Chancellor, Makhanlal Chaturvedi National University of Journalism & Communication, Bhopal shall have the sole discretion to waive off such loss or penalty as he deems fit, provided further that the Firms/Companies shall explain in writing the reasons which caused such delay or loss within 5 days from the date of delay or incurrance of such loss.

- 9.** Printed terms and conditions of the Agency will not be considered as forming part of the tenders. In case terms and conditions of the work order applicable to this invitation to quotation are not acceptable to any tenderer, he should clearly specify deviation in his tender. The University reserves the right to accept or reject them and will not be bound to give reasons for its refusal to consider the tender with deviations.

- 10.** Hypothetical and conditional quotations will not be entertained.

- 11.** The estimated quantum of work should be around 1,60,000-1,70,000 exam forms (Backlog+Regular) and around 50,000 enrollment forms per semester.

12. The duration of the task is likely to be from October to November and April to May for pre exam work. January to March and July to September is the likely duration for post examination work.
13. The above work has to be completed in the agency's own premises, including holidays and Sundays or as ordered depending upon necessity of work.
14. Firms/Companies shall be required to provide zero error certificates in respect of data captured and outputs.
15. Firms/Companies are required to quote charges on per candidate (unit) basis for all works and on to work basis as per 6(A) to 6(D) & together as well. (A candidate who fills form as regular candidate in any semester and also fills form/forms in any other semester as backlog candidate will be treated as two separate units.)
16. Firm/company needs to process the data on daily basis. The processed data (in the required format) along with reports/lists after all the data entered needs to be submitted to the Controller of Examination within time schedule and as directed.
17. Firm/Company which has been awarded the work order should not use the data-base generated for any other purpose other than those specified by the University. The University has the exclusive right to the data-base.
18. University will have exclusive right to the software and other computer programs developed (including the source code) for sorting of data.
19. The Firm/Company shall not sub-contract or assign all or any part of the work to any third party.
20. Rates quoted shall remain fixed till the contract period.
21. Firm/Company would be required to sign an agreement on a stamp paper of an appropriate value.
22. Period of Contract: **Three year (Six semester exams)**. The period of contract will commence from the date of signing of the contract. The contract may be extended for further one year i.e. two semester with the same conditions and with the mutual consent of both parties.
23. The decision of the University with regard to the acceptance/otherwise of the bids will be final and binding.
24. Firms/Companies short-listed by the University should demonstrate their ability to handle the tasks (of data capturing through Software, processing of data to generate reports/lists as per University guidelines) and they may be required to demonstrate a trial run from old raw data before the final exercise.
25. Firm/Company which is awarded the work order will have to demonstrate a final trial run well before the final exercise.
26. Sealed envelopes should contain (Technical & Financial Bids should be sealed in separate envelope)
 - (a) Confirmation of understanding of the technical specifications of the works as defined in the Annexure-I proposed to be executed by the firm.
 - (b) Firms/Companies shall also submit detailed note explaining the scope of work as understood by it/him and which shall be executed by it/him.
 - (c) Submit detailed list/procedures of test, which the firm proposes to conduct on completion of work.

27. Technical bid will be evaluated by the Technical evaluation committee appointed by the University
28. Firm/Company should keep the execution of the entire project confidential till its completion. The manpower employed for the work should be on permanent roll of firm/company.
29. The entire work is of a time bound nature, and the firm/company will have to execute work as per the schedules given by University.
30. Firms/company will have to collect data from University premises within 24 hrs. of intimation and also to deliver all data and printed material at University premises within time schedule on its own cost.
31. The software for processing data pertaining to old records must be developed and got validated by University within two week from the placing of the work order. The actual processing of result of candidates through the software and generation of outputs needs of be done as per the requirements of the University.
32. All the generated reports and software required for the finalization of results for the examination of various courses have to be submitted in Hard Copy and Soft Copy on CD-ROM or otherwise as specified.
33. Any clarification/doubt may be addressed or personally discussed, if need be from the office of the Controller of Examination, Makhanlal Chaturvedi National University of Journalism & Communication, B-38, Vikas Bhawan, Bhopal-462011.
34. Performance Security Deposit: The successful tenders will have to furnish a Performance Bank Guarantee in favour of the “Registrar, Makhanlal Chaturvedi National University of Journalism & Communication, Bhopal” valid upto sixty (60) days after the completion of contract from a Scheduled/Nationalized Bank of India for 10% of the total order value within twenty one (21) days of the placement of orders.
35. **Payment term**
Payment will be released within 30 days of submission of bills after successful completion of work.
36. Financial bid of eligible firms/companies will be opened only after scrutiny of Technical bid.
 - (i) **Late/delayed tenders:** Late/Delayed tenders due to any reason what-so-ever will not be accepted/considered at all under any circumstances.
 - (ii) **Forfeiture of EMD:** The Earnest Money Deposited (EMD) will be forfeited if the vendor withdraws or amends, impairs and derogates from the tender in any respect within the period of validity of tender or fails to furnish the Performance Security deposit.
37. **Termination of contact**
If the agency after being allotted work order, fails to complete the exam work satisfactorily or commit blunder in execution or the work is found unsatisfactory the university can terminate the contract without any notice
38. **Envelope I (Technical Offer)**
The Technical Offer should be complete in all respects and contain all information asked for. (As per Annexure-I)

39. Envelope II (Commercial Offer)

Name of Firm/Company : _____

Address with Tel. No. : _____

(Description of Work -As per item 6)	Tentative Volume of work per year	Rate per Candidate in Figures (Rs.)	Rate per Candidate in Words
(A) 1. Pre Examination Data Processing & Printing including supply of stationery. 2. Pre Examination Data Processing & Printing including supply of stationery.(without Admit Cards)	3,00,000 candidates. 3,00,000 candidates.		
(B) Process of Enrollment data and Printing of Enrolment Register with student's photo and checklist.	1,00,000 candidates		
(C) 1. Post examination Data Entry. 2. Processing and Printing work as per University instructions.	50,000 candidates. 3,00,000 candidates.		
(D) Revaluation Data Processing and Result preparation	40,000 candidates.		
(E) 1. Processing withhold results and printing their fresh mark-sheets of withhold results, printing duplicate mark-sheet, printing after making corrections in master data or marks data etc. per mark-sheet rate may be considered as per candidate rate. 2. Process of Degree Data and Printing Degree TR with students record in 80 column stationery	10,000 mark-sheets in a year distributed through out the year. 50,000 candidates.		
(F) Post Exam Manual work/cost of envelop/insertion/pasting/packing/ sorting (semester Examination)	3,00,000 candidates.		

(Tax Rate to be mentioned separately) * The above figure may vary depending on the admission.

Signature of Authorized Person
Name and Designation of Authorized person

.....

ANNEXURE-I

Envelope I (Technical Offer)

T-1 The Agency should satisfy following conditions as pre-requisites:

- T-1.1 The Agency should be a Government Agency or an Agency registered as private or public limited company and should have at least of 5 years of minimum experience of pre and post examination related processing jobs.
- T-1.2 The Agency should have a minimum total gross turnover of at least Rs. 75 lakhs each year in last three years in computerized processing job or related activities.
- T-1.3 The Agency must have independently handled at least two assignments for a minimum of 1,50,000 (1.50 Lakh) applications covering the entire scope of work as specified in the tender documents in last 3 financial years.
- T-1.4 The Agency must have minimum of 30 employees on its rolls presently. Submit PF return for the same.
- T-1.5 The Agency must have Net Worth of at least 75 lakhs as on 31 March 2020.

T-2. The Agency has to furnish the following information along with the supporting / required documents.

- T-2.1 Detailed business profile along with space and organizational structure showing details of professional, technical and other manpower with their qualifications and experience.
- T-2.2 Certificate that the company has not been blacklisted by any organization / university / educational institute.
- T-2.3 Firms/Agencies are required to give evidence of having successfully undertaken similar projects related pre examination data processing, image processing, examination result processing and printing work of reputed university / educational institute.
- T-2.4 Certificates are to be enclosed from organizations which have employed the firm for pre and post examination work, and also for development of software for processing the University examinations related work.
- T-2.5 Certificates or list of such organization with contact person details including Mobile, Telephone, E-mail and website are to be enclosed from organizations which have employed the firm for result processing and data entry of examination.
- T-2.6 Audited balance sheet of the last three years along with certificate of incorporation and also certificate of commencement of business in the case of Public Limited Company.
- T-2.7 Details of examination conducting agencies (university/boards/educational institute) whose jobs are completed in the last three years along with satisfactory performance report.
- T-2.8 Proof of handling at least two completed activities of examination data processing as detailed in description of work for a minimum 1,50,000 candidates for a single assignment in last 2 years.
- T-2.9 Net Worth certificate as on 31/03/2020 from statutory Auditor of the firm/company. If the firms are having different units/division then MOU or Resolutions of the Board to be attached.
- T-2.10 Firms/companies shall submit detailed conceptual note explaining the work plan and scope of work as understood by it / them and which shall be executed by it.
- T-2.11 The Company / Firm shall furnish copy of Income Tax Return of the company for the last three years up to including F.Y. 2019-20.
- T-2.12 Detailed lists / procedures of overall management, secrecy and quality control, which the firm proposes to conduct during the execution of work.
- T-2.13 Firms/Agencies are also required to enclose sample of stationery, mark sheet, degree etc. which are being used for printing.
- T-2.14 Certificate for Statutory Auditor of the firm/company mentioning clearly the total turnover of the company of last 3 years from software development and data processing activities.
- T-2.15 Copy of latest PF return showing the staff strength of the firm / company.

तकनीकी बिड का तुलना पत्र (निविदा प्रपत्र के अनुसार)

ELIGIBILITY CRITERIA

1.

Points of Tender	Detail	A	B	C	D	Remark
1.1.	The Agency should be a Government Agency or an Agency registered as private or public limited company and should have at least 5 Years of minimum experience of pre and post examination related data processing jobs					
1.2.	The Agency should have a minimum total gross turnover of at least Rs.75 Lakhs each year in last three years in computerized processing job or related activities.					
1.3.	The Agency must have independently handled at least two assignments for a minimum of 1,50,000 (1.5 Lakh) applications covering the entire scope of work as specified hereinafter in the tender documents in last 3 financial years.					
1.4.	The Agency must have minimum of 30 employees on its rolls presently.					
1.5.	The Agency must have Net Worth of at least Rs.75 Lakhs as on 31 March 2020.					
1.6.	During last three years, the agency must be profit making in each year.					

2.

Points of Tender	Detail	A	B	C	D	Remark
1.1.	Detailed business profile along with space and organizational structure showing details of professional, technical and other manpower with their qualifications and experience.					
1.2.	Affidavit that the company has not been blacklisted by any organization / university / educational institute.					
1.3.	Firms/Agencies are required to give evidence of having successfully undertaken similar projects related to pre examination data processing, image processing, examination result processing and printing work of reputed Universities/Educational Institutes.					

1.4.	Certificates are to be enclosed from organizations which have employed the firm for pre and post examination work, and also for development of software for processing the University examinations related work.					
1.5.	Certificates or list of such organization with contact person details including Mobile, Telephone, E-mail and Website are to be enclosed from organizations which have employed the firm for result processing and data entry of examination.					
1.6.	Audited balance sheet of the last three years along with certificate of incorporation and also certificate of commencement of business in the case of Public Limited Company.					
1.7.	Details of examination conducting agencies (University/Boards/Educational Institutes) whose jobs have been completed in the last three years along with satisfactory performance report.					
1.8.	Proof of handling at least two completed activities of examination data processing as detailed in scope of work for a minimum 1,50,000 candidates in a single assignment each in last 2 years.					
1.9.	Net Worth certificate from statutory Auditor of the firm / company. If the firms are having different units/division then MOU or Resolutions of the Board has to be attached.					
1.10.	Firms/Companies shall submit detailed conceptual note explaining work plan and the scope of work as understood by it / them and which shall be executed by it/them.					
1.11.	The Company / Firm shall furnish copy of Income Tax Return of the company for the last three years including F.Y.2019-20.					
1.12.	Detailed lists / procedures of overall functional management, secrecy and quality control, which the firm proposes to conduct during the execution of work.					
1.13.	Firms/Agencies are also required to enclose sample of stationery, Mark sheet, Degree etc. which are being used for printing.					