



# VISHVAKARMA SKILLS UNIVERSITY

## NOTICE INVITING E-BID (Rate Contract)

CE/Exam/Pre-Post Exam/E-Proc/2025-26/ 7509

Dated: 09/01/2026

Electronic Online Technical and Financial Bids are invited upto 2:00 P.M. of Date 29.01.2026 for **Outsourcing of University Examination related computer-based processing including Online Work, Pre-Examination Work, Post Examination Work, Work of Affiliation, Revaluation Work, Management Information System (MIS) for entire Examination work Preparation of Final Database, and bilingual database from (Session 2025-26 to 2027-28) passed out students etc. for the year 2026, 2027 and 2028.** **The Rates quoted per student per semester exam.** Details may be seen in the Bidding Document on the website of the State Public Procurement Portal: [http://eproc .rajasthan.gov .in](http://eproc.rajasthan.gov.in), <http://sppp.rajasthan.gov.in>, [www.vsuraj.ac.in](http://www.vsuraj.ac.in) The Approximate value of the procurement is Rs. 1.25 crore.

UBIN NO.

  
Registrar

Vishvakarma Skills University  
Jaipur





# VISHVAKARMA SKILLS UNIVERSITY

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Registrar

Vishvakarma Skills University  
Jaipur

CE/Exam/Pre-Post Exam/E-Proc/2025-26/ 7504-08

Dated: 09.01.26

1. PS to Vice Chancellor, Vishvakarma Skills University Jaipur.
2. Comptroller of Finance, Vishvakarma Skills University Jaipur.
3. Sabnam Bano, Hosting firm, Vishvakarma Skills University Jaipur for publish E-Bid on university website.
4. Store, Vishvakarma Skills University Jaipur.
5. All Notice Board, Vishvakarma Skills University Jaipur.



Controller of Examination  
Vishvakarma Skills University  
Jaipur



# VISHVAKARMA SKILLS UNIVERSITY

2<sup>nd</sup> & 3<sup>rd</sup> Floor, Punyashloka Devi Ahilya Bai,  
Holkar Bhawan, Shiksha Sankul,  
JLN Marg, Jaipur – 302017, India



## E-BID DOCUMENT (Rate Contract) FOR PRE & POST EXAMINATION WORK 2026, 2027 & 2028

1.	Mode of Bid Submission.	On line (E-Bid)
2.	Procuring Entity.	Vishvakarma Skills University Jaipur – 302017
3.	Last date & time of On-line submission of Technical & Financial Bid.	29.01.2026 2:00 PM
4.	Date and Time of Tender application downloading.	10.01.2026 09:30 AM
5.	Date and Time of Pre-Bid Conference	19.01.2026 11:00 AM.
6.	Offline submission Date & Time of Tender document, Cost of E-bid documents Fee, E-bid processing fee, Bid Security.	29.01.2026 2:00 PM

- Cost of E-Bid Document and fee in favour of **Registrar, Vishvakarma Skills University Jaipur, Rs. 1500/- (DD/Banker's Cheque)**
- E-Bid Processing Fee in favour of MD, RISL, Jaipur, Rs. 2000/- (DD/Banker's Cheque)
- Bid Security in favour of **Registrar Vishvakarma Skills University Jaipur Rs 2.50 lac. (DD/Banker's Cheque)**



### **Bid Document Fee Detail**

**Bidder's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**(A) E-Bid Fee:**

Bank Demand Draft/ Banker's Cheque Detail:

**Number:** \_\_\_\_\_ **Dated:** \_\_\_\_\_ **Bank Name:** \_\_\_\_\_

for **Rs. 1500/-** only (Rs One Thousand Five Hundred Only) in favour of Registrar, Vishvakarma Skills University, Jaipur.

**(B) Processing Fee:**

Bank Demand Draft/ Banker's Cheque Detail:

**Number:** \_\_\_\_\_ **Dated:** \_\_\_\_\_ **Bank Name:** \_\_\_\_\_

for **Rs. 2000/-** only (Rs Two Thousand Only) in favour of MD, RISL., Jaipur

**(C) Bid Security: -**

Bank Demand Draft/Banker's cheque Details: -

**Number** \_\_\_\_\_ **Dated** \_\_\_\_\_ **Bank name:** \_\_\_\_\_

**Rs 2,50,000/-** (Rs Two Lakh Fifty Thousand only) in favour of Registrar, Vishvakarma Skills University, Jaipur.









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**GUIDELINES FOR NOTICE INVITING E-BIDS**

- 1) Registrar, Vishvakarma Skills University, invites tenders for services and supply for University Pre & Post Examination work year of 2026, 2027 & 2028, who met the minimum eligibility criteria as specified in this bidding document.
- 2) The complete bidding document has been published on the website <http://eproc.rajasthan.gov.in> for the purpose of downloading.
- 3) Bidders who wish to participate in this bidding process must register on the website <http://eproc.rajasthan.gov.in>
- 4) To participate in online bidding process, bidders must procure a Digital Signature Certificate (DSC, Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency i. e. TCS, safecrypt, N code etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. 5) A single stage two envelope selection procedure shall be adopted.
- 5) Bidder (authorised signatory) shall submit their offer online in Electronic formats both for technical and financial proposal. However, DD for E-Bid fees, RISL, Processing Fees and EMD/Bid Security should be submitted physically at the office of procuring entity as prescribed in NIT and scanned copy of same should also be uploaded along with the technical bid cover.
- 6) University will not be responsible for delay in online submission due to any reason, for this Bidders are requested to upload the complete bid well in advance in time so as to avoid 11 hour issues like slow speed, choking of website due to heavy load or any other unforeseen problems.
- 7) Training for the bidders on the usage of e-Tendering System (e-procurement) is also being arranged by RISL on regular basis. Bidders interested for training may contact e-Procurement Cell. RISL, Jaipur for booking the training slot. The Help desk No. of RISL is 0141-4022688.
- 8) No contractual obligation whatsoever shall arise from the RFP/bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidders.
- 9) University disclaims any factual or other errors in this document (the onus is purely on the individual bidders to verify such information) and the information provided herein are intended only to help the bidders to prepare a logical bid-proposal.
- 10) **The Provisions of "The Rajasthan Transparency in Public Procurement Act, 2012 & The Rajasthan Transparency in Public Procurement rules 2013" will also apply. All Terms & Conditions of the bid shall be integral part of Agreement.**

  
Registrar

Vishvakarma Skills University,  
Jaipur





## Pre & Post Exam Work

### CHAPTER-1

#### NOTICE INVITING E-BID (Rate Contract)

**Name of work: PRE & POST EXAMINATION WORK-2026, 2027 & 2028**

#### SCHEDULE OF E-BID

Nature of project	
Name of the Item(s) and estimated value of tender.	Pre & Post Examination Work year of 2026, 2027 & 2028 Rs. 1.25 crores
Cost of the Bid Document (non-refundable)	Rs. 1500/- Demand Draft/ Banker's Cheque in favour of Registrar, Vishvakarma Skills University, Jaipur.
Publishing Date & Time (Online)	10.01.2026 9.30 am
Place of Information about the work and Bid documents	Registrar, Vishvakarma Skills University, Jaipur.
Processing Fees	Demand Draft/Bankers Cheque in favour of MD, RISL. Jaipur Rs. 2000/-
Date and Time of Pre-Bid Conference	19.01.2026 11:00 AM.
Last Date & time for On-Line submission of Bids (Technical and Financial Bids)	29.01.2026 2:00 PM
Last Date & time for offline submission of E-Bid/Tender document, Fees and EMD/Bid Security (Demand Draft/ Banker's Cheque) at the office of the Registrar, Vishvakarma Skills University (Personally or by post)	29.01.2026 2:00 PM
Technical Bid Opening of Date, Time & Venue	29.01.2026 3:00 PM Vishvakarma Skills University, Jaipur.
Date and Time of Demonstration	Date will be intimated later to all technically qualified Bidder
Date & Time of opening of Financial Bids	Date will be intimated later to all technically qualified Bidder
Websites of submitting E-Bid Document, Corrigendum's, Addendums etc.	<a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>
Bid Validity Period	90 days
Bid Security/EMD	(2%) 2.50 lakh of estimated cost, for MSME Rs /- 62500/- (0.5%) (Allowed only Rajasthan MSME)

#### **Note:**

- (1) Bidders are advised to study the E-Bid Document, the Rajasthan Transparency in Public Proc. Act, 2012, and Rules 2013 carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the Bid Document, Act & Rules with full understanding of its implication.
- (2) The procuring entity reserves the right to accept or reject any bid and to cancel the bidding Process and reject all bids without assigning any reason at any time prior to contract award without thereby incurring any liability to the bidders.
- (3) Bidders must ensure compliance to enclose required documents. Carefully to avoid their disqualification.
- (4) The University shall not be responsible for any delay in electronic submission (uploading) of the Bids/Documents.

*[Handwritten signature and initials]*



**CHAPTER-2**  
**NOTICE INVITING E-BIDS (Rate Contract)**

**OFFICE OF THE REGISTRAR, VISHVAKARMA SKILLS UNIVERSITY, JAIPUR.**

**Phone No.: 0141-2712118**

**Fax No.: 0141-2702119**

**Email Address: vsu.jaipur@rajasthan.gov.in**

**NOTE:**

The Law relating to procurement "The Rajasthan Transparency in Public Procurement Act, 2012" and the "Rajasthan Public Procurement Rules, 2013" under the said act have come into force which are available on the website of State Public Procurement Portal <http://sppp.raj.nic.in>. Therefore, the bidders are advised to acquaint themselves with the provisions of the Act and the Rules before participating in the bidding process. If, there is any discrepancy between the provisions of the Act and Rules and this Bidding document, the provisions of the law shall prevail.

1. Two types (Technical & Financial Bids) unconditional online electronic E-bids are invited on behalf of the Vishvakarma Skills University, Jaipur for the procurement of Pre & Post Exam. Work as listed below, from the bidders upto 29.01.2026 (2:00 pm).

S.No.	Name of item (S)	Estimated value of tender	Amount of Bid Security (Rs.)
1.	Pre & Post Exam. Work year of 2026, 2027 & 2028	1.25 Cr.	2% of 1.25 c.r Rs. 2.50 Lacs and (for Raj. MSME 0.5% of 1.25 cr (62500 lacs)


2. Bidding Document containing Instructions to Bidders, Bid Data Sheet, Evaluation and Qualification Criteria, Bidding forms, Procuring Entity's Requirements, General Conditions of Contract, Contract Data/ Special Conditions of Contract, Contract Forms, etc. can be seen at the website or obtained from the website of <http://eproc.rajasthan.gov.in>. The price of Bidding Document be paid along with user charges/processing fee, at the time of submission of the Bid.
3. E-Bid document prepared in accordance with the procedure enumerated in "**Instructions to Bidders**" should be submitted electronically.
4. The Bids are being invited electronically, the procedure for submission of Bids including payment of price of Bidding documents, user charges/ processing fee, Bid Security, etc. shall be as provided on the <http://eproc.rajasthan.gov.in>
5. Bids submitted electronically only. Offline Bids shall not be accepted.
6. The online submitted Technical Bids shall be opened in the office of the Procuring Entity (Registrar, Vishvakarma Skills University, Jaipur) by the procuring committee in the presence of the Bidders or their duly authorised representatives who wish to be present.

*Handwritten signature and date: 10/02*



Pre & Post Exam

7. In case due date happens to be holiday, the E-Bid will be accepted and opened on the next working day. The timing will remain the same.
8. The Bidders shall have to submit a valid 'GST return certificate copy from the concerned Commercial Taxes Officer and the 'PAN" issued by Income Tax Department.

  
Registrar,  
Vishvakarma Skills University,  
Jaipur



 11/05/2024



**CHAPTER-3**

**GENERAL CONDITIONS**

- I. E-Bid for Vishvakarma Skills University exam related work All UG, PG & Other examinations. **(Services for University Examination related work including online Examination Supplementary Examination Work, Affiliation, Revaluation work, Management information system (MIS) for entire Examination work Preparation of final database and bilingual database of all students of university.**
- II. Name and postal address of the firm submitting the E-Bid.  
-----  
-----
- III. Addressed to: The Registrar, Vishvakarma Skills University, Jaipur.
- IV. Reference: E-Bid No. -----
- V. The E-Bid fee amounting to Rs, 1500/- (One Thousand Five Hundred only) has been deposited/ enclosed in the form of DD No./Banker's cheque No.-----  
(Name of Bank)----- Dated -----
- VI. We agree to abide by all the terms & conditions mentioned in E-Bid Notice Number -----  
Dated ----- Issued by Vishvakarma Skills University and also the further condition of the said E-Bid Notice given in the attached sheets (All the pages of which have been signed by us in token of our acceptance of the terms & conditions mentioned therein).
- VII. The rates for the entire work including services are mentioned in the Financial Bids submitted online in the prescribed Format. (Cover-B)
- VIII. The rates Quoted must be valid for at least three years (Pavas Exam 2025-26 to Basant Exam 2028). The period can be extended for another session with mutual consent, subject to satisfactory performance.
- IX. Bank Draft/Bankers Cheque No. ----- Drawn on (Name of the Bank)-----  
----- Date----- for Rs. 2.50 Lac as Bid Security is enclosed.
- X. The GST Registration Number along with Business activity form & Additional place of Business and GST Clearance Certificate are being submitted herewith.
- XI. PAN Certificate.
- XII. Declaration of manufacturer/Dealer etc. is also enclosed.

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**CHAPTER-4**

**ई-बिड्स के लिये निविदादाता हेतु निर्देश**

- अ. निविदा में भाग लेने वाले निविदादाताओं को इन्टरनेट वेब साइट [eproc.rajasthan.gov.in](http://eproc.rajasthan.gov.in) पर रजिस्ट्रेशन करवाना होगा। ऑन लाइन निविदा में भाग लेने के लिए डिजिटल सिग्नेचर सर्टिफिकेट (DSC, Type-II), इन्फोरमेशन टेक्नोलॉजी एक्ट 2000 के तहत प्राप्त करना होगा जो इलेक्ट्रॉनिक निविदा में साइन करने हेतु काम आयेगा। निविदा दाता उपरोक्त डिजिटल सिग्नेचर सर्टिफिकेट, सी. सी. ए. (CCA) द्वारा स्वीकृत एजेन्सी से प्राप्त कर सकते हैं। जिन निविदा दाताओं के पास E-Procurement Portal के लिए पूर्व में वैध डिजिटल सिग्नेचर सर्टिफिकेट है, उन्हें नया डिजिटल सिग्नेचर सर्टिफिकेट लेने की आवश्यकता नहीं है।
- ब. निविदा दाताओं को निविदा प्रपत्र इलेक्ट्रॉनिक फॉर्मेट में उपरोक्त वेबसाइट पर डिजिटल साइन के साथ प्रस्तुत करना होगा।
- स. इलेक्ट्रॉनिक/ऑनलाईन निविदा प्रपत्रों को जमा कराने से पूर्व निविदादाता यह सुनिश्चित कर लेवे कि निविदा प्रपत्रों से संबंधित सभी आवश्यक दस्तावेजों की स्कैन कॉपी निविदा प्रपत्रों के साथ अटैच कर दी गयी है।
- द. कोई भी टेण्डर इलेक्ट्रॉनिक फॉर्मेट में जमा कराने में किसी कारण से विलम्ब हो जाता है तो उसकी जिम्मेदारी विश्वकर्मा कौशल विश्वविद्यालय, जयपुर की नहीं होगी।
- य. टेण्डर के प्रपत्रों में आवश्यक सभी सूचियों को संपूर्ण रूप से भरकर ऑन लाइन दर्ज करें।
- र. ऑनलाईन निविदा भरते समय संबंधित निर्देशों का पालन नहीं करने के परिणामस्वरूप निविदा प्रक्रिया में उत्पन्न किसी भी प्रकार की बाधा के लिए विश्वकर्मा कौशल विश्वविद्यालय, जयपुर उत्तरदायी नहीं होगा।
- ल. सम्पूर्ण निविदा प्रपत्र एवं दस्तावेजों के हस्ताक्षर कर मयसील अपलोड किया जाना आवश्यक है।

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**INSTRUCTIONS TO THE BIDDERS**

**Note:** Bidders should read these conditions carefully and comply strictly while submitting online their tenders.

1. Bidders must submit online 2 Bids (Technical bid and Financial bid).
2. Tenders by bona-fide dealers: - Tenders shall be given only by bona-fide dealers in the goods/services. They shall, therefore, furnish a declaration in the SR FORMS 11.

**Instructions for successful Bidder: -**

3. (i) Any change in the constitution of the firm, etc., shall be notified forthwith by the bidder in writing to the Registrar and such change shall not relieve any former member of the firm, etc., from any liability under the contract.  
(ii) No new partner/partners shall be accepted in the firm by the contractor in respect of the contract unless he/they agree to abide by all its terms, conditions and deposit with the Registrar a written agreement to the effect. The contractors receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
4. GST Registration and Clearance Certificate: No Dealer who is not registered under the GST Act prevalent in the State where his business is located shall submit tender. The GST Registration Number should be quoted and GST clearance certificate from the commercial taxes officer of the Circle concerned shall be submitted without which the E-Bid is liable to be rejected.
5. Bid forms shall be submitted online only. The bidder shall sign electronically the E-Bid form at each page and at the end in token of acceptance of all the terms and conditions of the tender.
6. Rates shall be written both in words and figures. There should not be errors and/or over-writings. Corrections if any, should be made clearly and initiated with dates. The rates to be quoted in The bid submission sheet shall be the total price of the Bid excluding any Taxes. Taxes if any shall be shown separately.
7. All rates quoted must be for destination and should include all incidental charges. Central/Rajasthan under GST/CGST/SGST Act should be shown separately. No cartage or transportation charges will be paid by the University and the delivery of the services shall be given at the premises of Registrar (FoR). Tax which is prevailing at the time of bill will be applicable.
8. (i) **Comparison of Rates:** In comparing the rates tendered by firms outside Rajasthan and those in Rajasthan but not entitled to Price Preference under the Rules, the element of Rajasthan Tax shall be excluded whereas that of Central Sales Tax shall be included.  
(ii) While comparing the rates in respect of firm within Rajasthan the element of Rajasthan Tax shall be included.





Pre & Poat Exam Work

9. **Contract Period:** Rate Contract Period shall be valid for three Session 2025-26, 2026-27 & 2027-28 from the date of agreement execution.
10. The approved supplier shall be deemed to have carefully examined the Scope of work and conditions of the work/service to be supplied. If he has any doubts as to the meanings of any portion of these conditions or of the work/service. He shall, before submitting the bid refer the same to the Registrar and get clarifications.
11. The successful bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency.
12. **Service period:** The bidder whose bid is accepted shall arrange providing services as stipulated from time to time, as directed by competent authorities of the University. As per time schedule mentioned in the job assigned by university for specific job as mentioned in work order given time to time during contract period.
13. **Bid Security (As per RTPP Rule-42):**
  - (a) Technical Bid shall be accompanied by bid security of Rs. 2.50 Lacs, without which tenders will not be opened. **Bid Security:** - Bid security shall be 2% of the estimated value of offered quantity. In case of Small-Scale Industries of Rajasthan, it shall be 0.5% of the quantity offered for supply and in case of sick industries, other than Small Scale Industries, whose cases are pending with Board of Industrial and Financial Reconstruction, it shall be 1% of the value of bid. Concessional bid security may be taken from registered bidders as specified by the State Government. Every bidder, if not exempted, participating in the procurement process shall be required to furnish the bid security as specified in the notice inviting bids. A bid securing declaration shall be taken from Departments' of the State Government and Undertakings, Corporations, Autonomous bodies, Registered Societies, Co-operative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government. Bid securing declaration shall necessarily accompany the sealed bid. The bid security may be given in the form banker's cheque or demand draft or Form of Bid-Securing Declaration Bank Drafts/Bankers Cheque of the scheduled Bank.
  - (b) **Refund of bid security:** The Bid Security of unsuccessful bidder shall be refunded with one month after issuance of final acceptance of tender.
  - (c) **Partial exemption from Bid Security:** Firms which are registered with Director of Industries Rajasthan as SSI, shall furnish the amount of Bid Security in respect of items for which they are registered as such subject to their furnishing registration certificate in original or Photo copy or a copy thereof duly attested by any Gazetted Officer from the Director of Industries Rajasthan, at the rate of 0.5% of the estimated value of the E-Bid shown in NIT.
  - (d) The Central Government and all state Undertakings need not furnish any amount of Bid Security. But Bid security/performance security declaration must be provide by all PSU
  - (e) The Bid Security/security deposit lying with the department/office in respect of other tenders awaiting approval or rejected or on account of contracts being





Pre & Post Exam

completed will not be adjusted towards Bid Security/ security money for the fresh tenders. The Bid Security may however, be taken into consideration in case tenders are re-invited.

14. **Forfeiture of Bid Security:** The Bid Security will be forfeited in the following cases:
- (i) When bidder withdraws or modifies the offer after opening of E-Bid but before acceptance of tender.
  - (ii) When bidder does not execute the agreement if any, prescribed within the specified time.
  - (iii) When he fails to commence the Service as per work order within the time prescribed.
15. (1) **Agreement and Performance security deposit:**
- (i) Successful bidder will have to execute an agreement on Non judicial stamp of Rs. 500/- within a period of 7 days of received work order and have to deposit security equal to 5% of the value of the services within 7 days from the date of dispatch on which the acceptance of the E-Bid is communicated to him.
  - (ii) The Bid Security deposited at the time of E-Bid will be adjusted towards security amount. The Security amount shall in no case be less than Bid Security.
  - (iii) No interest will be paid by the University on the security money.
  - (iv) The security money shall be in the form of Demand Draft/Bank Guarantee for a period of 3 years in favour of the Registrar, Vishakarma Skills University Jaipur.
  - (v) The firm shall provide all online data in Soft copy to retrieve the data by the University. In case after completion of Pre and Post Exam Work during the period of one year any problem arises in retrieving the data, the firm shall be responsible to retrieve the data. On fulfillment of this condition, performance security be refunded to the bidder.
- (2) The expenses of completing and stamping the agreement shall be paid by the bidder and the University shall be furnished free of charge with one executed stamped counter part of the agreement.
16. **Payments:**
- (i) Payment shall be payable according to per student (candidate) per semester exam.
  - (ii) Unless otherwise agreed between the parties payment for the delivery of the stores/services will be made on submission of bill in proper form by the bidder to the Registrar in accordance with G.F.&A.R. All remittance charges will be borne by the bidder.





(iii) Payment of all semesters within the contractual period will be as follows:

(a) Pre-Exam work (Enrollment, Registration, Affiliation)	-	25%
(b) Conduct of Examination	-	35%
(c) Evaluation and Declaration of Result	-	35%
(d) One month after Result, credit Registration, Digi locker	-	5%

17. (1) The time specified for delivery in the E-Bid form shall be deemed to be the essence of the contract and the successful bidder shall arrange services within the period of the firm order from the Registrar, Vishvakarma Skills University, Jaipur.

**Liquidated damages:**

1 (i) In case of extension in the prescribed period with liquidated damages, the recovery shall be made on the basis of following percentages of value of work which the Company has failed to execute:-

- (a) Delay of services upto one fourth period of the prescribed services of specific work order = liquidated damage 2.5% of net amount of one semester bill.
- (b) Delay of services exceeding one fourth but not exceeding half of the prescribed services of specific work order = liquidated damage 5% of net amount of one semester bill.
- (c) Delay of services exceeding one Half but not exceeding three fourth of the prescribed services of specific work order = liquidated damage 7.5% of net amount of one semester bill.
- (d) Delay of services exceeding three fourth of the prescribed services of specific work order = liquidated damage 10% of net amount of one semester bill. For

Note: (i) Fraction of a day in reckoning period of delay in work shall be eliminated if it is less than half a day.

(ii) The maximum amount of agreed liquidated damages shall be 10%.

(iii) If the Company requires an extension of time in completion of contractual work on account of occurrence of any hindrances, the Company shall apply in writing to the authority which had placed the work order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of work.

2. Prescribed period may be extended with or without liquidated damages if the delay in the executing work is on account of hindrances beyond the control of the tenderer.

18. **Recoveries:** In case of failure in satisfactory services by the Bidder supplier along with amount of liquidated damages shall be recovered from his dues and security deposit available with the University. In case recovery is not possible in this manner, recourse will be taken to PDR Act or any other laws in force.

19. Bidder must make their own arrangements to obtain import license, if necessary.

20. If a bidder imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his E-Bid is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of E-Bid issued by the Registrar.

21. The Registrar reserves the right to reject any E-Bid without assigning any reasons.

22. The bidder shall furnish the following documents with the Technical Bid:-

- (i) Attested copy of Partnership Deed in case of Partnership Firms.
- (ii) Registration Number and year of registration in case partnership firm is registered with Registrar of Firms.
- (iii) Legal Agreement between the parties with the lead firm taking full responsibility of managing the Project in case of a Consortium.





- (iv) Address of residence and office, telephone Numbers in case of sole Proprietorship with I Card as EPIC/Adhar.
- (v) Registration issued by Registrar of Companies in case of Company.
23. If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the Parties to the Vice-Chancellor and his decision shall be final.
24. **Sealing and Marking of Bids**  
(i) The selected S&SP may submit their RFP response by post or by hand delivery in one large single envelope.  
(ii) The envelope shall:-  
a. bear the name and complete address along with telephone/ mobile number of bidder;  
b. bear complete address of the procuring entity with telephone number.  
(iii) If the envelope is not sealed and marked assume no responsibility about its consequences. required, the Vishvakarma Skills University.
25. **Cost & Language of Bidding**  
a) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.  
b) The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi language, in which case, for purposes of interpretation of the Bid, such translation Shall govern.
26. **Alternative/ Multiple Bids**  
Alternative/ Multiple Bids shall not be considered at all.
27. **Receipt and Custody of Bids**  
a) Document related to bids i.e. various DD's and Bankers Cheque shall be received by hand delivery, by courier or by post in the specified format up to the specified time and date and at the specified place, by the person authorized by the procuring entity.  
b) The person authorised to receive the bids shall provide a receipt signed by him with date and time of receipt of bid to the person, who delivers the bid.  
c) If the bid has been received in unsealed, in torn or damaged condition through post or by personal delivery shall be so marked and signed on the cover by the person receiving the same and get signed on it by the person delivering it and put in a fresh cover and reseal, if so warranted. All such entries shall be attested by the receiving person.
28. **Correction of Arithmetic Errors in Financial Bid**  
Provided that a Financial Bid is substantially responsive, the Vishvakarma Skills University will correct arithmetical errors during evaluation of Financial Bids on the following basis:  
i. If there is an error in a total corresponding to the addition of subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.  
ii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (i) and (ii) above.  
If the Bidder that submitted the lowest evaluated Bid dose not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.





**29. Negotiations**

- a) Negotiations may, however, be undertaken with the selected bidder when the rates are considered to be much higher than the prevailing market rates.
- b) The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
- c) Negotiations shall not make the original offer made by the bidder inoperative. The bid evaluation committee shall have option to consider the original offer in case the bidder decides to increase rates originally quoted or imposes any new terms or conditions.
- d) In case the rates even after the negotiations are considered very high, fresh bids shall be invited.

**30. Vishvakarma Skills University's right to accept or reject the bid**

The Procuring entity reserves the right to accept or reject the bid, and to annul (cancel) the bidding process and reject the bid at any time prior to award of contract, without thereby incurring any liability to the selected bidder.

**31. Risk & Cost Clause**

Due to any circumstances, if the firm is unable to perform the work show inability to continue the work, then without explaining any reason university reserves the right engage new firm to complete the work at the risk and cost of the firm. In this situation no payment will be made to this firm and their security deposit shall also be forfeited. This firm will provide all data to new firm in soft copy without any cost.

**32. Forfeiture of Security Deposit:**

- (i) Forfeiture of Security Deposit: Security amount in full or part may be forfeited, including interest, if any, in the following cases: -
  - a. When any terms and condition of the contract is breached.
  - b. When the bidder fails provide satisfactory services.
  - c. If the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the RFP document.
- (ii) Notice will be given to the bidder with reasonable time before PSD deposited is forfeited. The decision of the Registrar in this regard shall be final.
- (iii) No interest shall be payable on the PSD.

**33. Issue of work order:**

The E-Bid committee/technical committee duly authorised by the University will visit the premises of the firm, after receiving the satisfactory report, the work order may be issued. University reserved right not to award work order without assigning any reason thereof.

**34. Execution of agreement**

- a) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is despatched to the selected bidder.
- b) The selected bidder shall sign the procurement contract within 7 days from the date on which the letter of acceptance or letter of intent is despatched to the successful bidder.
- c) If the bidder, whose bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the

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Vishvakarma Skills University shall take action against the successful bidder as per the provisions of the RFP document and Act.

- d) The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchase from anywhere in Rajasthan only.

**35. Confidentiality**

- a) Notwithstanding anything contained in this RFP document but subject to the provisions of any other law for the time being in force providing for disclosure of information, a Vishvakarma Skills University shall not disclose any information if such disclosure, in its opinion, is likely to: -
- impede enforcement of any law;
  - affect the security or strategic interests of India;
  - affect the intellectual property rights or legitimate commercial interests of bidders;
  - affect the legitimate commercial interests of the Vishvakarma Skills University in situations that may include when the procurement relates to a project in which the Vishvakarma Skills University is to make Vishvakarma Skills University. competitive bid, or the intellectual property rights of the Vishvakarma Skills University.
- b) The Vishvakarma Skills University shall treat all communications with the selected bidder related to the procurement process in such manner as to avoid their disclosure to any other person not authorised to have access to such information.
- c) The Vishvakarma Skills University may impose on the selected bidder, if there are any for fulfilling the terms of the procurement contract, conditions aimed at protecting information, the disclosure of which violates (a) above.
- d) In addition to the restrictions specified above, the Vishvakarma Skills University, while procuring subject matter of such nature which requires the Vishvakarma Skills University to maintain confidentiality, may impose condition for protecting confidentiality of such information.

**36. Cancellation of procurement process**

If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the Vishvakarma Skills University from initiating a new procurement process for the same subject matter of procurement, if required.

**37. Code of Integrity for Bidders**

No person participating in a procurement process shall act in contravention of the code of integrity prescribed by the State Government.

**38. Compliance with the Code of Integrity and No Conflict of Interest**

- Any person participating in a procurement process shall-
  - Not offer any bribe, reward or gift of any material benefit either directly or indirectly in exchange for unfair advantage in procurement process or to otherwise influence the procurement process.
  - Not misrepresent or omit that misleads attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
  - No indulge in any collusion, Bid rigging or anti-competitive behaviour to impair the transparency, fairness and process of the procurement process;
  - Not misuse any information shared between the Vishvakarma Skills University and the Bidders with and intent to gain unfair advantage in the procurement process;
  - Not indulge in any coercion indulge impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
  - Not obstruct any investigation or audit of a procurement process;





- (g) Disclose conflict of interest, if any and
- (h) Disclose any previous transgressions with any Entity in India or any other country during the last Three years or any debarment by any other Procuring Entity.

## 2. Conflict of Interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interest that could improperly influence that party's performance of official duties of responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- (i.) A Bidder may be considered to be in a Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
  - a. Have controlling partners/shareholders in common; or
  - b. Receive or have received any direct or indirect subsidy from any of them; or
  - c. Have the same legal representative for purpose of the Bid; or
  - d. Have a relationship with each other, directly or through common third parties, that puts another bidders, influence the decisions of the Vishvakarma Skills University regarding the bidding process; or
  - e. The Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder in more than one Bid; or
  - f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
- 8. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the procuring Entity as Engineer-in-charge/consultant for the contract.

## 39. Grievance Redressal during Procurement Process

The designation and address of the first Appellate Authority is Vice-Chancellor, Vishvakarma Skills University, Jaipur & Second Appellate Authority is Secretary, Skill Development and Entrepreneurship, Govt. of Rajasthan, Jaipur.

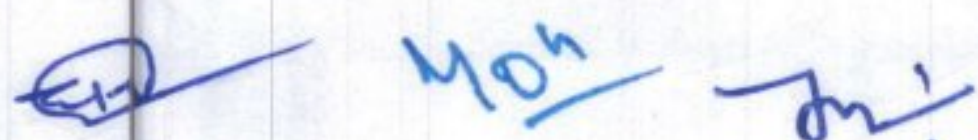
### (1) Filing an appeal

If any Bidder prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules the Guidelines issued thereunder, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved;

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings;

Provided further that in case a Vishvakarma Skills University evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

(2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.





**(3) Appeal not to lie in certain cases**

No appeal shall lie against any decision of the Vishvakarma Skills University relating to the following matters, namely: -

- (a) determination of need of procurement.
- (b) provisions limiting participation of Bidders in the Bid process.
- (c) the decision of whether or not to enter into negotiations.
- (d) cancellation of a procurement process.
- (e) applicability of the provisions of confidentiality.

**(4) Form of Appeal**

- (a) An appeal under para (1) or (3) of section 38 above shall be in annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.

**(5) Fee for filing appeal as per RTTP act and Rules**

- (a) Fee for Ist appeal shall be rupees two thousand five hundred, and IInd Appeal fees for Rs. 10,000/- which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

**(6) Procedure for disposal of appeal**

- (a) The Appellate Authority, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the Appellate Authority, shall-
  - (i) hear all the parties to appeal present before him; and
  - (ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

**40. Dispute settlement mechanism: -**

All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the Vice-Chancellor, Vishvakarma Skills University, Jaipur and the decision of the Vice-Chancellor, Vishvakarma Skills University, Jaipur shall be final as per bid terms and conditions.

And it is hereby agreed and declared between the parties hereto that in case any question of dispute arises touching the construction or wording of any of clause herein contained on the rights, duties, liabilities of the parties hereto or any other way, touching or arising out of the present, the decision of the Vice-Chancellor, Vishvakarma Skills University, Jaipur in the matter shall be final and binding.

**41. Legal Jurisdiction: -**

All legal proceedings, if necessary arise to institute may by any of the parties (University or Contractor) shall have to be lodged in courts situated at Jaipur in Rajasthan and not elsewhere.





CHAPTER-6

**SELF-DECLARATION**

(Declaration by Bidder regarding Qualifications)  
**(to be filled by the bidder)**

To,

Registrar,  
Vishvakarma Skills University, Jaipur.

**Declaration by Bidder**

In relation to my/ our bid submitted for subject matter conforming to ECI standards/guidelines/ T&C of Bid Document No in dated response the NIB Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ as an Owner/ Partner/Director/Auth. Signatory/ Manufacturers Whole Sellers Sole distributor/ Authorised dealer/Bonafide dealers of \_\_\_\_\_, I/ We hereby declare that :-

- a) We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Vishvakarma Skills University;
- b) We have fulfilled my our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) We are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have its business activities suspended and not the subject of legal proceedings for any of the foregoing reasons,
- d) We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to department proceedings;
- e) We do not have a conflict of interest as specified in RTPP Act, RTP Rules and this bidding document which materially affects the fair competition.
- f) We are having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/Central government/PSU/UT.
- g) We do not have any previous transgressions with any entity in India or any other country during the last three years
- h) We do not have any debarment by any other Procuring Entity.

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Pre & Post Exam, Work

- i) We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, disqualified pursuant to debarment proceedings; have been otherwise
- J) We have complied and shall continue to comply with the Code of Integrity as specified in the Rajasthan Transparency in Public Procurement Act, the Rajasthan Transparency in Public Procurement Rules and this Bidding Document, till completion of all our obligations under the Contract will not sublet the contract if awarded to us.
- k) We agree to extend the validity of bid submitted on the communication of the Vishvakarma Skills University.
- l) We have not modified, changed etc. any word/line/para/text mentioned in the bid downloaded from website's) as mentioned in the bid otherwise we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/para/text from the original bid.
- m) We agree to submit appropriate Performance Security within time period specified in the bidding document otherwise we know that Vishvakarma Skills University have full rights to reject our bid and also agree to extend bid validity period, if any, and extend contract period unconditionally.
- n) We have submitted only one bid.
- o) We shall not sublet the contract if awarded to us.
- p) We also hereby declare that in no case the information collected in Parishisht-A, shall not go/be published in public domain otherwise it would be treated under the clause of breach of confidentiality and necessary action shall be taken by the PE against us with in Act and Procurement Rules along with Laws of Land will also be applicable, if not sufficient.

If this declaration is found to be incorrect in any form then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Bidding Organization: -

Date:

Place:



**CHAPTER-7**  
**SCOPE OF EXAMINATION WORK**

The detailed Scope of Work for Pre and Post work of UG & PG (Regular) of the E-Bid, as here under:-

**Vishvakarma Skills University**

University invites Tenders from reputed Software Firms and System Integrators providing solutions and services with proven experience in Designing, Developing, Customizing, Implementing & Maintaining End to End Examination Processing and Student Information Management System on outsource basis. The complexity of the working environment at the site necessitates standardized process flows, online reporting, project monitoring and status updates, project planning and execution, maintaining the details of the students etc. as a part of this engagement.

**Nature of Work:**

Carryout the systems-study at the premises of the University.

1. Understanding the nature of information that is to be maintained in all master data.
2. Understanding rules and regulations governing admission, enrolment, credit system, conducting of examination, and evaluation and result processing.
3. Review of existing processes, procedures, and systems. Review of extant rules, procedures, legislative documents and program related documentation.

The University will constitute a Steering Committee for periodical monitoring of the assignment and for providing the necessary guidance and coordination from time to time.

**SCOPE OF WORK**

**I. Management Information System Design, Development and Implementation**

1. Design, development, implementation, execution, maintenance and hosting of the Management Information System (MIS) to provide a secure online web-based interface related to VSU and thereby reducing the paper work, and automating the processes for providing better services and effective administration. The system shall cater to requirements of stakeholders including (1) Students (including all On-Campus, Affiliated Collegiate Regular Students, and Concurrent enrolled students), (2) Affiliated College and Institutions.
2. The scope of the work under MIS project includes providing consultancy, holding discussions with university administration, planning, designing, developing software, customizing software, providing hosting space for installation of software and databases, creating databases making it functional, maintenance handling and security

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of data, automation of all operations, maintenance and improvement in software based on feedback, training of university staff, ensuring smooth operations and providing trained staff for operational support for a period of 3 years from the date of work order. The hardware required at university Desktop printer, furniture will be provide by University and UPS Scanner/Barcode Scanner will be arrange by Service provider.

The MIS will consist of following well integrated module/components.

1. Comprehensive On-Campus and Affiliated Collegiate Student Information System [Enrolment, Examination Registration, Credit Register, all examination related databases creation, maintenance and data analysis and providing interface to students including SMS Service and Management System]
2. Concurrent Students Management System [Enrolment, Examination Registration, Credit Register, all examination related databases creation, maintenance and data analysis including SMS Service and Management System]
3. Affiliated College Management Information System [Affiliation Application, College Records and Interface for College on MIS]
4. Examination Management System [Pre-Examination work, Examination Centre Management, Post-Examination Work, Result Preparation, Grade-Sheet Printing]
5. Scanning and Coding of Answer-books and On-Screen Marking System
6. Examination Result Processing System including Evaluation and Evaluators Management system
7. Integration with Online Payment Gateways, Electronic Transaction Facilities of Bankers and E-Mitra]
8. Integration with other portals for pushing data on depositories.
9. Process of APAR ID for the Students.
10. Digi locker-facility & data management for the Sum.

## II. Essential Features of Management Information System.

1. The Management Information System developed by the firm shall include user friendly application for online filling of affiliation application, enrolment application, examination application form. For filing drop boxes populated with duly approved names of examination, name of the papers, paper codes, subjects, colleges, types and other fields as approved by University be incorporated.
2. Provisions be made in the system for online filling of application form either by students or by authorities of affiliated colleges so that they can upload information



& download various reports and statements wherever necessary and as per direction of University.

3. System must store photograph, signature etc. of the students in JPG format ensuring good colour picture by analyzing picture. Data safety & security shall be the responsibility of the firm.
4. Typically, each course is divided into a number of semesters. The student is required to enrol for each semester at the beginning of the semester, and register in different component of courses. System should automatically verify such details and ready for online registration for continuing students in subsequent semesters.
5. System should be able to generate pre-filled exam form based on eligibility for the examination, subjects/papers selected at the time of registration for a given semester and results of the previous semester examination.
6. Introduce web enabled applications to capture student data, examination data, internal marks/Practical marks, centralized capturing of theory marks, coding/decoding, etc. as per University's requirement
7. System should provide the facility to generate eligibility report for eligible, provisional eligible, not eligible and pending students.
8. System development involve designing of logic for coding / decoding of roll number, providing secured web-based application to constituent units and affiliated colleges to collect, submit and display exam related information.
9. Software to have enough security procedures for full proof operations. All login/ access should be based on OTP authentication Mailing System.
10. Design, Development, Implementation, execution, maintenance and hosting of applications to facilitate the working of examination centres as per the University requirements, providing panel with admin capability. List of examination centres will be provided by the University. Firm will create the login account and password to each examination centre and admin account.
11. System shall have provision for the following reports of concerned examination centre be available for viewing, downloading, printing through examination centre login panel-(1) Roll list (ii) Registration Summary (iii) Alphabetic list (iv) question paper and answer book requirement statement through web-based application and to download and print Invigilator dairy. (v) result of regular students of center, (vi) tabulation register of the regular students of the centre and (vii) any other document or reports as specified by the university (viii) with provision for submission of online

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absentee statement of each paper of each program of examination in the approved format. The facility to upload scanned documents, be incorporated.

12. To make provision for colleges to download/print Admission Card; to download and print candidate list and to prepare Question Paper & Answer sheet requirement/indent.
13. The work involves designing databases, creation of databases, updating databases, their maintenance, and ensuring data security as per directions of the university for different component of the MIS. Provision be made for Devnagri script in the system for Name of candidates, fathers name & mothers name in application forms, databases in English, mark-sheets, pdf printout to be taken by students, tabulation registers, and all statements wherever specified by university.
14. Necessary Integration with Online Payment Gateway services provided by Service Provider approved by University for direct transfer of money to the University Account shall be responsibility the firm.
15. System shall have provision to enter Continuous Assessment/Theory/ Practical /Self type course evaluation marks through the web-based/mobile based application.
16. System shall have provision for Department to enter Absence in an examination and Unfair Means case Registration through the web-based application.
17. Work involves scanning of answer-books at designated centres, uploading of the scanned Answer Booklet data into firm's server and integration of scanned answer book with online screen marking system deployed by the firm and updating award of marks for results processing including manpower and machinery used for scanning and hosting. Necessary space and electricity for the Scanning work will be provided by the VSU.
18. Scanning should be done with cutting the spine of the Answer books by trained manpower of Service Provider. All the pages of the Answer books should be accounted for and identified with the unique ID number. Scanned answer sheets must be stored in the proper manner. Scanning process should have the ability to read Barcode/QR code of the answer sheet/ questions. This data shall be mapped to the database at server.
19. The on-Screen Marking software should have provision to allocate time (as per approved by VSU) for evaluation for each question & record time spent on each



question to be checked by the evaluator. It shall have check box to ensure that evaluator has visited each and every page/question of an answer book.

20. All the computers of Scanning Centers should not be loaded/ installed with any application or tool that has no utility for Scanning or Evaluation work. Preferably, fresh installation of all the software including system software after necessary customizations should be done before scanning work. The dedicated UPS system would also be arranged by the Service Provider at the place of scanning centre. The Selected Agency would ensure local server deployment. All the manpower involved in the scanning work should be engaged by the Service provider and the secrecy of the Answer Books will be the responsibility of the service provider agency.
21. Providing unique id to all evaluators/Examiners for online screen marking using internet access after due authentication each time of login using OTP. Tracking individual answer book page during evaluation shall be an essential feature. Capturing theory marks on screen in front of examiners. Freezing of theory marks on confirmation from examiners. Generation of remuneration bill.
22. System must have Examination Result Processing system in tune with Choice Based Credit System regulations and other regulation with support for Manual Mark/Grade Import for result processing.
23. System shall have provision to print grade cards for each semester with Display of Photograph and Signature of CE on Grade Statement. It shall also have provision (i) to print Transcript/consolidated statement, (ii) Merit List Generation, Based on Grade System (iii) Student wise and paper wise data export in excel. (iv)provision to print list of eligible students for convocation, (v) Provision to provide data for printing degree certificate/Migration Certificate/Bonafied Certificate/Ph.D. Registration Certificate to the printers system, (vi) provision to generate reports / statistics as per university requirements, (vii) Providing data to the University for posting of results on the internet, (viii) preparation of Tabulation Register and printing three copies of Tabulation Registers, (ix) generation of Exception Report if required,
24. System shall have provisions for preparation and supply of final database, after examination is over for transfer to university and to push same on depositories.

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### **III Essential Documents of Management Information System**

The following documents including, but not limited to, will be submitted for a signoff of application architecture and development methodology:

- a) Details of validation rules and constraints like Integrity Checks etc. to be applied.
- b) Format of all input screens including data entry requirements.
- c) Format of all reports including exam-wise/day-wise fee collected that would be generated by the system.
- d) Business logic used for all reports and functions.
- e) Access control mechanisms, data security and audit trails to ensure that databases are not tampered or modified by unauthorized users. The following guidelines need to be observed for security Build a complete audit trail of all transactions (add, update and delete) using transaction log reports, so that errors in data, intentional or otherwise, can be traced and reversed, (ii) the most appropriate level of security commensurate with the value to that function for which it is deployed must be chosen, (iii) Access Controls must be provided to ensure that the databases are not tampered or modified by the system operators, (iv) Implement data security to allow for changes in technology and business needs, (v) compliance of ISO 27001:2013 or above security standards.
- g) Hardware Deployment Architecture, Network Design, Security Architecture etc. For the Project. Plans for User Acceptance Tests and System Integration Tests in a replica environment including Stress Tests and plans.
- h) Detailed Project Implementation Plan, component-wise activity schedule, etc. The Implementation Agency shall be solely responsible for the architecture of the system implemented to satisfy all features, functions and performance as described in this document including sizing of the required hardware. System architecture description provided in this document is for reference only. The Implementation Agency should ensure all possible and required improvements. The application design shall be such as to require the minimal installation, if at all, at the user's end, besides the Internet Browser and shall support all common browsers (like Internet explorer, Mozilla, Chrome etc.). Firms shall also design the Frontend and Backend portals for the Project and will integrate the same with existing portal of VSU as per directions. User's involvement will also be ensured during finalization of user interfaces, the mode of data entry, storage and retrieval, outputs reports, queries and the application design as a whole.

#### **Online Work:**

1. Design, development, implementation, execution, maintenance and hosting of student friendly application for online filling of application form for all kind of examinations such as main exam/suppl. exam/revaluation. Approximate 30,000/- students The Management Information System developed by the firm shall include duly approved names of examination, name of the papers, paper codes, subjects, colleges, types and other fields as approved by Controller of Examination (as per schedule decided by the University).
2. For regular students Design, development, implementation, execution, maintenance and hosting of student friendly application for online filling of application form by


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- authorities of affiliated colleges to upload information & download various reports and statements wherever necessary and as per direction of Controller of Examinations.
3. Storing photograph, signature etc. of the candidates in JPG or desired format after ensuring that proper quality picture has been uploaded by analyzing picture.
  4. Design, creation of Database, maintenance and updation with data security in duly approved manner as per directions of Controller of Examination and as per the approved scheme for examination Management Information System.
  5. Printing of challan as per the bank's/E-Mitra requirement and as instructed by the office with proper fees by giving unique challan number. Necessary Integration with Online Payment Gateway services provided by Service Provider approved by University for direct transfer of money to the University Account shall be responsibility of the firm. The firm will have to comply directions from Controller of Examination in this regard.
  6. Provision for Devnagri script in the system for Name of candidates, fathers name & mothers name in application forms, databases in Unicode, mark-sheet, pdf printout to be taken by students, tabulation registers, and all statements wherever specified by Controller of Examination.
  7. Design, Development, Implementation, execution, maintenance and hosting of applications to facilitate the working of examination centres as per the Vishvakarma Skills University requirements, panel with admin capability. List of examination centres will be provided by the University. Firm will create the login account and password to each examination centre and admin account. Data safety & security shall be the responsibility of the firm.
  8. The following reports of concerned examination centre must be available for viewing, downloading, printing through examination centre login panel-  
(i) Roll list (ii) Registration Summary (iii) Alphabetic list (iv) any other document or reports as specified by the university (v) with provision for submission of online absentee statement of each paper of each program of examination in the approved format. The facility to upload scanned documents, if required.

**Pre Examination Work:**

1. Feeding/Scanning of barcodes/Form no. of the forms through Institutions and university. (Within three days as and when sent by the University office)
2. Allotment of Unique student ID to the students admitted in First semester/Part-1/Previous of a course.
3. Printing of the checklist as per the scheme in two copies (Within three days of scanning of the Data).
4. Updating of the data and providing updated list (Within seven days)
5. Generation of Roll no after getting all the forms, check list and updation list. As per direction of the University.
6. Providing basic Roll List as per direction of Vishvakarma Skills University.



7. Providing Numerical Return College/examination centre wise/consolidated/paper wise in 3 copies as and when required.
8. Providing Question Paper statement subject wise/college wise/examination centre wise and consolidated in 3 copies as and when required.
9. Roll list in 3 copies with 2 carbon copy.
10. Registration summary in 3 copies.
11. Admission card online in two copies (one for candidates and one for exam. centre) and intimation for conserving.
12. Alphabetical sorted roll lists (Theory & Practical) as required.
13. The statement of student's no. appearing at each examination centre in each paper of exam in a particular class.
14. Generation of enrolment certificate for institutes.
15. Printing of enrolment register with soft copy, within 15 days from the commencement of the exam.
16. Supply of Statistics as per desired by Controller of Examinations.
17. Examination fees statement for the forms received, within 15 days from the commencement of the exam.
18. Centre wise attendance sheet in triplicate for each paper of examination where coding is done.
19. The marks filling should be done online, in this case instruction page with login id, password and other related material should be supplied.

**Note: Required to be modified as per the current pattern of online submission of Marks OR better procedure.**

20. Supply of Centre wise, date and session wise written answer books packets stickers as per approved format and provide date wise collection list giving unique number to each packet (3 Copies) before starting of the examinations.
21. Punching of data of packets collected, coding of answer books is to be done, scanned coded answer book, award sheets updated and make available through restricted access login the various report for university administration for overall monitoring of the process and consolidated view of the progress in post examination.
22. Reconciliation of Bank/E-Mitra statement/data with fee collected and identification of Application received without fee.
23. Sending SMS/e-mail to the students as and when required by the Controller of Examination.
24. Preparation of practical carry forward marks list in two copies.
25. The contract period for the above work shall be three years and extendable for one more year with mutual consent. In this period, if some modifications/changes are required by the university then it will be binding of the firm to implement such modification.



#### IV Post Examination Work:

1. Preparations & compilation of marks list in two copies after compiling the data for each student for Semester Exams of as per "Scheme of Examination" of each course.
2. Evaluation through double scanning of answer-sheets.
3. Posting of marks awarded by examiners on answer/award sheets, through double scan or through double punching.
4. Providing Exception Report.
5. Preparation of the result as per the scheme of examination in each course.
6. Preparation of T.R. in 3 copies with in 7 days from the declaration of the result. (Two binded copies in plastic coated hard binding TR's as per direction of the Controller of Examinations). Also provide two soft copies.
7. Mark sheets with nomenclature of papers & photographs on laser printer of individual candidate printed on pre-numbered mark sheets of 90 gsm A-4 sized paper and as per prescribed format. A mark sheets number will also be generated which will be printed both in mark sheet and tabulation register. The abbreviations of the result codes should be mentioned in the bottom of the Mark sheet.
8. Preparation of Provisional certificates of Exit Semester after revaluation candidates on 80 gsm paper (Size 20 x 20 cms) consolidated marksheet.
9. Supply of TRs/ Marksheets and Provisional certificate of students college-wise.
10. Providing data to the University for posting of results on the internet. (Encrypted)
11. Statistical summary as per the approved format.
12. Tabulation registers for RL candidate.
13. The statement of RL candidates of each class should be supplied within 7 days from the declaration of the result.
14. Paper-wise absentee list of candidates.
15. Preparation of result T.R.'s, marks sheets etc. for the RL candidates and absentee 55 candidates on weekly basis.
16. Providing all information e.g. T.R., Merit lists, Highest marks etc. in Electronic form and in Removable Disk.
17. An MIS system be generated by the firm and firm will report to CE/Registrar/VC office.
18. Providing all the data in a removable Hard Disk.
19. Preparation of Consolidated Marksheet of final year with name of the papers with code numbers of the relevant syllabus.
20. Preparation of marksheets of all semester Scheme examination with SGPA/CGPA.
21. Preparation of Migration Certificate on demand by the students through online request.

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22. Supply of complete data base of all the students after declaration of results in the prescribed format which will be provided by Controller of Examination.

#### **V Revaluation**

1. Hosting of data of each candidate for submission of revaluation form as per the conditions framed by the University along with the challan.
2. Software to be developed to receive the forms of the candidates whose result is declared at a later stage with the challan.
3. Printing of check list of all the forms received.
4. Updating of data as per the check list corrections.
5. Preparation of list paper wise/packet wise for fetching copies for revaluations.
6. Receipt of flaps and preparations of database for actual roll numbers and fictitious roll numbers.
7. Preparation of revaluation result as per the scheme.
8. Preparation of TR/Mark-sheets.

**The process mentioned in item number Total NO- ? of Revaluation keeps repeating till the last result is out.**

#### **VI Answer book Scanning-(Under R.T.I. Act-2005)**

1. The firm will develop Web application for obtaining student requests for a Scanned copy of their answer books.
2. The firm will provide manpower, UPS and scanners required for scanning the work of Answer books of students in the University premises.
3. Space, Furniture, Electricity and Internet facilities will be provided by the University.
4. The firm will send Login credentials to students through SMS/e-mail messages.
5. The firm will provide different MIS reports as per University requirements.

#### **VII Theory and Practical Bill Management System -**

1. The module will be an extension of the current Theory/Practical Bill generation module.
2. Modules should have a login account for the Secrecy and Accounts and Finance Sections.
3. Login accounts for every desk of Secrecy dealing with the secrecy work of different examinations.
4. Login account for Section Officer and Assistant Registrar. Answer book practical bills generated will appear in the relevant desk account.
5. Here the relevant desk will have the facility to approve the answer book and question paper bill. Provision for remark should be there. Bills approved by the



relevant desk must be visible in relevant Section Officer and Assistant Registrar accounts for approval.

6. AR accounts can generate different MIS as per their requirement Bills approved by secrecy will appear in A&F relevant desk accounts. Account must have a provision of correction and approval Bills approved by the desk will be available for approval in the Section Officer (A&F) account and Assistant Registrar (Secrecy).
7. Both SO/AR can generate Different MIS as per requirement. The module must be integrated with the payment gateway for the transfer of the bill amount in the examiner's account.

**VIII Preparation and supply of final database, after merging all the revaluation results, corrections for further use in next exam.**

**IX Preparation and supply of final year passed students data for awarding degree in a Excel Sheet in Hindi (Devnagri Script) and English.**

**X All formats will be approved by the examination section.**

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**Eligibility Conditions**

1. DD of Rs.1500/- and DD of Rs.2000/- in the name of Registrar, Vishvakarma Skills University payable at Jaipur must be submitted with E-Bid.
2. DD of Rs.3.00 lacs (75000/- (0.5%) in case of MSME) in the name of Registrar, Vishvakarma Skills University payable at Jaipur be enclosed as Bid Security with the E-Bid.
3. Financial and Technical bids must be submitted separately online.
4. The Tender document shall be submitted in Hard copy at the address mentioned in the Notice invite tender.
5. The bidder should have a minimum of two ISO certifications: - ISO 27001, ISO 25010, ISO 9001, and ISO 20001.
6. The firm should be registered in india under companies Act 1956/2013.
7. The employee of the firm who deputed for this work at university should have technical expert.
8. The bidder shall not sub-contract the work awarded under this bid.
9. Consortium and Joint bids are not allowed.
10. Average annual Gross turnover should be Rs.10.00 crores only examination-based work for last three financial years whereas last year's turnover should be not below than 5.00 crores.
11. The bidder should be a profitable entity during the last 3 years and Networth of the bidder should also be at least Rs.2.50 Crore.
12. Experience in providing services for any University Exam/examination related work shall be five years (2020-21 to 2024-25). Bidder must have at least any 3 years' experience of examination data processing including as below (Copy of work orders must be attached):

Type of work to University Exam/ Examination related work	Minimum No. of student record handled per year in last 3 years.
Online Application	0.4 Lac
Pre Examination Work	0.4 Lac
Post Examination Work & Result Processing	0.4 Lac
Fictitious roll no based coding work	0.4 Lac

13. A demonstration regarding scope of work will be conducted with the technically successful bidders. The financial bids of the successful bidders in the demonstration will be opened only i.e the bids of unsuccessful bidders in the demonstration will not be considered. 15 Capacity to put fictitious roll numbers on at least 20,000 answer books per day.
14. The firm will have to start the online work within 15 days from the date of issue of work order.
15. For Online examination work, the firm should have a separate website which should not host any other application other than Vishvakarma Skills University exam work.
16. Examination Website must be available for whole year or for the period specified by the University, whichever is later.



17. There should be no advertisement on the website other than that of the Vishvakarma Skills University.
18. Hosting server uptime must be at least 95%. and the complaint about functionality shall be restarted within half an hour at most.
19. Bandwidth should be sufficient to cater services to about 50 thousand students per day.
20. Location of the server must be in India.
21. Data privacy should be in encrypted form only and proper security of data is the responsibility of the firm.
22. There should be a system ensuring total security/confidentiality.
23. No information regarding candidates etc. is to be transmitted on to anyone else in any form
24. Coding work/Scanning of Answer Books should be done in the university premises (Buildings to be provided by the university)
25. The firm will have to provide Student Service/Helpline 06:00 A.M. to 12:00 midnight (18 hours) during filling online main exam forms.
26. The rates quoted per student per semester exam by the firm shall be exclusive of all taxes, GST etc.
27. The rates per student per semester exam quoted by the firm for execution of the work shall be the basis of deciding the E-Bid.
28. The bidder must accept all terms and conditions of the tender without deviation.
29. If work is found satisfactory, the term of agreement shall be extended according RTPP Rules on same terms and conditions with mutual consent.





**CHAPTER-9**

**TECHNICAL BID**

(a) First Online Technical Bid which must contain the following Documents:

- (i) D.D of Cost of E-Bid Document (Rs.1500) and DD of E-Bid Processing fee (Rs. 2000/-) or the Proof of having deposited the same.
- (ii) DD of Bid Security deposit
- (iii) Declaration of Bonafide Dealer
- (iv) Copy of registration GST and Sales Tax Clearance Certificate at least upto 31.03.2025
- (v) Copy of registration of GST.
- (vi) Copy of registration certificate of Udyam Registration of MSME and Undertaking thereof, (in case exemption available to MSME are sought) duly attested by authorised signatory of Industry department.
- (vii) The firm should have average turnover of Rs. 10.00 Crores only examination based work for the last three financial Years whereas last year's turnover should be not below than Rs. 5.00 crores.

Annual turnover of the Firm during last three Four Financial Years:

2022-23 Rs. \_\_\_\_\_

2023-24 Rs. \_\_\_\_\_




2024-25 Rs. \_\_\_\_\_

Average turnover for the last three years Rs \_\_\_\_\_

The firm must submit copies of Audited Balance Sheets in support of the above

- (viii) Hosting server details server uptime and server bandwidth related document.
- (ix) Infrastructure and Manpower (will be subject to verifications of authorities): -  
The Firm must possess Infrastructure and experienced, qualified, skilled Manpower in-house for all the activities required to be undertaken within the ambit of this tender. No activity as such, must be outsourced or sublet. Addresses where the infrastructural facilities are located or installed must be mentioned along with Documentary Proof of Address Pre-printed and Ownership of Machinery etc. for the following activities.

- 1) Data Processing
- 2) Scanning of Answer Book
- 3) Image Scanning



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- 4) Examination related Online work
- 5) Location of the Server must be in India. Data should be in encrypted form only. Detail of Server be given.
- 6) There should be a system of ensuring total security/confidentiality. No information regarding students, results etc. is to be transmitted on to anyone else in any form. In case breach of trust is proved, penalty upto 2 times of the order will be imposed.

**x) Undertaking**

A Notary Attested affidavit of not being Blacklisted or debarred by any Govt. Agency. University, Board, PSU, etc must be enclosed on a Stamp paper of Rs. 500/-



**PROFORMA OF AGREEMENT**

- An agreement made this \_\_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_  
\_\_\_\_\_(hereinafter called \_\_\_\_\_)  
\_\_\_\_\_which expression shall, where the context so admits, be deemed to include  
his heirs successors, executors and administrators of the one part and the \_\_\_\_\_  
\_\_\_\_\_ (herein after called "the University" which expression shall, where the context so  
admits, be deemed to include his successors in officer and assigns) of the other part.
1. Whereas the approved supplier/service provider has agreed with the University to  
supply to the University at its Office all those articles/services set forth in the schedule  
appended hereto in the manner set forth in the conditions of the E-Bid and contract  
appended herewith and at the rates set forth in columns \_\_\_\_\_ of the said  
schedule.
  2. And whereas the approved supplier has deposited a sum of Rs \_\_\_\_\_ In \_\_\_\_\_  
(i) Bank Draft/Banker Cheque No. \_\_\_\_\_ dated \_\_\_\_\_.  
(ii) Bank Guarantee No./Demand Draft/Banker Cheque No. \_\_\_\_\_ dated \_\_\_\_\_.
  3. Now these Presents witness:
    - (i) In consideration of the payment to be made by the University through \_\_\_\_\_  
at the rates set forth in the Schedule hereto appended the approved supplier will duly  
supply/provide the said articles/services set forth in \_\_\_\_\_ and \_\_\_\_\_ thereof  
in the manner set forth in the conditions of the E-Bid and contract.
    - (ii) The conditions of the E-Bid and contract for open E-Bid enclosed to the E-Bid  
notice No. dated \_\_\_\_\_ and also appended to this agreement will be deemed to be taken as  
part of this agreement and are binding on the parties executing this agreement.
    - (iii) Letters nos. issued by the University and appended to this agreement shall  
also form part of this agreement.
    - (iv) (a) The University hereby agrees that if the approved supplier/service provider  
duly supplies/provide the said articles/services in the manner aforesaid,  
observes and keeps the said terms and conditions, the University will through  
pay or cause to be paid to the approved supplier at the time and the manner set  
forth in the said conditions. the amount payable for each and every  
consignment.  
(b) The mode of Payment will be as specified below: -  
The payment shall be as per condition of the E-Bid document through  
Cheque/RTGS /Demand Draft at party's cost on received of verified bills  
regarding the services provided.
  - 4) The delivery of the services shall be effected and completed within the period as  
mentioned in the Scope of work of E-Bid document.
  - 5 (i) In case of unsatisfactory service in agreement period liquidated damages of  
services, the recovery shall be made on the basis of following percentages of  
value of stores/services which the bidder has failed to supply (As per time  
schedule mentioned in the job assigned by University for specific job as  
mentioned in work order given time to time during contract period): -
    - (e) Delay of services upto one fourth period of the prescribed services of  
specific work order = liquidated damage 2.5% of net amount of one  
semester bill.



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- (f) Delay of services exceeding one fourth but not exceeding half of the prescribed services of specific work order = liquidated damage 5% of net amount of one semester bill.
- (g) Delay of services exceeding one Half but not exceeding three fourth of the prescribed services of specific work order = liquidated damage 7.5% of net amount of one semester bill.
- (h) Delay of services exceeding three fourth of the prescribed services of specific work order = liquidated damage 10% of net amount of one semester bill. For
- (i) Individual error in Pre & Post Examination work, Coding etc. Rs. 100/-per mistake will be deducted.

**Note:**

- (i) The maximum amount of agreed liquidated damages shall be 10% if the service provider extension of time in completion of contractual supply of services account of occurrence of any hindrances, he shall apply in writing to the authority which has placed the service provider order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of service.
  - (ii) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods/services is on account of hindrances beyond the control of the bidder.
6. Contract shall be valid for Exam year of 2026, 2027 & 2028. If work is found satisfactory, the term of agreement shall be extended to another one year. On same terms and conditions, with mutual consent.
  7. The performance security deposit shall be in the form of Bank Guarantee/Demand Draft/ Banker Cheque of a Scheduled Bank in favour of the Registrar, Vishvakarma Skills University, Jaipur. The performance security should be valid for a agreement period from the date of issue of the work order.
  8. The firm shall ensure procurement and installation at Jaipur office of two coding machines of having capacity of 6000 SPH. The firm will give an undertaking to this effect.
  9. All examination related data of the University must be retained by the firm for ever unless and till University explicitly instructs to do so.
  10. It should be ensured that server of Web Hosting Service Provider is located in India. Confidential agreement will also be co-signed by authorized signatory of Web Hosting Service Provider. No advertisement shall be displayed in the website. Helpline will also be provided on regular basis and security certificate will be obtained from the Web Hosting Service Provider firm.
  11. All Mark sheets will be prepared in A-4 size only.
  12. The stationery material for marksheets shall be used not below 120 GSM, stationery material for tabulation register/ certificate shall be 80 GSM and other stationery shall be 80 GSM. However, if more GSM is required/prescribed in E-Bid document that will be provided by the firm.



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13. In case of unforeseen circumstances, if the firm is unable to perform the assigned work or unable to continue the work, than without explaining any reasons. University reserves the right to engage any firm to complete the work at the risk and cost of your firm.

14. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the Vice-Chancellor, Vishvakarma Skills University, Jaipur and the decision of the Vice-Chancellor, Vishvakarma Skills University, Jaipur shall be final as per bid terms and conditions.

And it is hereby agreed and declared between the parties hereto that in case any question of dispute arises touching the construction, wording of any of clause herein contained on the rights, duties, liabilities of the parties hereto or any other way, touching or arising out of the present, the decision of the Vice-Chancellor, Vishvakarma Skills University, Jaipur in the matter shall be final and binding.

15. If any legal dispute/conflict arises during the agreement period the jurisdiction of court will be Jaipur city only.

16. The provision of "RTPP Act 2012 & RTTP rules 2013" will also apply. All terms and conditions of the bid (tender document) shall be integral part of Agreement.

In witness whereof the parties here to have set their hands on the----- day of-----  
- 2023.

Signature of the approved supplier  
/Service provider

Signature for and on behalf of  
Registrar

Date:

Date:

Witness No. 1

Witness No. 1

Witness No. 2

Witness No. 2



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**TECHNICAL BID  
(COVER-A)**

(To be submitted in the envelop marked Technical Bid and with all related documents self-attested copy also be uploaded online)

**1. Addressed to:**

- a. Name of the tendering authority
- b. Address

- c. Telephone
- d. E-mail ID
- e. Website

**Registrar**

Vishvakarma Skills University,  
2nd & 3rd Floor, Punyashloka,  
Devi Ahilya Bai Holkar,  
Bhawan, Shiksha Sankul,  
JLN Marg, Jaipur- 302017  
0141-2712118  
vsu.jaipur@rajasthan.gov.in  
www.vsuraj.ac.in

**II. NIT Reference:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**III. Other related details:**

1.	Name of Bidder			
2.	Name & Designation of authorized Signatory			
3.	Registered Office Address		Fax:	
	Telephone Nos.		Email:	
	Mobile			
4.	Rajasthan Office (if any)	Address		
		Phone	Fax:	
		Contact Person		
5.	Jaipur Office (if any)	Address		
		Phone	Fax:	
		Contact Person		

*[Handwritten signatures and initials]*



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6.	Year of Establishment				
7.	Nature of the Firm Company Firm	Company			Firm
	Pat Tick (1) mark	Government	Public	Private	Partnership/Proprietary
8.	No. of Years providing service				
9.	Is the office owned/leased or rented.				
10.	GST Registration No. Business Activity form & Additional place of Business.				
11.	Pan No. (Copy to be enclose)				
12.	Whether firms is agreeable to the Terms & Conditions mentioned in the Tender.				
13.	Name of the Programmer(s) qualifications with his Mobile Phone No.				
14.	Name of person who University about with his Phone No. apprise the status of the work				
15.	Sample of each item of stationary intended to be used for printing. Mention the brand and GSM of the Paper.				
16.	Weight of paper to be used for printing of above stationery.				
17.	Technology/Method used for printing fictitious Number on Answer Book (Attach documents in support and provide detailed methodology as annexure)				
18.	Location of Web Server				
19.	Uptime of Web Server (Attach Documentary Proof)				



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20.	Previous Experience (Attached documents i.e. Work orders and satisfactory work completion certificate)	
21.	Any other details in support of your offer	

**IV. Following documents attached towards the proof of Bid Security deposited in favour of the Registrar, Vishvakarma Skills University, Jaipur payable at Jaipur.**

S. No.	EMD Amount		DD/Banker's Cheque No. with date	Name of the Bank
1.	Bid Security	Rs.		
2.	Cost E-Bid Document	Rs.		
3.	Processing fees (user charges)	Rs.		

**V. Annual Turnover during last three years (as stated in the eligibility criteria, attach proof): Lc. Profit & Loss A/c and Balance Sheet with C.A. Certificate.**

2022-23	2023-2024	2024-25	Total Turnover (in Rs.)

Note: - Attach all related documents.

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vi. Experience of Examination data processing undertaken during last Five years

S.No.	Year	Name of Organization	Brief Description Work (No of Student and Number of Examination)	Value of work order (Amt. in Rs.)
1.	2020-21			
2.	2021-22			
3.	2022-23			
4.	2023-24			
5.	2024-25			

VII. Turnover

S. No.	Year	Turnover (Amt. in Rs.)
1.	2022-23	
2.	2023-24	
3.	2024-25	

Note: -

1. Necessary all documents self-attested copy must be attached.
2. Duly signed Bid document.

VIII. Details of Technical Infrastructure

- UPS
- Server
- Up-time certificate
- Internet Band

1. Hosting server uptime must be at least 95%. (attach documentary proof) and the complaint about non-functionally shall be restarted within half an hour utmost.
2. Bandwidth should be sufficient to cater services to about 50 thousand students per day.
3. Location of the server must be in India.
4. Data should be in encrypted form only and proper security of data is the responsibility of the firm.



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S. No.	Name of Equipment	Total No. available in working condition	(is it owned or leased)	Model No./Technical Specification
1.	Scanner			
2.	Bar Code Scanner			
3.	Licensed software to be used (FoxPro, Visual Pro, Visual Basic, others specify			
4.	Other			

**Server Location:**

**Server Owning Company:**

(Agreement with company be attached)

**Server UP-time certificate:**

**Bandwidth available to Company:**

**Server Security Certificate:**

**IX. Details of Technical staff available with firm**

S. No.	Name	Post	Qualification	Total experience of Examination work
1.				
2.				
3.				
4.				





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5.				
6.				
7.				
8.				
9.				
10.				

**For and on behalf of (Name of the Bidder)**

**Duly signed by the Authorized Signatory of the Bidder.  
(Name, title and address, of the authorized signatory)**

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**(FINANCIAL BID)**  
**Financial Bid Submission Sheet**

Date: \_\_\_\_\_  
NIB No. \_\_\_\_\_

To,

Registrar,  
Vishvakarma Skills University, Jaipur.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda No. \_\_\_\_\_
- (b) We offer to supply in conformity with the Bidding Document and in accordance with the specifications, the delivery schedule and other requirements as specified in the bid, Schedule of Supply, the following Goods/Items/Material and Related Services: \_\_\_\_\_
- (c) The total Price for our Bid is: \_\_\_\_\_
- (d) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- (e) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

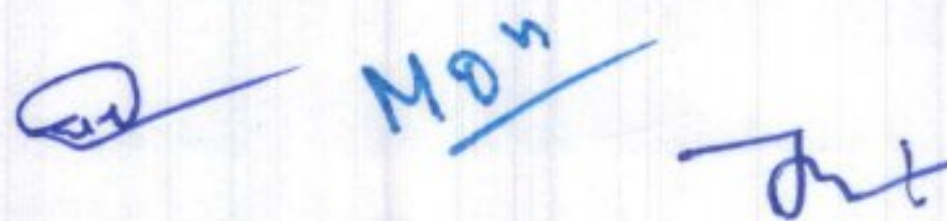
Signed: \_\_\_\_\_

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

Authorised signature of Bidder: \_\_\_\_\_

Complete Address \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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Pre & Post Exam Work  
CHAPTER-13  
**FINANCIAL BID COVER LETTER FORMAT**  
(to be submitted by the bidder on his Letter head)

To,

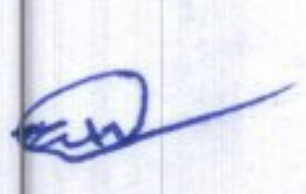
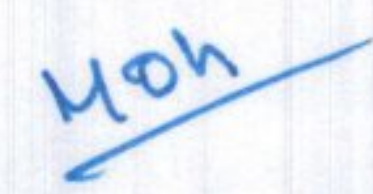
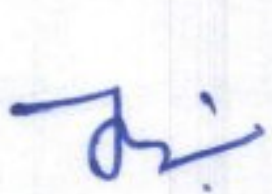
Registrar,  
Vishvakarma Skills University,  
{Jaipur}

Reference: NIB No.: \_\_\_\_\_ Dated: \_\_\_\_\_

Dear Sir,

We, the undersigned bidder, Having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to supply/ work as mentioned in the Scope of the work, Bill of Material, Technical specifications, Service Level Standards & in conformity with the said bidding document for the same.

1. I/We undertake that the prices are in conformity with the specifications prescribed. The quote/price are inclusive of all cost likely to be incurred for executing this work. The prices are exclusive of GST as mentioned in the financial bid (BoQ).
2. I/We undertake, if our bid is accepted, to deliver the goods/Items/Material/works/services in accordance with the delivery schedule specified in the schedule of Requirements.
3. I/ We hereby declare that in case the contract is awarded to us, we shall submit the contract performance security as prescribed in the bidding document.
4. I/We agree to abide by this bid for a period of 90 days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.
6. I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.
7. We understand that you are not bound to accept the lowest or any bid you may receive.
8. We will not sublet the contract if awarded to us.
9. We have not modified, changed etc. any word/line/para/text mentioned in the bid downloaded from website(s) as mentioned in the bid otherwise we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/ para/text from the original bid.
10. No other cost shall be charged from the PE after quoting rates in the bid looking to the items/material/works/services to be rendered.
11. We also hereby declare that in no case the information collected in Parishisht-A, shall not go /be published in public domain otherwise it would be treated under the clause of breach of confidentiality and necessary action shall be taken by the PE against us with



in Act and Procurement Rules along with Laws of Land will also be applicable, if not sufficient.

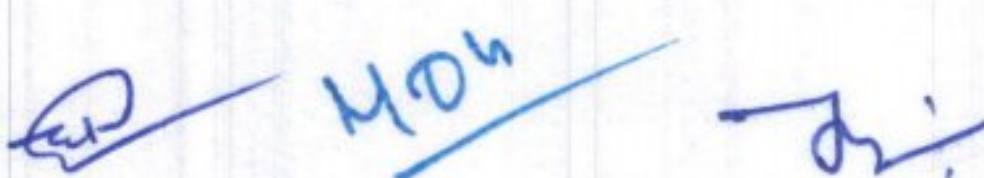
We agree to all the terms & conditions as mentioned in the bidding document and submit that we have not submitted any deviations in this regard. We have submitted Only solution/goods/Items/material/services/ works based proposal and understand that in case of multiple bids proposed, may lead to reject our bid for which we only are the responsible.

Date:

Signature of Authorized Signatory:

Name:

Designation:

Handwritten signature and initials in blue ink.



**Pre & Post Exam Work**

**CHAPTER-14**

**FINANCIAL BID**  
**(COVER-B)**

(To be submitted in the online Bid commercial Bid)


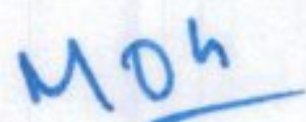

Name of Firm: \_\_\_\_\_

Scope of the work	Base Rate per Student per semester Exam year of 2026, 2027 & 2028 (Rs.) excluding GST
Rate of execution of work per student of examination as per terms and conditions defined in E-Bid document Approximate no. of student for per semester 3000.	

- A. The tenderer will have to give clear rates per student per semester. In case of ambiguity, the immediate decision will be cancelled. If there are less than 3000 students in any semester, payment will be made on the basis of 3000 students.
- B. GST shall be applicable as per prevalent rate and Rule & service Tax Return will be provided by the Bidder for the verification at the time of submitting the bill.
- C. The successful bidder will execute the work as per the work defined in the bid document. However, in special circumstances Vishvakarma Skills University, Jaipur may issue some special guidelines for the supply and services as per Scope of work, these shall have to be incorporated/ executed by the bidder without any cost and in the time, period given if any.
- D. On the basis of project total shall be placed with successful bidder, no matching/counter offer other than the lowest project bid value, as the case may be. VSU reserves the right to split complete order in 2 or many depending of the volume of the work which it thinks that only one successful bidder cannot able to do it and with this it will have fall back option. \
- E. Bidders submitting their Bids electronically shall follow the electronic Bid submission procedure as specified on the State e-Procurement Portal <http://eproc.rajasthan.gov.in>. Bidders should not fill any information in the above format & submit physically; otherwise, the bid shall be treated as nonresponsive. Bidder should submit their financial bid on eProc website/Portal only.

**For and on behalf of (Name of the Bidder)**

**Duly signed by the Authorized Signatory of the Bidder.**  
**(Name, title and address, of the authorized signatory)**



# FORM OF PERFORMANCE SECURITY DECLARATION

## ANNEXURE-1

Date: \_\_\_\_\_ [insert date (as day, month and year)]  
Contract Name and No.: \_\_\_\_\_ [insert name and number of Contract]

To,  
Registrar,  
Vishvakarma Skills University, Jaipur.

We, the undersigned, declare that:

We understand that, according your conditions, the Contract must be supported by a Performance Security Declaration guarantee ensure fulfilment of our all-performance obligations under the Contract for subject matter.

We accept that we will automatically be suspended from being eligible for bidding in any contract with you for the period of time of..... **[Vishvakarma Skills University to indicate here the period of time for which the Vishvakarma Skills University will declare a Bidder ineligible to be awarded a Contract if the performance Security Declaration is to be executed)** starting on the date that we receive a notification from you, the **[Designation of the Procuring Entity]** that our Performance Security Declaration is executed, if we are in breach of any of our performance obligation under the conditions of the Contract.

We understand this Performance Security Declaration shall expire after agreement date /Work order date of our all obligations under the Contract including Defect Liability, warranty/ Guarantee, operation, maintenance, etc. in accordance with the conditions of the Contract.

Signed: \_\_\_\_\_ **[insert signature of person whose name and capacity are shown]**  
In the capacity of: \_\_\_\_\_ **(insert legal capacity of person signing the Performance Security Declaration)**

Name: \_\_\_\_\_ **[insert complete name of person signing the Declaration)**

Authorized signature of bidder: \_\_\_\_\_


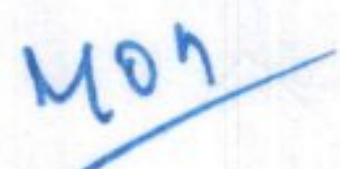
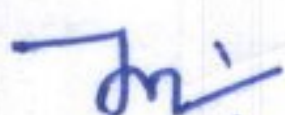
**[Insert complete name and address of the Bidder]**

Dated on day of, \_\_\_\_\_ **[insert date of signing]**

**Corporate Seal**

### Note:

Performance Security Declaration shall only be dully filled in by the Departments of the State Government, Undertakings, Corporations, Autonomous bodies, Registered Societies and Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.



**CERTIFICATE OF CONFORMITY/NO DEVIATION**  
[to be filled by the bidder]

**ANNEXURE-II**

To,

Registrar,  
Vishvakarma Skills University,  
Jaipur

**CERTIFICATE**

1. This is to certify that, the specifications of subject matter of bid document which I We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum specifications of the Commodity/Goods/Item/ Works/Services mentioned in the bidding document and that there are no deviations of any kind from the required specifications.
2. Also, I we have thoroughly read the bidding document, RTPP ACT, 2012 and thereto Rules, 2013 and amendment(s) issued (available on <http://sppp.rajasthan.gov.in>) and online bidding method (given on <http://eproc.rajasthan.gov.in>) by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.
3. I/ We also certify that the price I/we have quoted is inclusive of all the cost/service factors involved in subject matter of bid document, to meet the desired Standards set out in the bidding Document.
4. I/We declare that work/items/services etc. Rendered shall be conforming to the specifications mentioned in the Bid Document and to the ECI norms/guidelines/circulars.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

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

Place: \_\_\_\_\_









Pre & Post Exam Work  
**PRE-BID QUERIES FORMAT**  
{to be filled by the bidder}}

**ANNEXURE-III**

Name of the Company/Firm: \_\_\_\_\_

Name of Person(S) Representing the Company/ Firm:

Name of Person	Designation	Email-ID(S)	Tel. Nos. (Mo.) & Fax Nos.

Company/Firm Contacts:

Contact Person(s)	Designation	Email-ID(S)	Tel. Nos. (Mo.) & Fax Nos.

Query(ies)/Clarification(s) Sought:

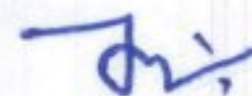
S. No.	Bid Page No.	Bid Clause No.	Existing Clause Details	Query/Suggestion/Clarification sought
1.				
2.				
3.	.....			
4.	.....			

Note:-

1. Queries must be strictly submitted only in the above prescribed format (.XLS/ XLSX/DOC/DOCX) in virus free file. Queries not submitted in the prescribed format will not be considered/responded at all by the Vishvakarma Skills University.
2. Prospective bidder may, in writing, seek clarifications from the Vishvakarma Skills University in respect of the bidding document shall be emailed to <mention email address> and not to be uploaded on e-Proc website. **In case the soft copy of the dully filled in Pre-Bid query format, is uploaded on e-Proc website then it would not be entertained and processed.**
3. The Bidders can submit their queries on or before the scheduled last date after Pre-Bid Meeting to be held along with softcopy, which can be emailed to <mention email address> with a subject "Pre-Bid query for ".....".









Pre & Post Exam Work  
**TECHNICAL BID SUBMISSION SHEET**

**ANNEXURE-IV**

Date:

NIB No.:


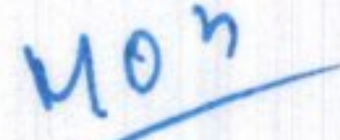

Alternative No, if permitted:

To:

Registrar,  
Vishvakarma Skills University,  
Jaipur.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, Including Addenda No.: \_\_\_\_\_
- (b) We declare that fulfil the eligibility and qualification criteria in conformity with the Bidding Document and offer to supply in accordance with the specifications, the delivery schedule and other requirements specified in Chapter-8 and Schedule of Supply, the following Goods and Related Services as per Chapter-7 Scope of works.
- (c) If our Bid is accepted, we commit to submit a Performance Security in the amount of 5% of the Contract Price or shall submit the Performance Security Declaration, as the case may be, for the due performance of the Contract;
- (d) We are not participating, as Bidder in more than one Bid for supply of the subject Goods in this bidding process, other than alternative offers, if permitted, in the Bidding Document;
- (e) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract have not been debarred by the State Government or the Procuring Entity or a regulatory authority under any applicable law;
- (f) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;



Pre & Post Exam Work

- (g) We understand that you that you may receive; bound to accept the lowest evaluated bid or any other bid
- (h) We agree permit Government of Rajasthan the Procuring Entity their representatives to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by them,
- (i) We declare that have complied with and shall continue to comply with the provisions of the Code of Integrity including Conflict of Interest as specified for Bidders in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract,
- (j) Other comments, if any:

Name: \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signed: \_\_\_\_\_

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

Authorised Signature of Bidder: \_\_\_\_\_

Complete Address \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

 Mon 



(On Firm's letter head)

**Memorandum of Appeal under the Rajasthan Transparency in Public  
Procurement Act, 2012**



(See rule 83 of RTPP)

Appeal No. .... of .....  
Before the ..... (First Second Appellate Authority)

1. Particulars of appellant: -
  - (i) Name of the appellant
  - (ii) Official Address, if any
  - (iii) Residential address:
2. Name and address of the respondent (S):
  - (i) .....
  - (ii) .....
  - (iii) .....
3. Number and date of the order appealed against and name and designation of the officer/authority that passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:
4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:
5. Number of affidavits and documents enclosed with the appeal:
6. Ground of appeal:  
.....  
.....  
.....  
.....(Supported by an affidavit)
7. Prayer:  
.....  
.....  
.....

Place: .....  
Date: .....

Appellant's Signature

 Mon 



(On Firm's letter head)

**Authorisation of Bidder by the Firm**

To,

Registrar  
 Vishvakarma Skills University,  
 2<sup>nd</sup> & 3<sup>rd</sup> Floor, Punyashloka Devi Ahilya Bai Holkar Bhawan,  
 Shiksha Sankul, J.L.N. Marg, Jaipur (Rajasthan) Pin. 302017  
 Tel. & Fax No. 0141-2712118/0141-2712119  
 Email Address: - www.vsu.jaipur@rjasthan.gov.in

Subject: Regarding authorisation of Bidder by the Firm.

Re: Your NIB No..... dated .....

Name of works .....

Dear Sir,

I/we (Name)..... for M/s (Name of firm) ..... who are  
 proven and reputable firm..... (Name of work) ..... having office  
 at ..... (Address of Factory / Office) ..... hereby  
 authorize Mr ..... (Name & Designation of Bidder) ..... to  
 submit a Bid, process the same further and enter into a contract with you against your  
 requirement as contained in the above referred Bid documents/NIB by us.

I/we obtain the approval of Board of Directors of our Firm in the meeting no held on  
 dated..... at Agenda No .....

I/we further confirm that no individual other than Mr..... (Name &  
 Designation of Bidder), is authorised to submit a Bid, process the same further and enter into  
 a contract with you against your requirement as contained in the above referred Bid documents  
 for the above goods/services delivered by our Firm.

I/we also hereby extend our full guarantee for scope of work as applicable as per Bid  
 conditions of Contract, read with modifications/addendum, if any, in the General/Special  
 Conditions of Contract for the services offered by the authorized Bidder/Signatory against this  
 Bid document.

I/we also hereby confirm that we shall also be responsible for the satisfactory execution  
 of contract placed on the authorized Firm.

This authorization shall be valid till the completion of the contract period and related  
 services.

The attested photocopy of photo ID/Voter ID/Driving License/Any other equal  
 document for authorised person is enclosed here.

Yours faithfully,

(Name &amp; Signature of Chairman &amp; MD)

For M/s.....

AUTHORISED SIGNATORY OF FIRM

Accepted by the authorized person Mr..... (Signature, Name &  
 Address) .....