



Website- ktbuniv.ac.in

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DATE: 25/01/2025

E-TENDER FOR PRE & POST

EXAM RESULT PROCESSING & SUPPLY OF OMR SHEETS

TEL. NO.- ASSTT. REGISTRAR (STORE) 6260079694

(REGISTRAR OFFICE) 07282-292499

Krantisurya Tantya Bhil University, Khargone, M.P. invites E-tender through website- www.mptenders.gov.in for Pre & Post Examination Result Processing and Supply of OMR sheets.

Start of Sale of Tender Documents from : 27/01/2025 to 10/02/2024, 5:30 PM

Date of Online Bid Submission : 27/01/2025 to 10/02/2024, 5:30 PM

Date of receiving of Technical Bids in university	: Technical Bids must reach University Office on or before Date up to 12/02/2025, 5 pm. Inperson Or Speed Post only.
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Date of Opening Technical Bid : 13/02/2024 at 03 P.M.in the University Office

Cost of tender form	: Rs. 2,000/-
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Earnest Money Deposit	: Rs. 1,00,000/-
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for further details please visit on website www.mptenders.gov.in or university website- ktbuniv.ac.in

Registrar

**Krantisurya Tantya Bhil University,
Khargone, M.P.**

KRANTISURYA TANTYA BHIL UNIVERSITY, KHARGONE (M.P.)
E-TENDER FOR PRE & POST EXAM RESULT PROCESSING

Krantisurya Tantya Bhil university, Khargone is new University in the state of Madhya Pradesh. University will be conducting its examination for the first time in January 2025. It will be imparting state of art education to the students. The university will be conducting First Year/ First Semester examinations in March/April 2025.

With a view to maintain secrecy, accuracy and timely processing of results, it proposes to outsource the result processing work to only reputed and experienced agencies.

SCOPE OF WORK: There will be number of examinations to be conducted at various levels such as Graduate level, post graduate level Annual/Supplementary/Semester/NEP examinations and Professional examinations in the year 2025 and upcoming years. The number of students varies for each examination. Total Number of students for Pre- & Post- Examination work shall be approx. 30,000 in the year 2025 and will increase every year subsequently. The detailed scope of work is given below: -

Annual/Supplementary/Semester/NEP B.Sc./B.A./ B.Com./BHSC/BA (Hons)/B. Com (Hons)/ B.Sc. (Hons)/ BBA (Hons)/MA/M.Sc./M.Com/B.Ed. (Basic),BA B.Ed/B.Sc B.Ed & LLB.,BA LLB, M.B.A/ M.H.Sc/ MSW/ PGDCA/ BFSI etc.

INPUT TO THE SYSTEM

1. Scheme of examinations
2. Exam wise and Subject wise coding
3. College code list
4. Exam Centre list
5. Data sheet, online data of candidates appearing at various examinations.
6. Marks & carry forward marks.
7. Marks obtained by each candidate in each subject/paper/practical/sessional in the form of foil/counter foils/online.
8. UFM List, absentee list, withheld list-exam wise/subject wise.

OUTPUT TO THE SYSTEM**Pre Exam**

Sr.No.	Particulars	Type of Stationery
1.	Printing of Basic Roll list in two copies & Final Roll list along with subject wise/Centre wise/category wise	60 GSM 132 column numerical returns. (for semester, main and supplementary examination separately)
2.	Any other statements or reports as required by the University.	

Post – Exam

Sr. No.	Particulars	Type of Stationary
1	Scheme of examination 2 copies. :	60 GSM paper
2	Statistical summaries of Result in 2 copies. :	60 GSM paper
3	Tabulation Register in three copies For Main and Supplementary/Semester ATKT examinations Separately. :	Three copies on 70+60+60 GSM paper size 15" x 12"
4	MIS before declaration of result for approval by result committee	
5	Result sheets in 2 copies :	60 GSM paper
6	Merit list in 2 copies for each examination	60 GSM Paper
7	Subject wise, Roll No. wise and bundle No. wise Marks Foil Details CD to be provided :	
8	The data of all results will be given to the university in : a Pen Drive/ CD in required format.	
9	The firm has to upload the results on website. :	
10	Print variable data of candidates of each examination in : approved mark sheet format with each candidates.	105 GSM paper, A4 size, 2 color front & single color back with Barcode Feature.
11.	As per Government norms, the complete data of all exams has to be submitted for Digi-locker in the design and structure given by government.	

OMR Sheets

Certain subjects in various examinations are examined and valued through OMR sheets.

Bidders will be required to supply OMR sheets on 100-105 GSM (A-4 Size) papers in the design as required by the University. Bidder will have to do the following: -

1. Supply of OMR sheets – No. as required by the University.
2. Reading of OMR sheets by fast speed OMR Scanners.
3. Valuation of each OMR sheets as per the standard answer sheet provided by the University & preparation of Foil and Counter Foil (softcopy as well as hard copy)
4. Validation of missing OMR sheets, if any.
5. Inclusion of awards of OMR sheets in the main database of awards for preparation of results.
6. Two type of OMR sheets are required to be printed and supplied to university as per university instructions.
7. The Quality of OMR sheets should be perfect and should be 100% accurately readable.
8. Each OMR should be numbered separately as per range provided by university.
9. Each OMR sheet will have Barcode of the number mentioned on the sheet.
10. Both OMR sheets should be in different colour.
11. Both OMR sheets will have both side printing as per university instruction.
12. The OMR Sheets should be supplied to university (Confidential Section) and get the Proper receipt of the same.
13. The Rates should be Inclusive of all incidental charges and transportation up to the Office of Krantisurya Tanyta Bhil University, khargone.
14. The Rates to be quoted should be per sheet inclusive of all incidental charges.
15. The GST will be paid extra, please mention the GST rate applicable.

GENERAL TERMS AND CONDITIONS

Earnest Money Deposit:

- (i) The cost of the tender form is Rs.2,000 (non-refundable). The tender form along with terms and conditions may be downloaded from website ktbuniv.ac.in and www.mpeproc.gov.in. Without the cost of tender documents, the tender will not be accepted. Enclose online E-Tender Purchase receipt. (envelop no. 1)
- (ii) Tender shall be accompanied by an earnest money of Rs.1,00,000/- (Rupees One lakh Only) without which tenders will not be considered. The amount should be deposited online. Without earnest money, tender will be rejected. (envelop no. 1)
- (iii) **Refund of earnest money:** - The earnest money of unsuccessful bidders shall be refunded within 30 days after finalization of the tender. After completion of the tender process, the successful bidder will have to deposit 5% performance guarantee at the time of contract in the university in the form of FDR/Bank Guarantee in the name of the Registrar, Krantisurya Tantya Bhil University, Khargone. The EMD amount will be returned after the bidder submits the FDR/Bank Guarantee.

1. The agency should be a Government Agency or partnership firm or an agency registered as private or public limited company and should have work experience of National Education Policy-2020 (NEP) and at least 3 years of current continuous experience of pre and post examination related data processing work in any State university/Central university. Self-attested copy of the certificate and copy of work orders must be kept in envelope no. -2 (Technical Bid)
2. Enclose sufficient proof for 3 years continuous result processing experience for minimum 1.00 lakh candidates per annum. Enclose two successful completion certificates from any State universities/Central universities. Self-attested copy of the certificate should be kept in envelope no.2.
4. Bidder should have permanent staff strength minimum of 50 persons (submit ESIC/PF returns.) Self attested copy of the returns be kept in envelope no.2.
5. The Bidder must have a turnover of at least Rs.1.00 crore per year in preceding three Financial years. For evidence of this self-attested copy of the audited trading & profit and loss A/c and Balance Sheet should be kept in envelope No.2.
6. The agency's net worth should be minimum Rs.25.00 lakhs as on 31/03/2024, evidence of this self-attested copy of the certificate of chartered accountant must be enclosed in envelope No. 2.
7. The sealed tenders should be addressed to the Registrar, Krantisurya Tantya Bhil University, Khargone Envelope duly marked "**Pre and Post Examination Work and Supply of OMR Sheets**" should reach to the Registrar, Krantisurya Tantya Bhil University, Khargone by Speed Post or by hand delivery on or before date prescribed mentioned above.

8. Any tender received after due date and time shall not be accepted and shall not be entertained and shall be liable to rejection.
9. All tenders received within the specified due date and time shall be opened on the date mentioned in the tender notice.
3. The Bidder should be ISO 27001:2022 or 9001:2015 certified or CMMI Level 3 Certified for quality certificate. The self-attested copy of this certificate should be kept in envelope No.2.
10. Successful bidder will prepare scheme of tabulation of examination results in accordance with existing rules and regulations of the university. Two copies of the scheme for each examination result shall have to be submitted and got approved before starting with post examination process.
11. (A) Bidders are requested to fill up per student total rates for all works of category no.I serial no. 1 to 4 (as stated in financial bid). The work Sr. No. 5 to 7 of Category are mandatory to be done. Rate for extra printed blank mark sheet will be given separately as mentioned in Category-II. Bidders should also quote separately as mentioned in Category-III and as mentioned in Scope of Work (OMR Sheets).
(B) The rate quoted must be inclusive of all charges and including all taxes as per govt. norms including stationery. However, GST as per applicable rates will be paid extra.
12. As the work is of confidential nature there must be proper security arrangements of the premises round the clock.
13. Enclose copy of PAN No. issued by income tax department, copy of GST Registration No. issued by concerning tax department, copy of the registration as registered firm certificate of incorporation from Registrar of Company in case of company. Self-attested copies of these documents must be kept in envelope No. 2.
14. Enclose copy of the Income Tax Return of the company for the previous three assessment years in envelope No. 2.
15. Enclose copy of the experience certificates as required in envelope No. 2.
16. Enclose copy of the complete list of the hardware infrastructure available in envelope No. 2.
17. Enclose copy of the owned/leased OMR and photo scanners available with firm / company in envelope No. 2.

18. Bidder shall furnish affidavit stating that the bidder has not been black-listed in any of university/organization/State or central government offices or institutions since last three years. If any false affidavit produced by the bidder, shall be prosecuted as per law. This affidavit shall be kept in envelope no. 2.

19. Technical write-up on the examination result processing should be kept in envelope no. 2.

20. Enclose all relevant samples in envelope No. 2.

21. After accepting the bidder's bid & contract signed by the bidder, the contractee shall perform the works as per university order. Payment will be made to the contractee only for the works performed by him as per approved rate and terms & conditions of the bid and contract signed by the contractee. The works performed by the contractee shall be verified by the university confidential/examination department.

22. Payment will be made after audit by govt. auditors as per govt. rules from time to time. Payment will be made online or by crossed cheque and the taxes as per rules shall be deducted.

23. Procedure for submission of the tender document.

Sealed envelopes 1,2 and 3 (as stated below) be placed in a single big sealed cover and superscripted as "tender for Pre and Post examination Krantisurya Tantya Bhil University, Khargone."

Envelope No. 1:- Proof of EMD (Rs. 1,00,000/-) and cost of tender document (Rs.2,000/-) if downloaded from the website shall be submitted.

Envelope No. 2:- Each page of the tender form should be signed and envelopes should be sealed by the bidder. All certificate, documents as per tender form required in technical bid.

24. All bidders are required to read the tender document carefully before quoting rates and submission of tender. Submission of the tender shall be considered as meeting the following requirements:

(a) Tender documents have been carefully read and understood by the bidder, and

(b) The bidder is ready to quote the rate as per the terms and conditions mentioned in the tender document of Krantisurya Tantya Bhil University, Khargone.

25. Conditional tenders shall not be accepted in any case.

26. Physical inspection of the infrastructure and availability of the competent manpower may be made by a committee constituted by the university.

27. The Registrar, Krantisurya Tantya Bhil University, Khargone does not bind itself to accept the lowest or any other offer and reserves all the rights to accept or reject any or all the offers either in full or in part without assigning any reason. The Registrar, Krantisurya Tantya Bhil University, Khargone also reserves the right to reject any bid which in his opinion is violating any of the conditions and statutory provisions without any liability to any loss whatsoever it may cause to the proposer in the process.

28. The contract shall be for a period for of **Three** years. However, performance will be reviewed after every year. The rates & other terms & conditions will remain same. However, under certain circumstances the running contract may be renewed for another two years after completion of 3 years on mutual agreement between the contractor and the Registrar, Krantisurya Tantya Bhil University, if work was found as per university norms and as per declaration of results within time.

29. After depositing security deposit amount the successful bidder will have to execute an agreement on a non-judicial stamp paper of Rs.500/- in the prescribed form with the Registrar, Krantisurya Tantya Bhil University, Khargone within 10 days. After executing the agreement, work order shall be issued to the bidder, through Registered Post/Speed Post only.

30. The University will not pay any interest on the EMD and security deposit.

31. Earnest money shall be forfeited in case the selected bidder does not start the work/complete the work within specified time as mentioned in the work order by the Registrar, Krantisurya Tantya Bhil University, Khargone. Under such circumstances the University is free to issue the contract to the second lowest bidder and the excess money will be deducted/ adjusted from the EMD deposited by the bidder.

32. The tenderer shall have no right to sub-let, assign the work/part of work in any manner to any third party or authorize any other person to complete the contract awarded to him.

33. The contractor has to maintain secrecy at all levels and throughout the execution of the work.

34. The contractor has to provide all data online as per the University instruction.

35. In case of completion of tender period / change of contractor (in future) the working contractor will be liable to transfer all the data (online & otherwise) to the university / new contractor as per university direction.

36. Penalty for delay -

(i) The time specified for performing examination work, shall be deemed to be the essence of the contract and the successful Tenderer must arrange to perform result processing work within the specified period as directed by University in order form.

(ii) In case of delay in performing examination work within prescribed time, penalty shall be imposed on contractor on the basis of following:

(a) Delay in pre examination work (as stated in Appendix of financial bid on No.-1) Rs.1000/- per day

(b) Delay in post examination work and other works Rs.1000/- per day
(as stated in Appendix of financial bid on No. 2 to 7)

(c) Delay in supply of blank mark lists (as stated in financial bid on No.8) Rs. 50/- per day

(d) On failure of providing online data (as per condition No. 9) Rs.100/- per day

(iii) Data Centre will take around 5 days in preparing the result if number of students in an examination are less than 5,000.

(iv) Data Centre will take around 9 days in preparing the result if number of students in an examination are more than 5,000.

(v) In exceptional cases, if there is delay, it will be mutually decided by University and Data Centre.

37. Legal proceeding if any arising out of the Tender shall have to be lodged in the court of Law situated in the Khargone and Indore city only.

38. In the event of dispute arising out of this agreement, the Vice Chancellor, Krantisurya Tantiya Bhil University, Khargone shall be the sole arbitrator and his decision shall be final and binding on both the parties.

39. The Honorable Vice-Chancellor, Krantisurya Tantya Bhil University, Khargone reserves the right to annul modify/change/delete/add any further terms and conditions prior to issue of the contract.

40. It is expected and assumed that all documents, certificates, declarations made are true and correct on the basis of which technical evaluation will be made. If the above information is not correct and subsequently has come to the knowledge of Krantisurya Tantya Bhil University, Khargone then the awarded contract may be liable for cancellation at the discretion of Krantisurya Tantya Bhil University, Khargone.



Registrar

Krantisurya Tantya Bhil University,
Khargone (M.P.)

Declaration

I have read the terms and conditions mentioned above in this tender document and undertake to abide by as specified in the terms and conditions section of this document in case if award of the contract of the Pre and Post examination result processing and Supply of OMR Sheet work is assigned to me.

SIGNATURE OF THE BIDDER -----

SEAL-----

NAME IN FULL-----

ADDRESS-----

TELEPHONE NUMBER-----

EMAIL ID OF THE TENDERER-----

MOBILE NUMBER-----

Signature of the Bidder

KRANTISURYA TANTYA BHIL UNIVERSITY, KHARGONE (M.P)

Bidders Profile (For Technical Bid)

Name of Bidder (Firm/Company) :

Address :

Tel Nos. :

E-Mail :

Status PSU/P.Ltd. :

Name of CEO :

Contact Person :

GST NO. :

PAN No. :

Banker's details for transferring :
Online payment.

Signature

Seal of the Bidder

Process of Opening Bids

First : Envelope No. 1 will be opened. if Online Receipt of Rs 2,000/- for tender document and receipt of Rs.1,00,000/- for earnest money are not found in the envelope, the tender of such bidder/bidders will not be considered and Envelope No. 2 shall not be opened of that bidder or bidders.

Second : Envelope No. 2 will be opened. All the document in accordance with the terms and conditions of the tender should be found in this envelope. If any one or more documents (required as per terms & conditions of the tender) are not found in the envelope, that tender of such bidder or bidders shall not be considered and envelope No. 3 of such bidder or bidders shall not be opened.

Third : Envelope No. 3 shall be opened only online of such bidder whose required documents (as per terms and condition of the tender) found correct in envelope No. 1 and 2.

**KRANTISURYA TANTYA BHIL UNIVERSITY,
KHARGONE (M.P.)**
**E-TENDER FOR PRE & POST RESULT PROCESSING AND SUPPLY OF OMR
SHEET- 2025**
FINANCIAL BID SUBMITTED ONLINE (website-www.mptender.gov.in)

Category *	RATES
I as per Para 1 to 7 of Financial Bid	Rs. per student
II as per Para 8 of Financial Bid	Rs. per marksheet
III As per Para 9 of Financial Bid	Rs. per OMR sheet

*** :- For description of the works of category I, II and III see Appendix.**

TERMS & CONDITIONS:

1. The rates are inclusive of all pre-printed and blank stationery, files, media, etc.
2. The rate quoted must be for rates inclusive of all charges and including all taxes as per govt. norms including stationery. However, GST will be paid extra.
3. The rate should be inclusive of transportation cost for taking the data from University and delivering the output to the University.
4. I/we have read and understood all 40 terms & conditions of this tender. I/we accept the terms & conditions of this tender and agree to work as per the terms & conditions of this tender.

Date :

**Signature of Bidder
with Official Seal**

APPENDIX**KHARGONE UNIVERSITY, KHARGONE (M.P.)****Tentative no. of students****E-TENDER FOR PRE & POST RESULT PROCESSING 2025**

Category	S.No.	Description	Approx Number of total students
I	1	Pre examination work including all reports as per specifications in tender form.	30,000
	2	Post examination work including all reports and mark sheets as per specifications in tender form	30,000
	3	Revaluation work including all reports as per specifications in tender form.	4,000
	4	Supplementary/ATKT examination work including all reports as per Specifications in tender form.	10,000
	5	Web facilitated provision for issuance of duplicate mark sheet at University Premises.	
	6	Upload of Results on website.	40,000
	7	Preparation of data for Digi-locker & transferring the same online.	40,000
II	8	Supply of extra Blank pre-printed mark sheet (Per Mark Sheet) and CBCS Pattern Blank Marksheet	5000
III	9	Supply and processing of OMR sheets	60,000 sheets

Last date for Submission of technical bid EMD/Documents by speed post or hand delivery only in office of the Registrar, Krantisurya Tantya Bhil University, Khargone (M.P.) on dated 12/02/2025 upto 17.00 pm.