

JIWAJI UNIVERSITY, GWALIOR (M. P.)

'E' TENDER NOTICE

No./Store/19/661

Dated: 05-10-2019

Electronic Online Technical and Financial Bids are invited for Outsourcing of University Examination related computer based processing including Online Work, Pre Examination Work, Coding Work, Post Examination Work, Work of Supplementary Examination, Revaluation Work, Management Information System (MIS) for entire Examination work Preparation of Final Database, and bilingual database of passed out students etc. Details may be seen in the "Tender Section" of Jiwaji University website www.jiwaji.edu OR <https://www.mptenders.gov.in> to download/view the Tender Notice The detailed tender notice and blank tender forms are available at <https://www.mptenders.gov.in> The University reserves the rights to postpone the date of tender opening. The University also reserves the rights to reject lowest or all tenders without assigning any reason thereof and such decision will be final and binding to all.

S.No.	Tender ID No.	Name of work	Estimated cost of work	On line earnest money	Cost of On line Tender form excluding portal charges
1-	2019_JIWAJI_56341	Pre & Post examination work	150lacs	4.50lacs	12,500/-

Key Dates	
Document Download Start Date & Time	09-10-2019 : 15:00 PM onwards
Last Date & Time of Online Bid Submission	30-10-2019 : 17:00 hrs
Last Date & Time of Technical Bid Submission by regd./Speed Post	04-11-2019 : 17:00 hrs
Date & Time of Technical Bid Opening	08-11-2019 : 15:00 PM


Registrar

Jiwaji University, Gwalior

**JIWAJI UNIVERSITY
GWALIOR (M. P.)**



E- BID DOCUMENT

FOR

PRE & POST EXAMINATION WORK- 2019-20

Bidder's Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

(A)E-Bid Fee:

Bank Demand Draft/ Banker's Cheque Detail:

Number: _____ Dated _____:_____ Bank Name: _____

Rs. **12,500/-** (Rs Twelve Thousand Five Thousand) only in favour of Registrar, Jiwaji University, Gwalior (M. P.)

(B)Earnest Money:-

Rs 1,50,000/- (One Lac Fifty Thousand) for pre-examination work and Rs. 3,00,000/- (Three lac) for post examination work (DD/Banker's Cheque) in favour of Registrar, Jiwaji University, Gwalior (M. P.)

Bank Demand Draft / Banker's cheque Details:-

Number -----Dated----- Bank name:-----

Name & Signature of Bidder with Seal

Pre & Post Exam. Work
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Name & Signature of Bidder with Seal

GUIDELINES FOR NOTICE INVITING E-BIDS

- 1) Registrar, Jiwaji University, Gwalior invites tenders for services and supply for University Pre & Post Examination work 2019-20, who met the minimum eligibility criteria as specified in this bidding document.
- 2) The complete bidding document has been published on the website www.mptenders.gov.in or www.jiwaji.edu for the purpose of downloading.
- 3) Bidders who wish to participate in this bidding process must register on the website www.mptenders.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.
- 6) Bidder (authorized signatory) shall submit their offer online in Electronic formats both for technical and financial proposal. However, DD for E-Bid fees and EMD 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.
- 7) 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 11th hour issues like slow speed; choking of website due to heavy load or any other unforeseen problems.
- 8) No contractual obligation whatsoever shall arise from the 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.

Registrar
Jiwaji University

Name & Signature of Bidder with Seal

CHAPTER-I

Name of work: PRE & POST EXAMINATION WORK- 2019-20SCHEDULE OF E-BID

Nature of project	Pre & Post Examination Work – 2019-20
Name of the Item(s) and estimated cost	(i) Pre Examination work – Rs. 50,00,000/- (ii) Post Examination work – Rs. 1,00,00,000/-
Cost of the Bid Document (non-refundable)	Rs. 12,500/- Demand Draft/ Banker's Cheque in favour of Registrar, Jiwaji University, Gwalior
Publishing Date & Time (Online)	October 5, 2019 5.00P.M.
Place of Information about the work and Bid documents	Registrar, Jiwaji University, Gwalior (M. P.)
Last Date & time for On-Line submission of Bids (Technical and Financial Bids)	October 30,2019, 5.00P.M.
Last Date & time for offline submission of Hard Copies of Bids (Technical and Financial) and E-Bid Fees/EMD (Demand Draft/ Banker's Cheque) at the office of the Registrar, Jiwaji University, Gwalior (M. P.) (Personally or by speed post)	November 4, 2019, 5.00P.M.
Technical Bid Opening Date, Time & Venue	November, 8, 2019, 3.00P.M. Tandon Hall, Jiwaji University, Gwalior (M. P.)
Date & Time of opening of Financial Bids	Date will be intimated later to all technically qualified Bidders
Websites of submitting E-Bid	www.mptenders.gov.in
Bid Validity	120 days from the last date fixed for the bid submission in accordance with the bidding document
Earnest Money	3% of estimated cost Rs. 50,00,000/- of Pre-Examination work and Rs. 1,00,00,000/- for Post-Examination work i.e. (i) Pre-examination Rs. 1,50,000/- (ii) Post Examination Rs. 3,00,000/-

Note:

- (1) Bidders are advised to study the E-Bid Document carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the Bid Document, 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.

Registrar
Jiwaji University

Name & Signature of Bidder with Seal

CHAPTER-2

NOTICE INVITING E-BIDS

OFFICE OF THE REGISTRAR, JIWAJI UNIVERSITY, Gwalior (M. P.)

Phone No.: 0751- 2442801

Fax No.:0751- 2341896

Email Address: registrar.jiwaji@gmail.com

NOTE:

1. Two types (Technical & Financial Bids) unconditional online electronic E-bids are invited on behalf of the Registrar, Jiwaji University, Gwalior for the procurement of Pre & Post Examination. Work as listed below, from the bidders upto October, 30, 2019 (5:00 PM).

S. No.	Name of item (s)	Estimated Cost of item(s)	Amount of Bid Security (Rs.) 3% of cost	Validity Period of Bids
1	(i) Pre Examination (ii) Post Examination Work -2019-20	50,00,000/- 1,00,00,000/-	1,50,000/- 3,00,000/-	120 days from the last date fixed for the bid submission in accordance with the bidding document i.e. 30.11.2019

2. Bidding Document containing Instructions to Bidders, Bid Data Sheet, Qualification Criteria, Bidding forms, Procuring Entity's Requirements, General Conditions of Contract, Contract Datal Special Conditions of Contract, Contract Forms, etc. can be seen at the website or obtained from the website of www.mptenders.gov.in or www.jiwaji.edu The price of Bidding Document be paid 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 and earnest money, shall be as provided on the www.mptenders.gov.in or www.jiwaji.edu.
5. Bids submitted electronically after the specified date and time shall not be accepted.
6. The online submitted Technical Bids shall be opened **November 8, 2019 at 3:00 P.M.** in the office of the Procuring Entity (Tandon Hall, Jiwaji University, Gwalior) by the procuring committee in the presence of the Bidders or their duly authorised representatives who wish to be present.

Name & Signature of Bidder with Seal

- 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 procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.
9. The Bidders shall have to submit a valid 'GST' registration certificate issued by the GST Department and the 'PAN' issued by the Income Tax Department.
10. Required documents in E-Bid shall be submitted electronically except samples and demand drafts.

Registrar,
Jiwaji University,
Gwalior

Name & Signature of Bidder with Seal

CHAPTER-3

GENERAL CONDITIONS

- I. E-Bid for Jiwaji University, Gwalior exam related work All UG, PG & Other examinations. (Services & Supply of goods for University Examination related work including online work, Pre & Post Examination work, Coding, Supplementary Examination, Revaluation work, Management information system (MIS) for entire Examination work Preparation of final database and bilingual database of passed out students etc.).
- II. Name and postal address of the firm submitting the E-Bid.

- III. Addressed to : The Registrar, Jiwaji University, Gwalior,
- IV. Reference: E-Bid No..... ..
- V. The E-Bid fee amounting to Rs, 12,500/- (Twelve 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 Jiwaji University, Gwalior (M. P.) 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/supply are mentioned in the Financial Bids submitted online in the prescribed Format. (Cover-B)
- VIII. The rates Quoted must be valid for at least one exam. session 2019-20. The period can be extended with same rates approved in the financial bid for another session upto further two years with mutual consent, subject to satisfactory performance.
- IX. Bank Draft/Bankers Cheque No. Drawn on (name of the Bank) Date of Rs. 1,50,000/- (One Lac fifty thousand) for pre examination work and of Rs. 3,00,000/- (Three Lac) for post examination work as earnest money is enclosed.
- X. The GST Registration Number.
- XI PAN Certificate.
- XII. Undertaking in respect of applicability and compliances of Minimum Wages Act, Provident Fund and other labour laws.

Name & Signature of Bidder with Seal

CHAPTER-4

ई-बिड्स के लिये निविदादाता हेतु निर्देश

- अ. निविदा में भाग लेने वाले निविदादाताओं को इन्टरनेट बेब साइट www.mptenders.gov.in or www.jiwaji.edu 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, उसे नया डिजिटल सिग्नेचर सर्टिफिकेट लेने की आवश्यकता नहीं है।
- ब. निविदा दाताओं को निविदा प्रपत्र इलेक्ट्रॉनिक फार्मेट में उपरोक्त बेबसाइट 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 अटेच कर दी गयी है।
- द. कोई भी टेण्डर इलेक्ट्रॉनिक फार्मेट में जमा कराने में किसी कारण से विलम्ब हो जाता है तो उसकी जिम्मेदारी जीवाजी यूनिवर्सिटी, ग्वालियर की नहीं होगी।
- य. टेण्डर के प्रपत्रों में आवश्यक सभी सूचियों को संपूर्ण रूप से भरकर ऑन लाईन दर्ज करें।
- र. ऑनलाईन निविदा भरते समय संबंधित निर्देशों का पालन नहीं करने के परिणामस्वरूप निविदा में उत्पन्न किसी भी प्रकार की बाधा के लिए जीवाजी विश्वविद्यालय, ग्वालियर उत्तरदायी नहीं होगा।

Name & Signature of Bidder with Seal

CHAPTER-5

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 solemnly bona-fide dealers in the goods/services. They shall, therefore, furnish a self declaration in the form attached herewith. Consortium not allowed.
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 contractor's 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: 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 without which the E-Bid is liable to be rejected.
5. E-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 including all taxes except GST.
7. All rates quoted must be FOR destination and should include all incidental charges. Central/M.P under GST/CGST/SGST Act should be shown separately. In case of local supplies, the rates should include all taxes and services, etc., and no cartage or transportation charges will be paid by the University and the delivery of the goods/services shall be given at the premises of Registrar (FoR). GST which is prevailing at the time of bill will be applicable.
8. The rates quoted inclusive of all taxes except GST will be considered for comparison.

Name & Signature of Bidder with Seal

9. Validity: Work order shall be valid for a period of session 2019-20 examinations i.e. one year and further extendable with same rates approved in the financial bid for further period upto two years subject to satisfactory performance and mutual consent.
10. The approved supplier shall be deemed to have carefully examined the Scope of work and conditions of the work/service goods 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 bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency.**
12. Inspection:
 - (a) The Registrar or his duly authorized representative shall at all reasonable time have access to the service provider premises and shall have the power at all reasonable time to inspect and examine the work and workmanship of services, the goods/equipment/ and computers as per entire system during process or afterwards as may be decided.
 - (b) The bidder shall furnish complete address of the premises of his office and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose.

Name & Signature of Bidder with Seal

13. Bid Security:

- (a) Technical Bid shall be accompanied by bid security of Rs. One Lac Fifty Thousand for pre-examination work and Rs. Three Lac for Post-examination work without which tenders will not be opened. The amount should be deposited in either of the following forms in favour of The Registrar, Jiwaji University, payable at Gwalior.
Bank Drafts/Bankers Cheque of the scheduled Bank.
- (b) Refund of bid security: The earnest money of unsuccessful bidder shall be refunded soon after issuance of final acceptance of tender.
- (c) The earnest money/security deposit lying with the department/office in respect of other tenders awaiting approval or rejected or on account of contracts being completed will not be adjusted towards earnest money/ security money for the fresh tenders. The earnest money may however, be taken into consideration in case tenders are re-invited.

14. **Forfeiture of earnest money:** The earnest money 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 the bidder does not deposit the security money after awarding the contract.
- (iv) When he fails to commence the satisfactory services as per agreement.

15. (1) **Agreement and Performance security deposit:**

- (i) Successful bidder will have to execute an agreement on Non judicial stamp of Rs. 1000/- (One thousand) within a period of 7 days from the date of acceptance of financial bid and have to deposit security money equal to 5% of the value of the services ie Rs 2,50,000/- (Two Lac Fifty Thousand) for pre examination work, and, Rs. 5,00,000/- (Five Lac) for post examination work within 7 days from the date of acceptance of financial bid.
- (ii) The earnest money deposited at the time of E-Bid will be adjusted towards security amount. The Security amount shall in no case be less than earnest money.
- (iii) No interest will be paid by the Jiwaji University on the earnest money and security deposit.
- (iv) The security money shall be in the form of Demand Draft for a period of upto one year from the date of completion of work/services as per agreement in favour of the Registrar, Jiwaji University, Gwalior.
- (v) The firm shall provide all online data in Soft copy to retrieve the data by the Jiwaji 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 fulfilment of this condition, performance security be refunded to the bidder.
- (vi) The security money shall be refunded within one month after one year from the date of completion of work/services as per agreement after settling the account.

16. The expenses of completing and stamping the agreement shall be paid by the bidder. The bidder shall provide all data and back up, which must be given to the Jiwaji University, Gwalior (M. P.) at every stage of pre and post examination work.

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 supplies within the period on receipt of the firm order from the Registrar.

Payment schedule will be as under:

Completion of Pre-exam work (Supply of Admit cards/Centre material)	70% of the amount after completion of pre-examination work verified by nodal officer of Jiwaji University and post examination work agency.
Completion of Post-exam work (Declaration of results, Supply of TRs, Mark-Sheets and Provisional Certificates)	70% on completion of Post examination work verified by nodal officer of Jiwaji University.
Completion of all allotted work	Pre-examination work 30% of the amount after completion of post-examination work duly verified and certified by the nodal officer of Jiwaji University and Post examination work agency. Post-examination work 30% after completion of post-examination work and data given at every stages of post examination duly verified and certified by the nodal officer of Jiwaji University.

17 (2) Payment will be made for 100 students where student are less than 100 in a class/exam.

18. Liquidated damages: In case of extension in the delivery period with liquidated damages, the recovery shall be made on the basis of following percentages of value of Services which the bidder has failed to supply: -

- (a) delay up to one fourth period of the prescribed delivery period 2 %
- (b) delay exceeding one fourth but not exceeding half of the prescribed period 5%
- (c) delay exceeding half but not exceeding three fourth of the prescribed period 7%
- (d) delay exceeding three fourth of the prescribed period. 10%

- (2) Fraction of a day in reckoning period of delay in services shall be eliminated if it is less than half a day.
- (3) The maximum amount of liquidated damages shall be 10%
- (4) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- (5) 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.

- 19. Recoveries: Recoveries of liquidated damages, short supply, breakage, rejected article, delay in services shall ordinary be made from bills. Amount may also be withheld to the extent of short supply, breakages, rejected articles and in case of failure in satisfactory replacement by the 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.
- 20. Bidder must make their own arrangements to obtain import license, if necessary.
- 21. 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.
- 22. The Registrar reserves the right to accept any E-Bid not necessarily the lowest, reject any E-Bid without assigning any reasons and accept E-Bid for all or anyone or more of the articles for which E-Bid has been given or distribute items of stores to more than one firm/supplier.
- 23. The bidder shall furnish the following documents with the Technical Bid:-
 - a. Attested copy of Partnership Deed in case of Partnership Firms.
 - b. Registration Number and year of registration in case partnership firm is registered with Registrar of Firms.
 - c. Address of residence and office, telephone Numbers in case of sole Proprietorship with I Card as EPIC/Aadhar.
 - d. Registration issued by Registrar of Companies in case of Company/LLP

24. 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 and binding upon both the parties.
25. All legal proceedings, by any of the parties (University or Bidder) shall have to be lodged in courts situated in Gwalior city and not elsewhere.
26. **Sealing and Marking of Bids**
- a. The selected S&SP may submit their RFP response by speed post or by hand delivery in one large single envelope.
 - b. The envelope shall:-
 - i. bear the name and complete address along with telephone/ mobile number of bidder;
 - ii. bear complete address of the procuring entity with telephone number, if any;
 - iii. bear a warning not to be opened before the time and date for bid opening, in accordance with the IFB.
 - c. If the envelope is not sealed and marked as required, the Jiwaji University shall assume no responsibility about its consequences.
27. **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.
28. **Alternative/ Multiple Bids**
- Alternative/ Multiple Bids shall not be considered at all.
29. **Receipt and Custody of Bids**
- a. Document related to bids i.e. various DD's and documents of items shall be received by hand delivery, by speed 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 speed 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.
30. **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.

Pre & Post Exam. Work

- 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.

31. Jiwaji 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.

32. Jiwaji University's Right to vary quantity

- (i) At the time of award of contract, the services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (ii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional services shall not be more than 25% of the value of services of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

Name & Signature of Bidder with Seal

33. Dividing Quantities among more than one bidder at the time of Award

Since the work of Pre and Post examination for the session 2019-2020 examinations is of critical and vital nature, the order may be divided at discretion of the Jiwaji University between the bidder whose bid is accepted and the second lowest bid or even more bidders in that order in a fair, transparent, equitable manner at the rates of the bidder whose bid is accepted. counter offer to first lowest bidder L-1 , in order to arrive at an acceptable price , shall amount to negotiation. However, any counter offer thereafter to second lowest bidder (L-2), third lowest bidder (L-3) etc. (at the rates accepted by (L-1) in case of splitting of quantities as pre- disclosed in the bidding documents, shall not be deemed to be negotiation. University reserves the right to assigned pre or post exam work to the bidders. In this connection decision of the Vice-Chancellor or the Registrar, Jiwaji University will be final and binding.

34. Risk & Cost factor

Due to any circumstances, if the firm is unable to perform the work or show inability to continue the work, then without explaining any reason university reserves the right to 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. The data and back up will be provided to the University at every stage.

35. Forfeiture of Security Deposit:

- a. Forfeiture of Security Deposit: Security amount in full or part may be forfeited, including interest, if any, in the following cases:-
 - i. When any terms and condition of the contract is breached.
 - ii. When the bidder fails to make complete supply & service satisfactorily.
 - iii. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the RFP document.
- b. 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.

- c. No interest shall be payable on the PSD.

36. 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.

37. 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 dispatched 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 Jiwaji University, Gwalior (M. P.) shall take action against such 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 Madhya Pradesh only.

38. 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 Jiwaji University, Gwalior (M. P.) shall not disclose any information if such disclosure, in its opinion, is likely to: -
 - i. impede enforcement of any law;
 - ii. affect the security or strategic interests of India;
 - iii. affect the intellectual property rights or legitimate commercial interests of bidders;
- b. affect the legitimate commercial interests of the Jiwaji University, Gwalior (M. P.) in situations that may include when the procurement relates to a project in which the Jiwaji University, Gwalior (M. P.) is to make a competitive bid, or the intellectual property rights of the Jiwaji University, Gwalior (M. P.)
- c. The Jiwaji University, Gwalior (M. P.) 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.
- d. The Jiwaji University, Gwalior (M. P.) may impose the conditions on the selected bidder, if any, for fulfilling the terms of the procurement contract, aimed at protecting information, the disclosure of which violates (a) above.
- e. In addition to the restrictions specified above, the Jiwaji University, Gwalior (M. P.) while procuring a subject matter of such nature which requires the Jiwaji University, Gwalior (M. P.) to maintain confidentiality, may impose condition for protecting confidentiality of such information.

39. Cancellation of procurement process

If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the Jiwaji University, Gwalior (M. P.) from initiating a new procurement process for the same subject matter of procurement, if required.

40. 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/Central Government.

41. Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall-

- (a) 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.
- (b) Not misrepresent or omit that misleads attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;

- (c) No Indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and process of the procurement process;
- (d) Not misuse any information shared between the Jiwaji University, Gwalior (M. P.) and the Bidders with and intent to gain unfair advantage in the procurement process;
- (e) Not Indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and process of the procurement process;
- (f) 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 Procuring Entity.

42. 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.

1. 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, or influence the decisions of the Jiwaji University, Gwalior (M. P.) 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
 - g. 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.

43. Grievance Redressal during and after Procurement Process

The designation and address of the first Appellate Authority is Vice-Chancellor, Jiwaji University, Gwalior

Filing an appeal

If any Bidder or 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 or 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 Jiwaji University, Gwalior (M. P.) 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.

(1) 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.

(2) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Jiwaji University, Gwalior (M. P.) 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.

(3) 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.

(4) Fee for filing appeal

- (a) Fee for 1st appeal shall be Rs. 10,000/- (Ten thousand) only, 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.

Name & Signature of Bidder with Seal

CHAPTER-6

SELF-DECLARATION

(Declaration by Bidder regarding Qualifications)

{to be filled by the bidder}

To,
The Registrar,
Jiwaji University,
Gwalior (M. P.)

Declaration by Bidder

In relation to my/ our bid submitted for subject matter conforming to ECI standards/ guidelines/ T&C of Bid Document in response to the NIB Ref. No. _____ dated _____ as an Owner/ Partner/ Director/ Auth. Signatory/ 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 Jiwaji University, Gwalior (M. P.).
- 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 debarment proceedings;
- e) We do not have a conflict of interest 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.

Name & Signature of Bidder with Seal

Pre & Post Exam. Work

- i) We have complied and shall continue to comply with the Code of Integrity, till completion of all our obligations under the Contract will not sublet the contract if awarded to us.
- j) We agree to extend the validity of bid submitted on the communication of the Jiwaji University, Gwalior (M. P.)
- k) 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.
- l) We agree to submit appropriate Performance Security within time period specified in the bidding document otherwise we know that Jiwaji University, Gwalior (M. P.) have full rights to reject our bid and also agree to extend bid validity period, if any, and extend contract period unconditionally.
- m) We have submitted only one bid.
- n) We shall not sublet the contract if awarded to us.
- o) 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: _____

Name & Signature of Bidder with Seal

CHAPTER-7
SCOPE OF EXAMINATION

The detailed Scope of Work for Pre and Post work of UG & PG (Regular/NC) of the E-Bid, is in three parts A, B & C, as here under:

Part-A:

1) **Online Work:**

- 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/ATKT/Special/suppl. exam./reevaluation. (For about 03 Lakhs students and above 500 types of examinations). The Management Information System developed by the firm shall include duly approved names of examination, name of the papers, paper codes, subjects, colleges, status (regular/private/distance/ATKT/CBCS exam types and other fields as approved by Controller of Examination (as per schedule decided by the University)
- For regular students Design, development, implementation, execution, maintenance and hosting of student friendly application for online filling of application form by authorities of affiliated colleges to upload information & download various reports and statements wherever necessary and as per direction of Controller of Examinations.
- Storing photograph, signature etc. of the candidates in JPG or desired format after ensuring that proper quality picture has been uploaded by analyzing picture.
- 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.
- Printing of challan as per the bank's/MP Online Kiosk/CSC 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 CE in this regard.
- Provision for Devnagri script in the system for Name of candidates, fathers name & mothers name in application forms, databases in Unicode, mark-sheets, pdf printout to be taken by students, tabulation registers, and all statements wherever specified by CE.
- Design, Development, Implementation, execution, maintenance and hosting of applications to facilitate the working of examination centres as per the Jiwaji University, Gwalior (M. P.) requirements, panel with admin capability. List of examination centres will be provided by the University. Firm will create the login account and password

Name & Signature of Bidder with Seal

Pre & Post Exam. Work

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) Seating arrangement statement paper (v) result of regular students of centre, (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 absentee UFM statement of each paper of each program of examination in the approved format. The facility to upload scanned documents, if required providing facilities, downloading TR of results declared by the University

II. Pre Examination Work:

1. To provide facility for online filing of application for generation of enrollment number of UG/PG level admitted students as per data received from higher education department of M. P. and admission committee of the university for first year.
2. Feeding/Scanning of barcodes/Form no. of the forms and manual forms received through university. (Within three days as and when sent by the University office).
3. Allotment of Unique student ID to the students admitted in First semester/Part-I Previous of a course.
4. Printing of the checklist as per the scheme in two copies (Within three days of scanning of the Data).
5. Updating of the data and providing updated list (Within seven days)
6. Generation of Roll no after getting all the forms, check list and updation list. As per direction of the University.
7. Providing basic Roll List as per direction of Jiwaji University, Gwalior (M. P.).
8. Providing Numerical Return - College/examination centre wise and subject code wise/consolidated/paper wise in 6 copies as and when required.
9. Providing Q.P. statement subject wise/college wise/examination centre wise and consolidated in 6 copies as and when required.
10. Roll list in 3 copies with 2 carbon copy over 132 column paper.
11. Registration summary in 3 copies.
12. Admission card online in two copies (one for candidates and one for exam. centre) and intimate to the candidates through SMS on mobile no. regarding their centre and roll numbers allotted to them.
13. Alphabetical sorted roll lists (Theory & Practical) as required.
14. The statement of student's no. appearing at each examination centre in each paper of exam in a particular class.
15. Generation of enrolment certificate and to make same available On-line for students and centre to download.

Name & Signature of Bidder with Seal

Pre & Post Exam. Work

16. Printing of enrolment register with soft copy, within 15 days from the commencement of the exam.
17. Supply of Statistics as per desired by Controller of Examinations.
18. Examination fees statement for the forms received, within 7 days from the commencement of the exam.
19. Supply of pre-scanned OMR sheets of 25x19 cms sized 100 GSM (Scanable on OpScan range Scanner) for foundation course and additional subjects with litho code numbering for approximately 3 lac students as well as for other multiple choice question papers.
20. Providing facilities for downloading centre wise attendance sheet in prescribed format designed by University examination section.
21. Supply of sitting arrangement (docket), class, subject, subject code, status (regular, private/supplementary/ATKT/centre wise of exam centres.
22. Providing facilities for online marks filling for practical/sessional/project/via-voice/seminar and absentees and UFM students of affiliated colleges.
23. Punching of data of packets collected, coding of answer books is to be done, coded answer book packet despatched, 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.
24. Reconciliation of Bank/ MP Online Kiosk/CSC statement/data with fee collected and identification of Application received without fee.
25. Online pattern in place of supply of OMR Sheets.
26. Preparation of UG Part-I check list in four copies
27. Sending SMS/e-mail to the students as and when required by the Controller of Examination.

III Post Examination Work:

1. Providing classwise/subject wise/subject code wise/bundle slips for preparing bundles of unvalued answer books
2. Preparations & compilation of marks list in two copies after compiling the data for each student for Part- III in case of UG Examination and previous/final in case of PG examinations and Semester Exams of as per "Scheme of Examination" of each course.

3. Evaluation through double scanning of OMR answer-sheets.
4. Posting of marks awarded by examiners on OMR award sheets, through double scan or on manual award sheets through double punching.
5. Providing Exception Report.
6. Preparation of the result as per the scheme of examination in each course.
7. 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.
8. Mark sheets with nomenclature of papers & photographs on laser printer of individual candidate printed on pre-numbered mark sheets of 100 gsm A-4 sized paper and as per prescribed format. A mark sheets number with security features 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.
9. Preparation of Provisional certificates of final year, supplementary exam & after revaluation candidates on 100 gsm paper (Size 20 x 18 cms).
10. Supply of TRs / Marksheets and Provisional certificates of regular and non-collegiate students affiliated college wise
11. Press Release – Summary of registered students/results declared / pass / WH / supplementary /ATKT/fail and percentage of pass students.
12. Providing data to the Jiwaji University, Gwalior (M. P.) for posting of results on the internet on same day of declaration of results.
13. Sending e-mails to college about result of the regular students of their college.
14. Providing online support for students to track the status of the result.
15. Sending result on registered e-mail and mobile number directly to students.
16. Statistical summary as per the approved format.
17. Preparation of Merit list of first 100 candidates for each exam. after revaluation.
18. Providing statement regarding roll numbers (paper wise) securing highest marks for displaying answer books i.e.- Name of exam., paper, marks secured, roll numbers, fictitious number, examiner number etc. in 3 copies.
19. Tabulation registers for RL candidate.
20. The statement of RL candidates of each class should be supplied within 7 days from the declaration of the result.

21. Paper-wise absentee list of candidates.
22. Preparation of result T.R.'s, marks sheets etc. for the RL candidates and absentee candidates on weekly basis.
23. Preparation of data for supplementary candidates for final year students where supplementary exam is scheduled.
24. Providing all information e.g. T.R., Merit lists, Highest marks etc. in Electronic form and in CDs.
25. An MIS system be generated by the firm and firm will report to CE/RegistrarNC office.
26. Providing all the data in a removable Hard Disk.
27. Preparation of Consolidated Marksheet of final year with name of the papers with code numbers of the relevant syllabus.
28. Preparation of marksheets of PG Semester is CGPA/SGPA in Jiwaji University.
29. Preparation of Migration Certificate on demand by the students through online request.
30. 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.

IV Supplementary Exam Work:

1. Hosting of examination forms for supplementary candidates on internet as done for the main examination.
2. Generation of challan bearing the same number as of form number.
3. Collection of manual forms received in the University and giving them the new roll no/centre.
4. Rest pre and post exam work as done for main examinations.

V Revaluation

1. Hosting of data of each candidate for submission of revaluation form as per the conditions framed by the Jiwaji University, Gwalior (M. P.) alongwith 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. Preparation of OMR award sheet with old fictitious roll numbers where coding is used.
7. Preparation of OMR award sheet with new fictitious roll numbers where coding is not used.
8. Receipt of flaps and preparations of database for actual roll numbers and fictitious roll numbers.
9. Exception Report if any when award are received.
10. Preparation of revaluation result as per the scheme.
11. Preparation of TR/Mark-sheets.

Name & Signature of Bidder with Seal

12. The process mentioned in item number 9-12 of Revaluation keeps on repeating till the last result is out.
- VI Providing facilities online login id based for correction and declaration of WH results, preparation and supply of final database, after merging all the revaluation results, corrections, supplementary results for further use in next exam.
- VII Preparation and supply of final year passed students data for awarding degree in a Excel Sheet in Hindi (Devnagri Script) and English.
- VIII All formats will be approved by the examination section.

Part-B:

Coding Work:

1. Supply of class wise, center wise, subject wise, subject code wise/status wise detailed numerical returns for bundling of answer book.
2. Supply of Exam wise/Paper wise answer book opening register.
3. Generation of fictitious roll no (Code number) and packet number for each paper of such examinations where coding of roll numbers on the answerbooks is to be done. Range of the fictitious number & packet number will be provided by the competent authorities of the University.
4. Supply of coding number allotment registers examination wise/paper wise. The University may not continue with coding system in case of compulsory papers.
5. Printing of code number (fictitious roll numbers) at 3 specified places on the cover page of each written theory paper answer book through own machine in the University premises. Code numbers will have to be put on the cover page of atleast 50,000 answer books per day or within two days from the receipt of the packet of answer books from examination section whichever is earlier and the packet of coded answer books will have to be handed over to examination section within three days of the receipt of written answer books from the examination section. Place for coding and all other Examination work as deemed fit would be provided rent free by the Jiwaji university, Gwalior (M. P.) on its campus with free electricity and water supply. Maintenance, security etc. would be the responsibility of the bidder if airconditioning is required, the firm may install at its own cost however, permission will be given by the Jiwaji university, Gwalior (M. P.).
6. Collection of written answer books packets from examination section for coding and delivery of coded packets containing not more than 250 answer books for U.G. examinations and 200 answer books for P.G. examinations to examination section.
7. Tearing of part of the cover page of written answer books carrying original/ Fictitious roll numbers.

8. Preservation of the answer books cover page flaps at least for 2 years.
9. The marks filling should be done online, in this case instruction page with login id, password and other related material should be supplied.
10. Supply of good quality jute/heavy cloth bags for answer books sized 18"/24"/36" long bags with inner polythene and a transparent polythene pocket of 4" x 6" size on the bag for packing answer books. Colour of bags will be decided by the CE.
11. Supply of good quality polythene packet with following material.
 - A. OMR blank award sheet bearing fictitious roll no of corresponding packet.
Each OMR award sheet should carry fictitious roll numbers of 30 candidates.
 - B. Three good quality craft paper/clothlined Envelopes for OMR sheet (one craft paper envelope (33x18 em) for foil, one craft paper envelope (33x10 em) for counter foil and one clothlined (36x20 em) outer envelope), as per the samples available in the office.
Applicable in case of marks filling not done online.
 - C. Sticker for placing in the transparent pocket of jute bag with Following information.
 - a. Packet number.
 - b. Examination Name
 - c. Paper code.
 - d. Number of Answer books.
 - D. One polythene lined envelope for flaps for each packet with following information printed on it.
 - a. Packet number.
 - b. Examination Name
 - c. Paper code.
 - d. Number of Answer books.
 - E. Collection of packets of answer book flaps carrying original and fictitious roll numbers from the coding place and feed them with following information.
 - a. Subject Code
 - b. Fictitious Roll Number.
 - c. Actual Roll No of the Candidate
 - d. Packet Number.
 - F. Providing fictitious roll number related exception report and its clearance

Part-C:

Students Service/Help Line

Toll free phone number and customer care unit (in the University premises) to be provided by the bidder 8 hours a day (10 am to 6 pm) and for all the days (except Sundays and National holidays) for the help of the students/ customers for duration of filling online Application forms for main exams, during exam admit card printing and theory practical centre as per the directions of Controller of Examination. Proper log of all complaint lodged and resolved shall be kept by firm and will be inspected by Jiwaji university, Gwalior (M. P.) authorities at any time.

CHAPTER-8

Eligibility Conditions

- (1) Bidder must have a valid ISO 9001/ ISO 27000 Certification.
- (2) **Average turnover should be of Rs. 5.00 crores for last three financial years. Total turnover of 15 crores for last 3 years.**
- (3) Minimum experience in providing services for examination work shall be of minimum three years, Bidder must have at least 3 years **experience of examination data processing of two state funded University including as below.**

Type of work related of Examination /University examination	Minimum no. of student record handled per year in last 3 year 2016-17 2017-18, 2018-19
Online Application	3 Lac student
Pre Examination work	3 Lac student
Post Examination work & Result Processing	3 Lac student
Coding of Answer books	3 Lac student

- (4) **The firm should have at least 3 automatic fictitious number of printing machines purchase bills to be provided.**
- (5) Capacities to put fictitious roll numbers on at least 1,00,000/- answer books per day.
- (6) The Firm will have to start the online work within 15 days from the date of issue of work order.\
- (7) For online examination work the firm should have a separate website which should not host any other application other than University exam work.
- (8) Examination website must be available for whole year or for period specified by the Jiwaji university, Gwalior (M. P.) whichever is later.
- (9) There should be no advertisement on the website other than that of the Jiwaji university, Gwalior (M. P.).
- (10) Hosting Server uptime must at least 95% (attach documentary proof) and the complaint about non finctionally shall be restarted within half an hour at most.
- (11) Bandwidth should be sufficient to cater services to about 50 thousand students per day.
- (12) Location of the server must be in India.
- (13) Data should be in encrypted form only and proper security of data is the responsibility of the firm.
- (14) There should be system ensuring total security/confidentiality.
- (15) No information regarding candidates etc. is to be transmitted on to anyone else in any form.

- (16) The firm must has its working office having 02 trained computer operators in University after getting work order.
- (17) Coding work/scanning of OMR sheets/Flap would be done in the Jiwaji university, Gwalior (M. P.) premises (Buildings to be provided by the University)
- (18) The rates quoted per student by the firm shall be inclusive of all taxes except, GST (GST will be Paid by the University)
- (19) If work is found satisfactory, the term of agreement shall be extendable to two years i.e. made for second year and afterwards shall be extended to another on exam session on same terms and conditions with mutual consent.
- (20) Theory Marks filing online mode atleast 3 lac candidate.

Name & Signature of Bidder with Seal

TECHNICAL BID

- (a) First Online Technical Bid which must contain the following Documents:
- i) D.D of Cost of E-Bid Document (Rs.12500)
 - ii) DD of Earnest Money deposit – (i) For Pre-Examination work
(ii) For Post-Examination work
 - iii) Declaration of Bonafide Dealer
 - iv) Copy of registration certificate of GST.
 - v) Copy of registration certificate of SSI unit and Undertaking thereof, (in case exemption available to SSI units are sought) duly attested by Department of Industry, Madhya Pradesh.
 - vi) Copy of valid Certification in Data Processing and data capturing through OMR Technology.
 - vii) The firm should have average turnover of Rs. 5.00 Crores per year for the last three financial Years whereas preceding years' turnover should not be less than Rs. 5.00 crores.

Annual and average turnover of the Firm during last three financial Years duly certified by the Chartered Accountant:

	2016-17	2017-18	2018-19	Average Turnover
Amount Rs.				

- (viii) Attested copy of Partnership Deed in case of Partnership Firms.
- (ix) Registration Number and year of registration in case partnership firm is registered with Registrar of Firms.
- (x) Address of residence and office, telephone Numbers in case of sole Proprietorship with I Card as EPIC/Adhar.
- (xi) Registration issued by Registrar of Companies in case of Company/LLP
- (xii) Copy of audited profit and loss account and balance sheet for three years mentioned above.
- (xiii) Hosting server details server uptime and server bandwidth related document.
- (xiv) 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 OMR Sheets
 - 3 Image Scanning

Name & Signature of Bidder with Seal

- 4) Supply of Pre Scanned OMR Sheets of 100 GSM mapolitho paper (All OMR sheets should be scannable on available scanner)
 - 5) Examination related Online work
 - 6) Location of the Server must be in India. Data should be in encrypted form only. Detail of Server be given.
 - 7) There should be a system of ensuring total security/confidentiality. No information regarding candidates, 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.
- xi) Undertaking

A notarized affidavit of not being Black listed by any Govt. Agency, University, Board, PSU, etc must be enclosed on a Stamp paper ofRs. 100/-

Name & Signature of Bidder with Seal

PROFORMA OF AGREEMENT

An agreement made this -----day of -----between-----
------(heretnafter 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 Jiwaji university, Gwalior (M. P.)" 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 Jiwaji university, Gwalior (M. P.) 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. _____
 - (i) Bank Draft/Banker Cheque No. dated _____
 - (ii) Bank Guarantee No. dated _____
3. Now these Presents witness:
 - (1) 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.
 - (2) 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.
 - (3) Letters Nos. _____ received from bidder and letters nos. _____ issued by the University and appended to this agreement shall also form part of this agreement.
 - (4) (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. (1) In case of extension in the delivery period with 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:-
 - (a) Delay upto one fourth period of the prescribed delivery period 2%

Name & Signature of Bidder with Seal

- (b) Delay exceeding one fourth but not exceeding half of the prescribed delivery period. 5%
- (c) Delay exceeding one half but not exceeding three fourth of the prescribed delivery period. 7 %
- (d) Delay exceeding three fourth of the prescribed delivery period. 10%
- (e) For individual error in Pre & Post Examination work, Coding etc. Rs. 100/- per mistake will be deducted.

- Note:**
- (i) Fraction of a day in reckoning period of delay in supplies/services 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 supplier requires an extension of time in completion of contractual supply of services on account of occurrence of any hindrances, he shall apply in writing to the authority which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

(2) 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 a period of academic session 2019-20 examinations and extendable with same rate approved in the financial bid for a further period of two years based on satisfactory performance with the mutual consent of both the parties.
7. The performance security deposit shall be in the form of Bank Guarantee/Demand Draft of a Scheduled Bank in favour of the Registrar, Jiwaji University, Gwalior. The performance security should be valid for a period of 2 years from the date of issue of the work order.
8. The firm shall ensure procurement and installation at Gwalior office of three coding machines of having capacity of 6000 SPH. The firm will give an undertaking to this effect.
9. All examination related data of the Jiwaji university, Gwalior (M. P.) must be retained by the firm for ever unless and till Jiwaji university, Gwalior (M. P.) explicitly instructs to do so.
10. It should be ensured that server 4C+ is located in India. Confidential agreement will also be co-signed by authorized signatory of 4C+. No advertisement shall be displayed in the website. Helpline will also be provided on regular basis and security certificate will be obtained from the 4C+ firm.

11. All Mark sheets will be prepared in A-4 size only.
12. The stationery material for marksheets shall be used not below 100 GSM, stationery material for tabulation register/ certificate shall be 80 GSM and other stationery shall be 60 GSM. However if more GSM is required/prescribed in E-Bid document that will be provided by the firm.
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 interpretations of this agreement shall be decided by the Jiwaji University, Gwalior and the decision of the University shall be final.
15. If any legal dispute/conflict arises during the agreement period the jurisdiction of court will be Gwalior city only.

In witness whereof the parties here to have set their hands on the day of 2019.

Signature of the approved supplier

Date:

Witness No.1

Witness No. 2

Signature for and on behalf of
Registrar, Jiwaji university, Gwalior (M. P.)

Date:

1. Witness

2. Witness

Name & Signature of Bidder with Seal

CHAPTER-11
TECHNICAL BID

(COVER-A)

(To be submitted in the envelop marked Technical Bid)

I. Addressed to:

- a. Name of the tendering authority Registrar
b. Address Jiwaji University,
Gwalior,
Pincode 474001
c. Telephone 0751- 2442801
d. Fax no. 0751- 2341896
e. E-mail ID registrar.jiwaji@gmail.com
f. Website www.jiwaji.edu

II. NIT Reference:

Dated: _____

III. Other Related details:-

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

6.	Year of Establishment				
7.	Nature of the Firm Company Firm Put Tick(--./) mark	Company			Firm
		Government	Public	Private	Co/Partnership/Proprietary/LLP
8.	No. of Years providing service				
9.	Is the office owned/leased or rented.				
10.	Registration No.				
11.	Pan No.				
12.	Whether firms is agreeable to the Terms & Conditions mentioned in the Tender.				
13.	Name of the Programmer(s) with his qualifications with his Mobile Phone No.				
14.	Name of person who will apprise the University about the status of the work with his Phone No.				
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.	Answer book coding capacity (answer book/day)				
19.	Location of Web Server				
20.	Uptime of Web Server (Attach Documentary Proof)				
21.	Previous Experience (Attached documents)				

Name & Signature of Bidder with Seal

22.	Any other details in support of your offer	
-----	--------------------------------------------	--

- IV. Following documents are attached towards the proof of earnest money deposited in favour of the Registrar, Jiwaji University, Gwalior payable at Gwalior.

S.No.	EMD Amount		DD/Banker's Cheque No. with date	Name of the Bank
1.	Earnest Money	Rs.		
2.	Cost of E-Bid	Rs.		

- V. Annual Turnover during last three years (as stated in the eligibility criteria, attach proof):

2016-17	2017-18	2018-19	Total Turnover (in Rs.)

VI. Experience of Examination data processing undertaken during last three years

S.No.	Year	Name of Organization	Brief Description of the Work (No of Student and Number of Examination)	Value (Amt. in Rs.)
1.	2016-17			
2.	2017-18			
3.	2018-19			

VII. Turnover

S.No.	Year	Turnover (Amt. in Rs.)	Value (Amt. in Rs.)
1.	2016-17		
2.	2017-18		
3.	2018-19		

Name & Signature of Bidder with Seal

IX. Details of Technical Infrastructure

- 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.

S. No.	Name of Equipment	Total No. available in working condition	(is it owned or leased)	Model No. /Technical Specification
1.	Computer			
2.	Line Printer			
3.	Laser Printer			
4.	Scanner			
5.	OMR Sheet Scanner			
6.	Licensed software to be used (FoxPro, Visual Pro, Visual Basic, others specify			
7.	Device used for Fictitious number Printing (Attach details as separate Annexure)			
8.	Other			

Name & Signature of Bidder with Seal

Server Location:

Server Owning Company:

(Agreement with company be attached)

Server UP-time certificate:

Bandwidth available to Company:

Server Security Certificate:

X. Details of Technical staff available with firm

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

Name & Signature of Bidder with

CHAPTER-12
(FINANCIAL BID)

Financial Bid Submission Sheet

Date:

NIB No.:

To,
The Registrar,
Jiwaji University,
Gwalior (M. P.)

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) 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.
- (d) 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: _____

Duly authorised to sign the Bid for and on behalf of: _____

Complete Address _____

Tel: _____ Fax: _____ E-mail: _____

Name & Signature of Bidder with Seal

FINANCIAL BID COVER LETTER

{to be submitted by the bidder on his Letter head}

To,

The Registrar,
Jiwaji University,
Gwalior

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, 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 inclusive of all taxes except GST as mentioned in the financial bid.
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 within 7 days from the date of acceptance of financial bid.
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 I 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.

Name & Signature of bidder with seal

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:

Name & Signature of Bidder with

CHAPTER-14

FINANCIAL BID

(COVER-B)

(To be submitted in the envelop marked Commercial Bid)

Name of Firm _____

Scope of the work	Base Rate per Student (Rs.) excluding GST	
	Pre-examination	Post Examination
Rate of execution of work including services & supply of goods per students enrolled in the Examination as per scope of work (Part-A+B+C) and terms and conditions defined on E-Bid document. Approximate no. of Students 3,00,000 (Three Lacs)		

- A. GST shall be applicable as per prevalent rate and Rule. GST Return of relevant period will be provided by the Bidder for the verification at the time of submitting the bill.
- B. The successful bidder will execute the work as per the work defined in the bid document, however in special circumstances Jiwaji University, Gwalior (M. P.) 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.
- C. 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, of rates shall be allowed as per Jiwaji University. Gwalior (M. P.) Jiwaji University guidelines. However, Jiwaji University, Gwalior (M. P.) 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. \
- D. Bidders submitting their Bids electronically shall follow the electronic Bid submission procedure as specified on the State e-Procurement Portal [http:.....](http://www.mptenders.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 www.mptenders.gov.in or www.jiwajiedu

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)

Name & Signature of Bidder with Seal

FORM OF PERFORMANCE SECURITY DECLARATION

Date: _____

Contract Name and No.: _____

To,
The Registrar
Jiwaji University,
Gwalior (M. P.)

We, the undersigned, declare that:

We understand that, according to your conditions, the Contract must be supported by a Performance Security Declaration as a guarantee to 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 one year to indicate here the period of time for which the Jiwaji University, Gwalior (M. P.) 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 The Registrar, Jiwaji University, Gwalior (M. P.) 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 60 days of completion of our all obligations under the Contract including services 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]

Duly authorized to sign the Contract for and on behalf of: -----

[Insert complete name and address of the Bidder]

Dated on day of _____ [insert date of signing]

Corporate Seal

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,

Jiwaji University,
Gwalior

CERTIFICATE

This is to certify that, the specifications of subject matter of bid document which We have mentioned in the Technical bid, and which I/ We shall supply if 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, we have thoroughly read the bidding document, issued (available on www.mtenders.gov.in or www.jiwaji.edu) and online bidding method (given on www.mtenders.gov.in or www.jiwaji.edu) 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 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: _ _ _ _ _

Name & Signature of Bidder

TECHNICAL BID SUBMISSION SHEET

ANNEXURE-III

Date:

NIB No.:

Alternative No., if permitted:

To:
Jiwaji University,
Gwalior

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Agenda No.: _____
- (b) We declare that we 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 as specified in Chapter-8 and Schedule of Supply, the following Goods and Related Services as per Chapter-7 Scope ofworks.
- (c) Our Bid shall be valid for a period of 120 days from the last date fixed for the bid submission in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of 5 percent of the Contract Price or shall submit the Performance Security Declaration, as the case may be, for the due performance of the Contract;
- (e) We are not participating, as Bidder in more than one Bid for supply of the subject services in this bidding process, other than alternative offers, if permitted, in the Bidding Document;
- (f) 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;
- (g) 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.

Name & Signature of Bidder with Seal

Pre & Post Exam. Work

- (h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- (i) We agree to permit Government of Madhya Pradesh or the Procuring Entity or 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;
- G) We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity including Conflict of Interest and this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract;
- (k) Other comments, if any:

Name: -----

In the capacity of: -----

Signed: _____

Date: -----

Duly authorised to sign the Bid for and on behalf of: _____

Complete Address _____

Tel:

Fax:

E-mail:

Name & Signature of Bidder with Seal