

जीवाजी विश्वविद्यालय, ग्वालियर

क्रमांक/एफ./जी.वि./स्टोर/2026/69

दिनांक: 22/5/26

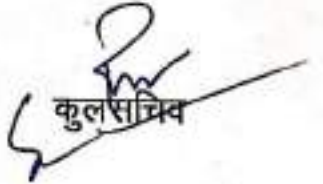
ई-निविदा आमंत्रण सूचना

जीवाजी विश्वविद्यालय में उपकरण/सामग्री क्रय करने हेतु अधिकृत विक्रेता अथवा निर्माता से <https://mptenders.gov.in> पर ऑनलाइन निविदायें आमंत्रित की जाती हैं।

क्र.	टेण्डर आई.डी. क्रमांक	उपकरण/सामग्री	निविदा की अनुमानित लागत	ऑनलाइन घोहर राशि	निविदा प्रपत्र की कीमत
1	2026_JIWAJ_509311_1	उत्तर पुस्तिकाओं का डिजिटल मूल्यांकन	2,00,00,000/-	6,00,000/-	12,500/-

निविदा प्रपत्र एवं निविदा की समस्त शर्तों का अवलोकन विश्वविद्यालय की वेबसाइट www.jiwaji.edu पर भी किया जा सकता है।

- ऑनलाइन निविदा क्रय करने की प्रारम्भ दिनांक 25.05.2026 तक 11:00 AM तक
- ऑनलाइन निविदा क्रय करने एवं जमा करने की अंतिम दिनांक 15.06.2026 तक 5:00 PM तक
- ऑनलाइन टेण्डर खोलने की दिनांक 19.06.2026 तक 11:00 AM तक
- टेक्नीकल कमेटी की बैठक दिनांक 23.06.2025 समय 03 बजे।
- निविदा की शेष तिथियाँ सम्पूर्ण जानकारी, शर्तें एवं समस्त संशोधन केवल उपरोक्त दर्शाई गई वेबसाइट पर देखी जा सकती हैं इस हेतु अलग से कोई विज्ञापन/समाचार पत्रों में प्रकाशित नहीं किया जायेगा।
- कार्य/सामग्री की मात्रा कम/ज्यादा भी हो सकती है।
- निविदा स्वीकृत/अस्वीकृत/निरस्तीकरण या संशोधन के अधिकार कुलसचिव, जीवाजी विश्वविद्यालय, ग्वालियर के पास रहेंगे।


कुलसचिव

NOTICE INVITING TENDER DETAILS

S. No.	Description	
1.	Department Name	Jiwaji University, Gwalior - 474011 (M.P.)
2.	Tender Subject	E-tenders are invited for Digital Evaluation System of Answer Books from turn key solution providers
3.	Tender type	Open
4.	EMD/Bid Security (INR)	Description of Work
		EMD (INR)
		Digital Evaluation System of Answer Books
		Rs. 6,00,000/- (Rs. Six Lac only)
5.	EMD/Bid security Payable to	Registrar, Jiwaji University, Gwalior -474011 (M.P.) EMD has to be paid online through www.mptenders.gov.in
6.	Tender Fee (non-refundable)	The tender fee to be submitted online through www.mptenders.gov.in paid in the favor of Registrar, Jiwaji University, Gwalior.
7.	Downloading of Tender Documents	www.mptenders.gov.in / www.jiwaji.edu
8.	Submission of E-Bid	www.mptenders.gov.in For any delay, University cannot be held responsible.
9.	Price Bid Opening	www.mptenders.gov.in
10.	Place of Technical Bid Opening	Administration Block, Jiwaji University, Gwalior (M.P.)
11.	Officer Inviting Bids/Contact Person	Registrar, Jiwaji University, Gwalior - 474 011, (M.P.)
12.	Pre-qualification Criterion	As per "tender document"
13.	Procedure For Bid Submission	e-BID has to be submitted through www.mptenders.gov.in . along with the documents as per "tender document". The bidding documents have to be addressed to: The Registrar, Jiwaji University, Gwalior - 474011(M.P.) Note: Registrar will not hold any risk and responsibility for non-visibility of the scanned document or the loss of documents in transit.
14.	General Terms and Conditions	As per tender document

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Amendment of Tender Terms and Condition:

At any time till one day before the deadline for submission of Bids, for any reason, University, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by amendment. All the amendments made in the document would be informed on www.mptenders.gov.in Website Only. All such amendments shall be binding on all the Bidders. The Bidders are also advised to visit the aforementioned website on regular basis for checking necessary updates. JIWAJI UNIVERSITY also reserves the rights to amend the dates.

Registrar, JIWAJI UNIVERSITY

1. PRE-QUALIFICATION CRITERIA

The bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements, as described in the Tender document. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the services sought by the JIWAJI UNIVERSITY Gwalior for the entire period of the contract.

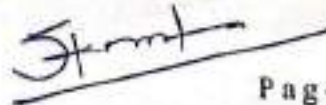
The bids must be complete in all respect and should cover the entire scope of work as stipulated in the Tender document else the bids shall be rejected summarily. The invitation to bid is open to all bidders who qualify the eligibility / pre-qualification criteria as given below:

- i. Bidder should be a state/central PSU and working in India. The registered agency should be operating in India for a minimum of Five years preceding the date of tender with an objective of offering IT services and IT enabled Services in Madhya Pradesh.
- ii. The bidder should have an average minimum annual turnover of Rs. 04 Crore in IT related activities in any three financial years out of last five financial years preceding the date of tender.
- iii. The Bidder must be a profitable organization during the previous successive three years of operations.
- iv. The bidder must not be a defaulter to any financial institution with any case pending in the court of law.
- v. The bidder has to submit an affidavit on Non-Judicial Stamp Paper worth Rs. 500/- (Rs. Five Hundred) as per as per Format - 3:
- vi. The bidder must be in the business of Digital Evaluation for the last 5 (Five) years preceding the date of tender. Work order pertaining to the same must be provided. Work order from Central/ State Government will only be considered.
- vii. The bidder should be registered with appropriate tax authorities such as Income Tax and should submit the certificate of registration with these authorities.
- viii. The bidder must have a valid certification of "CMMI Level 3" and ISO 9001:2015.
- ix. The bidder must have experience in carrying out average annual Digital Evaluation of 20 Lakh booklets per year for the last three financial years preceding the date of tender for any Government Department.





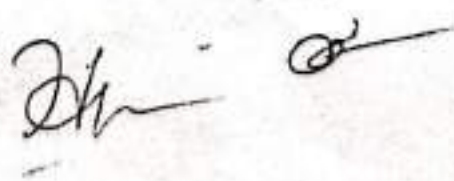

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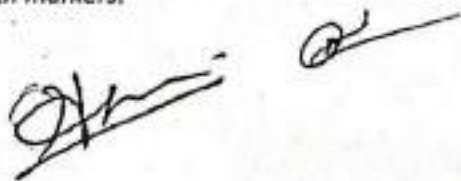
2. SCOPE OF WORK

The Jiwaji University intends to implement a system that will manage the Answer Book Scanning and On-Screen Marking process. The system shall mainly comprise of the following activities:



- Scanning of Answer books preferably without cutting spine
 - On-screen Marking
 - Post evaluation activities
- A. Scanning and digitizing all pages of Answer Booklets.
1. Digitization and packing of answer booklet images for Digital Evaluation (e-Evaluation)
 2. Setting up of Digital Scanning Centers at University Premises in Gwalior which can match the demand/requirement of the University.
 3. Digitization of Answer booklets should be done with/without cutting the spine and by using high speed scanners
 4. Digitized of Answer booklets should be pushed to secure State data center servers.
- B. Digital Evaluation
1. Complete Evaluation process of Answer booklets using the Digital Evaluation software.
 2. Setting up and Management of evaluation centers and also giving permission to work from home to the examiners maintaining the security features, on case-to-case basis.
 3. Dynamic allocation of Answer scripts to eligible evaluators.
 4. Mapping of evaluator data to the valuation centers and sending SMS messages and emails.
 5. Daily hard copy report Generation of Answer booklets corrected by evaluator and signature collections and uploading to systems.
- C. Training to evaluators
- Providing training to evaluators as per the schedule given by Jiwaji University, The Agency has to give training to the head evaluators and evaluators both in online and offline mode as per the list and venues provided by the Jiwaji University.
- D. Software should be on par with legal compliance and statutory need required of Jiwaji University
- E. Results processing by applying the validation rules & declaring the results and related reports.
- F. The Digital Evaluation system software should have the following broad features:
1. The solution has to provide a simple and effective medium for faster and accurate evaluation of answer scripts. All the peripheral tasks of totaling, validation of maximum marks awarded, ensuring all answers are marked and taking care of optional sections/questions/ Extra questions answered than the prescribed, is to be taken care by the software system as per the business logic provided by Jiwaji University, and the evaluator's burden has to be reduced.



2. The method of evaluation will be intimated by Jiwaji University Bidder should make necessary changes in the software as per requirements of Jiwaji University
3. Digital Evaluation will be organized by Jiwaji University, at various locations by the agency
4. Bidders should provide the implementation plan to Jiwaji University, with the training schedule. Accordingly, Jiwaji University, will permit the University staff, teaching staff and other staff to attend the training sessions as per the schedule.
5. Jiwaji University will hand over the master data related to colleges, Courses, Regional Centers, Evaluation Centers and Students' data and pool of examiners subject wise.
6. The proposed system should enable digitization of the hand written Answer Scripts (AS) with appropriate resolutions and store the same in the servers for digital evaluation in a distributed environment by the assigned examines
7. Scanning should be done with cutting the spine of any Answer script.
 - B. Digitization process should have
 - a) The ability to read Barcode OMIR/QR/ICR/other from the Answer sheet.
 - b) Automatic generation of unique random numbers for each Answer sheet to ensure anonymity.
 - c) Making of selected fields on any or every page of the Answer Script
9. The proposed system should have built-in features for tracking the entire life-cycle of the Digital Evaluation process viz., receipt of the physical Answer scripts from Jiwaji University to digitizing centers, sorting for preparation of evaluation, and handing over the same back to Jiwaji University.
10. The proposed solution should provide suitable authentication using login id and password to the evaluators. Provision shall for be given for the password to be sent to the registered mobile numbers of the evaluators.
11. The system should dynamically allot the digitized Answer scripts to the registered evaluators through randomization and ensure complete secrecy in the whole process. Randomization and allocation of the Answer Scripts should be fully automated.
12. The proposed digital evaluation system should be user friendly with Answer scripts, QP, Scheme and Marks Entry etc. to be provided on the same screen in a single window with zoom in/out facility and marking facility with markers.



13. The un-evaluated Answer scripts by any particular examiner should get back to the common pool in the server and should be made available to other examiners for evaluation without any time delay or pending for valuation under any evaluator bin/login.
14. A proper tracking system should be made available for monitoring the number of Answer scripts received by the Service Provider, digitized, evaluated and pending evaluation has to be made available to Jiwaji University, to monitor daily progress and closure of camp.
15. The proposed system should have the feature to re-evaluate the Answer scripts without disclosing the marks entered during the previous evaluation)
16. The proposed system should have a stacking module for enabling proper storing and retrieval mechanism of physical answer scripts after scanning the answer scripts.
17. It is the responsibility of Jiwaji University, to provide the list of evaluators to the Service Provider. Bidder prices are exclusive of payment to evaluators/examiners and evaluation centers setup.
18. The proposed system should make the Answer Script available to the student through web services.
19. The evaluation centers' requirements will be decided by Jiwaji University, Considering the number of answer scripts and availability of examiners (evaluators)
20. The Mode of evaluation will be evaluation center based/Home Based.
21. Jiwaji University shall provide power supply and furniture only.

2. MODEL OF ENGAGEMENT:

JIWAJI UNIVERSITY, is looking for a technical implementation partner that will manage the Answer Book Scanning and On-Screen Marking process. Following will be operational aspect of proposed project:

- a. Site allocation by JIWAJI UNIVERSITY in consultation with selected Agency and number of systems with required configuration.
- b. Payment will be made on Per answer booklets evaluation basis.
- c. The unit of work will be awarded to selected Agency would be "Academic session (semester-wise)" and payment will be made within 15-30 days of the successful completion for the successful count.
- d. JIWAJI UNIVERSITY will nominate an authorized person from university and provide required candidate data in consultation with selected agency.
- e. The agreement/contract is initially valid for a period of one year from the date of agreement. The contract may further be extended for one year followed by one more year (Extension period: 1 Year + 1 Year, thus maximum extension up to TWO years) on similar terms and conditions by mutual consent of both the parties i.e. the Tenderer and the Registrar, Jiwaji University as per recommendation of review committee duly constituted by Vice-Chancellor, Jiwaji University and the final recommendation duly approved by competent authority.

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3. GENERAL TERMS & CONDITIONS:

1. Bid offer should be valid for 03 (Six) months from the date of opening of tender.
2. The Bidder/Tenderer has to furnish Total Responsibility Undertaking as per Format - 2
3. The entire work shall be carried out under successful bidder's custody and the successful bidders should follow all safety regulations and take all measures to prevent damage/loss to the documents of the University.
4. Agency will be responsible for arrangement of the stay for its staff.
5. Refund of earnest money:
 - The earnest money of unsuccessful tenderer shall be refunded soon after finalization of Tender.
 - The earnest money of successful tenderer shall be refunded after Signing of the Agreement with Jiwaji University and furnishing of Performance Bank Guarantee.
6. The payment will be made through bank only on presentation of bills in duplicate together with the quantum of actual work done, on verification of work to the satisfaction of the undersigned, as per terms and conditions.
7. The bidders are required to quote their rate per Answer Book.
8. Data shall be accepted subject to installation, wherever necessary, and satisfactory report of the Inspection Committee/Committee of Experts of the University.
9. No advance payment on any account will be made.
10. Payments shall be subject to deduction of any amount for which the vendor is liable under the agreement against this contract. Further, all payments shall be made subject to deduction of TDS (Tax Deduction at Source) as per the Income Tax Act 2025 and any other taxes.
11. The decision of the Jiwaji University Authorities shall be final and binding upon in the event of any dispute arising out of the terms of the contract. The Registrar, Jiwaji University, Gwalior reserves the right to cancel the tender process at any stage without assigning any reason. All and any disputes or difference arising out of or touching this order shall be decided only by the Courts or Tribunals situated at Gwalior. Any other jurisdiction mentioned in Agency's quotation or invoices shall be invalid and shall have no legal sanctity.
12. All the entries in the letter on the prescribed tender should be written in clear and neat letters. If there is any type of overwriting in the cut chart, the tender form will be rejected.
13. At the time of verification of the tender documents (Technical Bid), the bidder / authorized representative of the bidder may be present with the authority letter and identity card given by the bidder.
14. If the successful tenderer fails to execute the contract after receiving the work order, in such a case, the EMD deposited will be forfeited by the University and action will be taken to blacklist the tenderer.
15. If any of the parties wants to terminate the tender, then it is necessary to give minimum three months prior notice.
16. The Service Provider / Bidder whose bid is accepted will have to start the work within 15 days from the date of issuing of the work order. The Service Provider / Bidder shall, however, have to start its office in the premises of JIWAJI UNIVERSITY. This period will not be extended in normal situation.
17. A written agreement will be made between JIWAJI UNIVERSITY and the Service Provider within 15 days of receiving order along with the submission of performance bank guarantee.
18. The successful bidder shall execute the work strictly in accordance with the work order given by the University. In the event of any deviation, substandard quality (non-visibility or non-readability of the documents), or non-compliance with the established criteria, the bidder shall be liable to re-execute the entire assignment at their own cost and expense. Furthermore, a penalty equivalent to 10% of the payment shall be deducted.
19. Subletting of work or getting the work done through a third party by the successful bidder/tenderer is

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prohibited. The successful bidder/tenderer shall not sublet, transfer or assign this order or any part thereof or interest therein or benefit or advantage, thereof in any manner. If this condition is violated by the bidder/tenderer, the EMD/Performance Bank Guarantee deposited will be forfeited by the University and action will be taken to blacklist the bidder/tenderer. Legal action shall also be taken against the bidder/tenderer.

20. The bidder/tenderer itself shall bear full responsibility for any accident during the work. The Jiwaji University administration shall not be held responsible for any accident.
21. The bidder/tenderer itself shall bear complete responsibility for ensuring compliance with labor laws and other applicable laws issued by the Government of India / Government of Madhya Pradesh.
22. In case of dispute, the decision of the Registrar, Jiwaji University shall be final and binding.



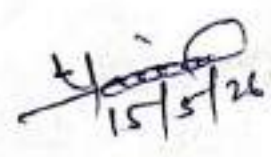

Following documents should be submitted along with the technical bid form otherwise the tenders are liable to be disqualified:

- 1 A valid copy of Bidder having proof of a state/central PSU and working in India with a proof of operating in India offering IT services and IT enabled Services for last five years preceding the date of tender.
- 2 Copy of the GST Registration Certificate along with the copies of GSTR-3B for the last three financial years preceding the date of tender
- 3 Copy of the Certificate of Registration or start-ups /MSME (If Applicable)
- 4 Self-attested copy of Permanent Account Number (PAN) issued by the Income Tax Department.
In case of Proprietary Firm, Self-attested copy of Permanent Account Number (PAN) of Individual Proprietor.
- 5 CA certified "Annual Turn Over Certificate" with UDIN Number as proof of average annual turnover of Rs. 04 Crore in IT related activities in any Three financial years out of last five financial years preceding the date of tender.
- 6 Audited Balance Sheets & Profit & Loss Statements for the last three financial years preceding the date of tender.
- 7 Proof of Digital Evaluation for last 5 (Five) years preceding the date of tender.
Work order pertaining to the same must be provided.
(Note: Work order from Central/ State Government will only be considered)
- 8 Proof of valid certification of "CMMI Level 3" and ISO 9001:2015.
- 9 Proof of experience in carrying out Digital Evaluation of an average annual 20 lakh booklets for the last three financial years preceding the date of tender for any Government Departments.
- 10 an affidavit on Non-Judicial Stamp Paper worth Rs. 500/- (Rs. Five Hundred) as per Format 3
- 11 Online EMD submission slip drawn in favor of "Registrar, Jiwaji University, Gwalior".
- 12 'General Terms and Conditions' duly signed & office Seal affixed as a token of acceptance of Special Terms and Conditions
- 13 Total Responsibility Undertaking as per Format - 2

Note: Each page of the tender should be signed and stamped by the bidder.

TENDERER
Signature & Seal

Page 8 | 19

4. INSTRUCTIONS TO BIDDER:

(i) Instruction:

- a. Other details can be seen in the complete tender documents available on e-portal <http://www.mptenders.gov.in> and JIWAJI UNIVERSITY's website www.jiwaji.edu.
- b. Tender documents can be purchased only online and download from main portal www.mptenders.gov.in by making online payment for the prescribed non-refundable tender document fees. Only in case if the tender is dropped without opening, the tender fees shall be refunded after deduction of necessary portal charges. Manual purchase of tender is not allowed. It is mandatory for all the bidders to pay tender document fees to participate in tender.
- c. Bidders intending to participate in the Tender are required to get themselves trained on the e-Procurement System.
- d. The required amount of EMD shall be paid online.
- e. No offer will be accepted without valid Earnest Money Deposit. If on opening of tender, it is revealed that EMD amount is inadequate / any other discrepancy is noticed, the tender shall be rejected and returned to the tenderer.
- f. The corrigendum or addendum to the bidding documents, if any, as well as any change in due date(s) of opening of tender will be published on the M.P. e-tender portal but will not be published in newspaper. Hence participant bidders are advised to regularly visit the website www.mptenders.gov.in until the bid opening. The JIWAJI UNIVERSITY shall not be responsible in any way for any ignorance of the bidders about the corrigendum or addendum or change in the due date(s).

(ii) Authentication of Bid

The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Agreement. All pages of the Bid, should be duly signed and stamped by the person or persons signing the Bid. The Bid should not contain any interlineations, erasures or overwriting.

(iii) Language of Bids

The proposal and all correspondence and documents should be written in English/Hindi. In case of accompanying literature or brochures etc. being in a language other than English/Hindi, a certified translation should accompany the documents as a part of the Request for Proposal (RFP).

All proposals and accompanying documentation will become the property of JIWAJI UNIVERSITY and will not be returned.

(iv) Documents Comprising the Bids

The Proposal shall have Two Cover System for this RFP:

- a) TECHNICAL BID
- b) FINANCIAL BID

The technical Bid submitted by the Bidder shall comprise scanned copy of e-transaction for payment of EMD, signed tender document with number of formats along with all the documents as mentioned in 'GENERAL TERMS & CONDITIONS' given in this tender document.

The information to be filled in the given formats.

Format 1	Technical Bid
Format 2	Total Responsibility Undertaking
Format 3	Affidavit of company's / firm's representative that bidder is not black listed.
Format 4	Format for Performance Bank Guarantee
Format 5	Undertaking/Agreement
Format 6	Detailed Financial Bid

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Bidders shall furnish the required information on their Qualification and commercial strengths in the enclosed formats only. Any deviations with respect to this may make the Bid liable for rejection.

(v) Bid Prices

- a. The Bidder shall indicate the price in the prescribed format. In absence of above information as requested, the Bid may be considered incomplete and be summarily rejected. The price components furnished by the Bidder in accordance with format provided in the RFP will be solely for the purpose of facilitating the comparison of Bids by JIWAJI UNIVERSITY.
- b. The Bidder shall prepare the Bid based on details provided in the RFP. It must be clearly understood that the Scope of Work is intended to give the Bidder an idea about the order and magnitude of the work and is not in any way exhaustive and guaranteed by JIWAJI UNIVERSITY. The Bidder shall carry out all the tasks in accordance with the requirement of the RFP and due diligence and it shall be the responsibility of the Bidder to fully meet all the requirements of the RFP. If during the course of execution of the Project any revisions to the work are to be made to meet the goals of JIWAJI UNIVERSITY, all such changes shall be carried out within the current price.
- c. The Bidder shall quote a fixed price as detailed in the RFP on a single responsibility basis. No adjustment of the Agreement price shall be made on account of any variations in costs of labor and materials or any other cost component affecting the total cost in fulfilling the obligations under the Agreement. The payment based on commercial proposal of the Bidder shall be the only payment, payable by JIWAJI UNIVERSITY to the selected Bidder for completion of the contractual obligations by the selected Bidder under the Agreement, subject to the terms of payment specified in the Agreement.
- d. The prices, once offered, must remain fixed and must not be subject to any escalation for any reason whatsoever within the period of Project. A proposal submitted with an adjustable price quotation or conditional proposal may be rejected as non-responsive.
- e. The rates must be written both in words and figures in financial bid. In case of discrepancy between the prices quoted in words and figures, prices quoted in words shall prevail.

(vi) Bid Currencies

Prices shall be quoted in Indian Rupees (INR).

(vii) Bidder Qualification

- a. The "Bidder" as used in the RFP shall mean the one who has signed the Bid Form. The Bidder may be either the Principal Officer or his duly Authorized Representative, in either case he/she shall submit a Certificate of authority. All Certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative and the Principal Officer.
- b. It is further clarified that the individual signing the RFP or other documents in connection with the Bid must certify whether he/she signs as the Constituted Attorney of the Company.

(viii) Bid Security (Earnest Money Deposit)

- a. Bidders shall submit, along with their Bids, Bid security or Earnest Money Deposit (EMD) of INR Rs. 6,00,000.00 (Rs. Six Lakhs Only) is to be paid Online. EMD in any other form will not be entertained.
- b. The EMD of all unsuccessful Bidders would be refunded by JIWAJI UNIVERSITY without any interest on completion of contract agreement and bank guarantee submitted by the successful bidder. The Bid security, of the successful Bidder would be returned after submission of performance security.
- c. Bid without adequate Bid security/EMD shall be rejected without providing any opportunity to

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the Bidder concerned.

(ix) Forfeiture of Earnest Money Deposit (EMD):

The Earnest Money Deposit will be forfeited in the following cases, in addition to the conditions specified in the earlier clauses:

- a. If the Bidder withdraws the Bid after the last date and time of submission for any reason whatsoever;
- b. If the Bidder whose Bid has been accepted, fails to execute the Agreement and/or submit the Performance Bank Guarantee within the time stipulated by the University, and
- c. If the Bidder adopts unfair practices to influence the outcome of the Bid process.

(x) Bid Validity Period

- a. The proposals shall be valid for a period of 06 (Six) calendar months from the date of submission of Bids. A proposal valid for a shorter period may be rejected as nonresponsive. On completion of the validity period, unless the Bidder withdraws his proposal in writing, it will be deemed to be valid until such time that the Bidder formally (in writing) withdraws his proposal.
- b. In exceptional circumstances, at its discretion, JIWAJI UNIVERSITY may solicit the Bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by email.

(xi) Modification and Withdrawal of Bids

No proposal may be modified / withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the Bidder on the proposal form. In case the Bidder wishes to withdraw the Bid after the date of opening of the bids he may do so, but the EMD of the Bidder shall be forfeited.

(xii) Opening of Technical Bid

At the time of verification of the tender documents/opening of the Technical Bid, the authorized representative may be present with the authority letter and identity card given by the tenderer.

(xiii) Evaluation of Technical Bid

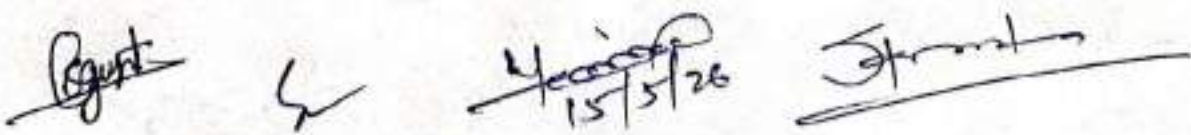
- a. Tender Evaluation Committee [TEC] duly appointed by JIWAJI UNIVERSITY shall evaluate the Technical Bids.
- b. The evaluation shall be done for only those Bidders, whose EMD amount is in order as per the RFP.
- c. Bidders need to fulfil all the Qualification conditions mentioned in Qualification Criteria of the RFP. TEC will examine the Bids to determine whether they are complete, whether the Bid format conforms to the RFP requirements, whether documents have been properly signed, and whether the Bids are generally in order.
- d. Bids of Bidders whose Qualification proposal do not meet the set criteria shall be rejected forthwith.
- e. Conditional Bids will be rejected.
- f. A Bidder, at any stage of tender process or thereafter, in the event of being found after verification by the Tender Inviting Authority, to indulge in concealment or misrepresentation of facts, in respect of the claims of the offer, shall be debarred/black listed and agreement / contract / LOI / work order will be cancelled.

(xiv) Bids Not Considered for Evaluation

Bids that are rejected during the Bid opening process due to incomplete documentation or late receipt shall not be considered for further evaluation.

(xv) Opening of Financial Bids

- a. Only the Financial Bids of those companies/firms qualified in the detailed scrutiny and evaluation of the technical bid conducted by the Tender Evaluation Committee shall be opened.
- b. The Financial Bid shall be submitted in the format given in this document as Financial Bid Form. The Financial Bids submitted in any other formats will be treated as non-responsive and not

The bottom of the page features four handwritten signatures and dates. From left to right: a signature that appears to be 'Ajay', a signature that appears to be 'S', a signature that appears to be 'Yashwanth' with the date '15/5/20' written below it, and a signature that appears to be 'Srinivas'.

- considered for tabulation and comparison.
- c. The Price offered should be given strictly on the format given in the Financial Bid only. The rates must be written both in words and figures in financial bid. In case of discrepancy between the prices quoted in words and in figures, prices quoted in words shall prevail.
 - d. The financial bid offer should be inclusive of all payable taxes and GST etc.
 - e. If the contract attracts any statutory deductions, the same will be deducted while settling the payment.
 - f. There should not be any hidden costs.

(xvi) Comparison of Financial Bids

The commercial quote of the Lowest Bidder shall be notified as L1. In case L1 offers to execute the work as per the schedule and location specified in the RFP, the JIWAJI UNIVERSITY then shall give the order to the L1. In case L1 backs out, the EMD will be forfeited by the University and action will be taken to blacklist the bidder/tenderer.

(xvii) Contacting JIWAJI UNIVERSITY

- a. No Bidder shall contact the JIWAJI UNIVERSITY on any matter relating to its Bid, from time of opening to the time the work is awarded. If the Bidder wishes to bring additional information to the notice of the RFP Issuing Authority, the same should be done in writing to JIWAJI UNIVERSITY. The RFP Issuing Authority reserves the right to decide whether such additional information should be considered or otherwise.
- b. Any effort by a Bidder to influence the RFP Issuing Authority in its decision on Bid evaluation, Bid comparison or contract award may result in disqualification of the Bidder's Bid and also forfeiture of his Bid security.

(xviii) Award of Contract

Award of Contract (AOC) shall be issued to the successful bidder only after execution of the Agreement (as per Format - 5) and submission of the Performance Bank Guarantee (as per Format - 4).

(xix) Signing of Agreement

At the same time as JIWAJI UNIVERSITY notifies the successful Bidder that its proposal has been accepted and JIWAJI UNIVERSITY shall enter into an Agreement with the successful Bidder.

(xx) Discharge of Bid Security

Prior to signing of the Agreement, JIWAJI UNIVERSITY shall promptly ask the Selected Bidder to provide Performance Bank Guarantee. On receipt of the Performance Bank Guarantee, the Bid security of all unsuccessful Bidders will be released. The EMD amount of successful bidder will also be returned.

(xxi) Expenses for the Agreement

The incidental expenses of execution of Agreement/Contract shall be borne by the successful Bidder.

(xxii) Bank Guarantee for Performance

An additional security in the form of Performance Bank Guarantee (as per Format - 4) is essential for satisfactory performance of services over a period of time. In view of this, the bidder/tenderer shall be required to furnish a Performance Bank Guarantee equal to 3% of the tender value in cash or Demand Draft, FDR, Banker's Cheque and Irrevocable Bank Guarantee of any Scheduled Bank/Commercial Bank with validity as per the provisions of M. P. Bhandar Kraya Niyam and Sewa Uparjan Niyam 2015 (as amended in 2022). The successful Bidder shall at his own expense shall deposit the Performance Bank Guarantee within 15 (fifteen) days after the receipt of notification of award of the Contract (Letter of Intent) from JIWAJI UNIVERSITY.

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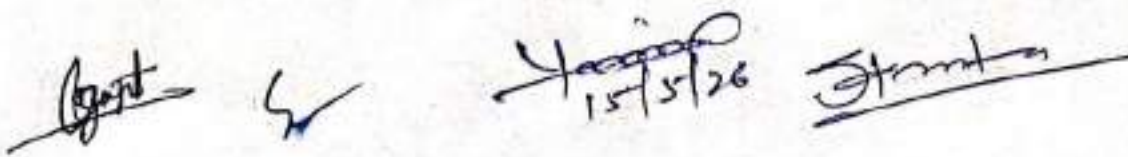
FORMAT - 1
TECHNICAL BID FORM

- 1 Name of the Firm/Company _____
- 2 Name and contact Number of Proprietor/Director/Partner/Authorized Signatory _____
- 3 Permanent Address of the Tenderer _____
- 4 Name of Officers with designation to be concerned with this work _____
- 5 Contact No. of Authorized representative of the Firm / Tenderer Firm's Office : _____
Mobile No. : _____
- 6 E-mail ID of the Firm / Tenderer _____

S. No.	Documents	Copy submitted or not (Yes/No)
1	A valid copy of Bidder having proof of a state/central PSU and working in India with a proof of operating in India offering IT services and IT enabled Services for last five years preceding the date of tender.	
2	Copy of the GST Registration Certificate along with the copies of GSTR-3B for the last three financial years preceding the date of tender	
3	Copy of the Certificate of Registration or start-ups /MSME (If Applicable)	
4	Self-attested copy of Permanent Account Number (PAN) issued by the Income Tax Department. In case of Proprietary Firm, Self-attested copy of Permanent Account Number (PAN) of individual Proprietor.	
5	CA certified "Annual Turn Over Certificate" with UDIN Number as proof of average annual turnover of Rs. 04 Crore in IT related activities in any Three financial years out of last five financial years preceding the date of tender.	
6	Audited Balance Sheets & Profit & Loss Statements for the last three financial years preceding the date of tender.	
7	Proof of Digital Evaluation for last 5 (Five) years preceding the date of tender. Work order pertaining to the same must be provided. (Note: Work order from Central/ State Government will only be considered)	
8	Proof of valid certification of "CMMI Level 3" and ISO 9001:2015.	
9	Proof of experience in carrying out Digital Evaluation of an average annual 20 lakh booklets for the last three financial years preceding the date of tender for any Government Departments.	
10	Affidavit on Non-Judicial Stamp Paper worth Rs. 500/- (Rs. Five Hundred) as per Format 3	
11	Online EMD submission slip drawn in favor of "Registrar, Jiwaji University, Gwalior".	
12	'General Terms and Conditions' duly signed & office Seal affixed as a token of acceptance of Special Terms and Conditions	
13	Total Responsibility Undertaking as per Format - 2	

TENDERER
Signature & Seal

Page 13 | 19



 [Signature] [Signature] [Signature] 15/5/26 [Signature]

FORMAT-2

TOTAL RESPONSIBILITY UNDERTAKING

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

To,
The Registrar,
Jiwaji University
Gwalior (M.P.) 474 011

Ref: RFP Notification no. _____ dated <dd/mm/yyyy>

Sub: Self certificate regarding Total Responsibility

Dear Sir,

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

Thanking you,

Yours faithfully

(Authorized Signatory

Authorized Signatory's Name:

Authorized Signatory's Designation:

Place:

Date:

Bidder's Company Seal:

Regt ✓

15/5/26 Shankar

FORMAT - 3

// AFFIDAVIT//

(On Notarized Non-Judicial Stamp Paper worth Rs. 500/- (Rs. Five Hundred only)
(To be submitted along with Technical Bid)

I/We..... who
is/are (Status in the firm/company) and competent for submission
of the affidavit on behalf of M/S (Bidder/Tenderer) does solemnly
affirm an oath and state that:

I/we, am/are fully satisfied for the correctness of the certificates / records submitted in support of the following
information in bid documents which are being submitted in response to notice inviting e-tender
No..... for..... (Name of work) dated issued by the
..... (Name of the Client).

I/we am/are fully responsible for the correctness of following self-certified information/document and certificates:

1. That the self-certified information given in the bid document is fully true and authentic.
2. That:
 - a. Online deposit receipt for amount deposited as earnest money, online deposit receipt for cost of bid document and other relevant document are authentic.
 - b. Information regarding financial qualification is correct.
 - c. Information regarding various technical qualifications is correct.
3. That:
 - a. Any vigilance authority/CBI or the court has not given any adverse decision against the firm or the firm has not been found guilty.
 - b. The firm has not been banned/delisted/black listed by any Tender Inviting Authority or by any organization of State Government or by Government of India.
 - c. The company is not included in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
4. No close relative of the undersigned and our firm/company is working in the Jiwaji University.

or

Following close relative/relatives is/are working in the Jiwaji University:

Name Post Present Posting

**Signature with seal of the deponent
(Bidder/Tenderer)**

I/We above deponent do hereby certify that the facts mentioned above are correct
to the best of my knowledge and belief.

Verified today (Dated) at (place)

Signature with seal of the deponent (Bidder/Tenderer)

Agarwal

✓

Yashwanth
15/5/26

Shankar

FORMAT - 4

PERFORMANCE BANK GUARANTEE PROFORMA

This agreement has to be executed on a Non-Judicial Stamped Paper worth value as per the Government norms.

whereas the _____ here-in-after called (The Bidder/Tenderer) has submitted their bid dated _____ for the supply of _____ (Here-in-after called "the Bid") _____ know all men by these presents that we _____ (Hereinafter called the Bank") are bound unto Registrar, Jiwaji University, Gwalior, M.P. Hereinafter called "the purchaser") in the sum of Rs. _____ for which payment will and truly to be made to the said purchaser, the bank binds itself, its successors and assigns by these presents. Sealed with the common Seal of the said Bank this _____ day of _____ 2025

THE CONDITIONS OF THIS OBLIGATION ARE:

1. When the successful tenderer does not accept the order after issue of preliminary acceptance letter/letter of intent/purchase order.
2. When the successful tenderer fails to furnish the security deposit within 30 days from the date of issue of preliminary acceptance letter or the 'letter of intent' or purchase order _____.
3. When tenderer is disqualified for reasons outlined in _____.
4. When tenderer alters his prices or withdraws his offer during the validity period.

We undertake to pay to the purchaser the above amount within one week upon receipt of its first written demand without the purchaser having to substantiate his demand, without referring to the supplier and without questioning the right of University to make such demand or the propriety or legality of the demand provided that in its demand the purchaser will note that the amount claimed by it is due to it owing to any of the occurrence of the above mentioned conditions, specifying the occurred condition or conditions.

Notwithstanding anything contained in the foregoing our liability under this guarantee is restricted to Rs. _____ (Rupees _____ only).

Our guarantee shall remain in force until _____. Unless a claim within 3 months from that date, all your rights under this guarantee shall be forfeited and we shall be relieved and discharged from all liability thereafter.

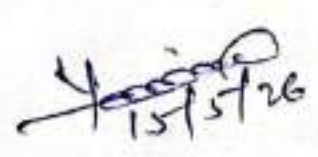
We _____ Bank Limited lastly undertake not to revoke this guarantee during its currency except with the previous consent of university in writing.

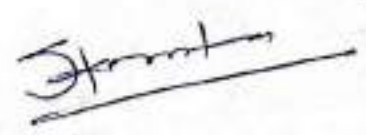
Date the _____ Day _____ 2025

For _____ Bank Ltd.

Seal & Signature


15/5/26



FORMAT – 5
FORMAT OF CONTRACT AGREEMENT

(On Non-Judicial Stamp Paper worth value as per Government rules)

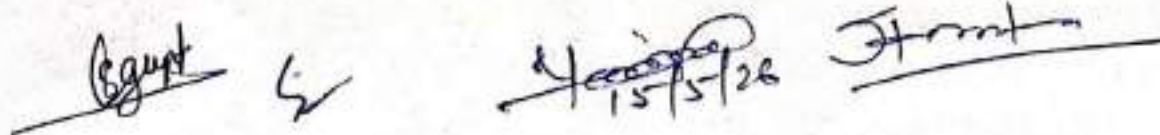
THIS AGREEMENT made on the day of, 2026 Between Registrar, Jiwaji University, Gwalior (hereinafter "the Client") of the one part and M/s _____ (hereinafter called "the Bidder/Tenderer") of the other part:

WHEREAS the Client is desirous that certain services as mentioned in the tender reference no. _____ Dated _____ and has accepted a bid by the Bidder/Tenderer for the performance services for the sum of Rs. _____ /- (Rupees _____ only) (hereinafter called "the Contract Price") and work/supply of consumables as per rates given in the financial bid of its tender.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to, and they shall be deemed to form and be read and construed as part of this agreement.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a. The Letter of Acceptance issued by the Client.
 - b. The Bidder's/Tenderer's bid including enclosures, annexure, etc.
 - c. Tender document along with all enclosed documents.
 - d. Any other document listed in the Bidder's/Tenderer's bid and replies to queries, clarifications issued by the service provider, such confirmations given by the bidder which are acceptable to the Bidder/Tenderer and the entire Addendum issued as forming part of the contract.
3. In consideration of the payments to be made by the Client to the Bidder/Tenderer as hereinafter mentioned, the Bidder/Tenderer hereby covenant with the Client to provide services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Client hereby covenants to pay the Bidder/Tenderer in consideration of the provision of the services and the remedying of defects therein; the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. The Bidder/Tenderer shall not sublet, transfer or assign this order or any part thereof or interest therein or benefit or advantage, thereof in any manner.
6. The Bidder/Tenderer shall not disclose or expose sensitive and confidential data or a part thereof to anyone in any manner.
7. The agreement/contract is initially valid for a period of one year from the date of agreement. The contract may further be extended for one year followed by one more year (Extension period: 1 Year + 1 Year, thus maximum extension up to TWO years) on similar terms and conditions by mutual consent of both the parties i.e. the Bidder/Tenderer and the Registrar, Jiwaji University as per recommendation of review committee duly constituted by Vice-Chancellor, Jiwaji University and the final recommendation duly approved by competent authority.

Brief particulars of the goods and services which shall be supplied / provided by the Bidder/Tenderer are as under:

The bottom of the page contains three handwritten signatures. The first signature is on the left, followed by a checkmark. The second signature is in the middle, with the date '15/5/26' written below it. The third signature is on the right, underlined.

S. No.	Brief Description of Services	Contract Duration	Total Price	GST tax in %	Total value inclusive of GST tax
1.					

IN WITNESS where of the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the Said _____ (For the Client) In the presence of

Signature
Name
Address

Witness 1.

2.

Signed, Sealed and Delivered by the Said _____ (For the Bidder/Tenderer)

In the presence of

Signature
Name
Address

Witness 2.

2.

Agust

h

Yessy P
15/11/20

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FORMAT 6

Financial Bid (BoQ)

Financial Bid for Selection of Agency for Answer Book Scanning and Digital Evaluation process for **JIWAJI UNIVERSITY, GWALIOR,**

- 1 Name of the Firm/Company _____
- 2 Name and contact Number of Proprietor/Director/Partner/Authorized Signatory _____
- 3 Permanent Address of the Tenderer _____
- 4 Name of Officers with designation to be concerned with this work _____
- 5 Contact No. of Authorized representative of the Firm / Tenderer Firm's Office : _____
Mobile No. : _____
- 6 E-mail ID of the Firm / Tenderer _____

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

For Entire work described in this document	Amount (INR)
Per Answer booklet Cost	
Taxes	
Total Cost (Including Taxes) in Figure	
Total Cost (Including Taxes) in Words	

Place :
Date:

Signature of Bidder
OR
Bidder's Authorized
Representative

Name & Designation with
Office Seal

[Handwritten signatures and dates]
15/5/26