



# बरकतउल्ला विश्वविद्यालय, भोपाल

क्रमांक: 373/भण्डार/2026

भोपाल, दिनांक: 29/04/2026

## DIGITAL EVALUATION SYSTEM OF ANSWER BOOKS – 2026

E-tenders are invited for of Digital Evaluation System of Answer Books from turn key solution provider. Tender document and other tender terms and conditions can be downloaded from the website of government of Madhya Pradesh tender portal (<https://mptenders.gov.in>) on the online payments of Rs.2000/- (Non-refundable) as cost of tender form and documents.

### Summary of Tender


(A) Name of Work: Digital Evaluation System of Answer Books

स.क्र.	विवरण	दिनांक	समय
01	Published Date	29/04/2026	निविदा ऑन-लाईन प्रस्तुत करने तथा खोलने का समय वेबसाइट <a href="https://mptenders.gov.in">https://mptenders.gov.in</a> दर्शित है।
02	Document Download/Start Date	29/04/2026	
03	Prebid meeting Date	07/05/2026	
04	Bid Submission Start Date	29/04/2026	
05	Document Download/Sale End Date	20/05/2026	
06	Bid Submission End Date	20/05/2026	
07	Bid Opening Date	21/05/2026	

निविदा सम्बन्धी सामान्य जानकारी विश्वविद्यालय की वेब-साईट [www.bubhopal.ac.in](http://www.bubhopal.ac.in) पर भी अवलोकनार्थ उपलब्ध है।

### 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 through the BVV, Bhopal 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. BVV, Bhopal also reserves the rights to amend the dates.

  
Registrar

Barkatullah Vishwavidyalaya, Bhopal

**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 Barkatullah Vishwavidyalaya (BVV) Bhopal 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 eight years as on 31st Mar 2025 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. 24 Crore in IT related activities in the last 3 financial years (22-23, 23-24 & 24-25).
- 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 must be in the business of Digital Evaluation for a minimum of 5 (five) years. Work order pertaining to the same must be provided. Work order from Central/ State Government will only be considered.
- vi) The bidder should be registered with appropriate tax authorities such as Income Tax and should submit the certificate of registration with these authorities.
- vii) The bidder must have a minimum certification of "CMMI Level 3" and ISO 9001:2015.
- viii) The bidder should have on his pay roll minimum 100 technical and administrative employees for the proper execution of the contract. (The bidder must have at least 100 regular employees working with them. Proof of deposit receipt of ESI/EPF contributions for March 2025 or later must be enclosed)
- ix) The bidder must have experience in carrying out Digital Evaluation of at least 10 Lakh booklets per year for each of the last three consecutive financial years — FY 2022–23, FY 2023–24, and FY 2024–25

**2. SCOPE OF WORK**

The BVV, Bhopal 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 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 And at nodal Centers As per the Demand/requirements of the University.
3. Digitization of Answer booklets should be done by the agency without cutting the spine and by using high speed scanners.
4. The Bidder is responsible for all the hardware required for running the application and storing the data and will be deploying the hardware on cloud in minimum Tier 3 data center. The Bidder shall provide all necessary processes and functionality to deliver the benefits of cloud computing which includes virtualization, multi-tenancy, automated provisioning, dynamic provisioning and rapid scalability of the system resources.
5. The Bidders Should Have MeitY empanelled Cloud Service provider.

**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 BVV, Bhopal, 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 BVV, Bhopal.

D. Software should be on par with legal compliance and statutory need required of BVV, Bhopal.

E. 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 BVV, Bhopal, and the evaluator's burden has to be reduced.
2. The method of evaluation will be intimated by BVV, Bhopal, Bidder should make necessary changes in the software as per requirements of BVV, Bhopal.
3. The scanning of answer scripts should be done in original colours.
4. Bidders should provide the implementation plan to BVV, Bhopal, with the training schedule. Accordingly, BVV, Bhopal will permit the University staff, teaching staff and other staff to attend the training sessions as per the schedule.
5. BVV, Bhopal will hand over the related master data 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 examiners.
7. Scanning should be done without cutting the spine of any Answer script.
8. Digitization process should have
  - a) The ability to read Barcode/OMR/QR/ICR / other from the Answer sheet.
  - b) Automatic generation of unique random numbers for each Answer sheet to ensure anonymity.
  - c) Masking 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 BVV, Bhopal to digitizing centers, sorting for preparation of evaluation, and handing over the same back to BVV, Bhopal.
10. The proposed solution should provide suitable authentication using login id and password to the evaluators. Provision shall also 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, Question Paper, 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 BVV, Bhopal 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(s).
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 BVV, Bhopal to provide the list of evaluators to the Service Provider.
18. The proposed system should make the Answer Script available to the student through web services.
19. The requirements of evaluation centers will be decided and specified by BVV, Bhopal. Considering the number of answer scripts and availability of examiners (evaluators).
20. The Mode of evaluation will be evaluation center based/Home Based.

**G : Technical Requirements**

Scanning of Answer Books and On-Screen Marking System

S.No	Functionality	Available (Y/N)	Remarks
1.	Provision for automatic back up of evaluated answer books.		
2.	Answer books management i.e., mapping of answer books.		
3.	Provision for marking of question by evaluator as evaluated, optional, marked for review or not attempted.		
4.	Evaluated check box to ensure that evaluator has visited each and every page of an answer book.		
5.	Evaluator comment box for each question.		
6.	Provision for zooming of answer books for proper viewing.		
7.	Provision for skipping of an answer book by an evaluator if the same is in different medium/subject or not properly scanned with reason.		
8.	There should be dashboard displaying the following. a) Daily and consolidated evaluators' attendance b) Daily and consolidated Subject-Medium wise evaluator details c) Skipped Answer book details d) Overall Subject-Medium wise marking (till date)		
9.	Availability of answer books, question paper and marking scheme on the computer nodes of each and evaluator.		
10.	After scanning of answer books, the delivery of digitized answer books to the evaluators should be done through bidder's evaluation software.		
11.	Provision for forgot Password.		
12.	Provision of timer on computer node of each and every evaluator to know the time taken in marking of answer book.		
13.	Provision of message broadcasting to evaluators/ moderators.		
14.	Provision of setting of minimum time of marking of an answer book to avoid fast and possibly inaccurate evaluated answer book.		
15.	Setting of limit/ ceiling for maximum number of books to be evaluated by an evaluator.		

16	Provision for PDF/JPEG view of answer books.		
17	Provision of viewing answer book in landscape/ portrait orientation.		

#### H : Privacy and Security Standards

Privacy and Security Standards are required as per Government Norms.

#### 3. MODEL OF ENGAGEMENT

BVV, Bhopal is looking for a Technical implementation the work for the period of one year from date of go-live. Following will be operational aspect of proposed project:

- One years engagement agreement between BVV, Bhopal and Selected agency from the date of MoU.
- Payment will be made on per answer booklets evaluation basis.
- The unit of work will be awarded to selected Agency would be **"Academic session (A Per semester and Annual system)**
- BVV, Bhopal will nominate an authorized person from university and provide required candidate data in consultation with selected agency.
- If BVV, Bhopal is satisfied with the work the contract may extend for another one year upto maximum 5 year with mutual agreement.
- The agency shall also be required to carryout any additional work as may be assigned by the university from time to time.

#### 4. GENERAL TERMS & CONDITIONS

- Tender documents, costing to Rs.2000/-(non-refundable) can be purchased by paying online on website <https://www.mptenders.gov.in>
- Bid offer should be valid for 06 (Six) months from the date of opening of tender.
- 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.
- Agency will make arrangement for the stay of its staff at Bhopal or elsewhere.
- The EMD of successful bidder will be refunded only on successful completion of digitization work as per work order.
- The payment will be made 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.
- The bidders are required to quote their rate per Answer Book .
- Data shall be accepted subject to installation, wherever necessary, and satisfactory report of the Inspection Committee/Committee of Experts of the University.
- Our bankers are: State Bank of India, Barkatullah Vishwavidyalaya (BVV) Bhopal (MP).
- The bank charges, if any, shall be to the Agency's account.
- Bill No. should be duly printed / machine numbered.
- No advance payment on any account will be made.
- 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, 1961 and any other taxes.
- The Central Purchase Committee/Purchase Committee constituted for the purpose reserves the right to accept or reject any or all the bids or negotiate on any of the tender conditions/items and to annul the bidding process and reject all the bids at any time prior to placement of order without assigning any reason thereto and without any obligation to inform the affected bidders.

15. The decision of the Barkatullah Vishwavidyalaya, Bhopal, Authorities shall be final and binding upon in the event of any dispute arising out of the terms of the contract. Disputes, if any, shall be subject to jurisdiction of Bhopal Courts. Any other jurisdiction mentioned in Agency's quotation or invoices shall be invalid and shall have no legal sanctity.
16. 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 Rate chart, the tender form will be rejected.
17. At the time of verification of the tender form, the authorized representative will be present with the authority letter and identity card given by the tenderer.
18. After successful completion of the contract, the Performance Guarantee Form will be returned. In case of violation of the terms and conditions written in the contract, the Performance Guarantee will be forfeited.
19. If the successful tenderer fails to execute the contract after receiving the work, such In such a case, the performance security amount deposited will be taken by the University and action will be taken to blacklist the tenderer.
20. If any of the parties wants to terminate the tender, then it is necessary to give minimum three months prior notice.
21. The University reserves the right to accept or reject any tender. The University is not constrained to give any reason in this regard. The University's decision in this regard will be final and binding.
22. The Successful Bidder bid is accepted will have to start the work within 15 days from the date of issuing of the work order. The Successful Bidder shall, however, have to start its office in the premises of Barkatullah Vishwavidyalaya, Bhopal. This period will not be extended in normal situation.
23. A written agreement will be made between Barkatullah Vishwavidyalaya, Bhopal and the Successful Bidder. The amount of performance guarantee will be 3% of the ordered value.
24. The Successful bidder shall require signing non-disclosure agreement with Barkatullah Vishwavidyalaya, Bhopal for not exposing sensitive and confidential data to anyone.
25. In case of dispute, the decision of the Vice Chancellor of Barkatullah Vishwavidyalaya, Bhopal shall be final
26. All disputes shall be subject to Bhopal judiciary.

**5. 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 Barkatullah Vishwavidyalaya, Bhopal website.
- b. Tender documents can be purchased only online and download from main portal <http://www.mpeproc.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. The relevant portion of tender which tenderers have to fill online would be available on above website on date mentioned against each tender. The Barkatullah Vishwavidyalaya, Bhopal reserves the right to reject any or all the tenders or accept any tender in full or part as considered advantageous to the Barkatullah Vishwavidyalaya, Bhopal, whether it is lowest or not, without assigning any reason whatsoever it may be.
- d. Bidders intending to participate in the Tender are required to get themselves trained on the e Procurement System.
- e. The required amount of EMD shall be paid online.
- f. 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.
- g. 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 Barkatullah Vishwavidyalaya, Bhopal's website but will not be published in newspaper. Hence participant bidders are advised to regularly visit the websites until the bid opening. The Barkatullah Vishwavidyalaya, Bhopal 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, shall be initialed and stamped by the person or persons signing the Bid.

**(iii) Validation of interlineations in Bid**

The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

**(iv) Language of Bids**

All proposals and accompanying documentation will become the property of Barkatullah Vishwavidyalaya, Bhopal and will not be returned.

**(v) 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 and number of formats and Annexures given in this tender document. The information to be filled in the given formats.

Format 1	Total Responsibility Undertaking
2 Format	Structure & Organization
Format 3	Affidavit of company's / firm's representative that bidder is not black listed.
Annexure A	A valid copy of Bidder having proof of a state/central PSU and working in India. With a proof of operating in India for a minimum of 5 years as on 31st Mar 2025 with an objective of offering IT services and IT enabled Services in Madhya Pradesh.
Annexure B	Copy of the GST Registration Certificate.
Annexure C	Copy of the PAN Number
Annexure D	Copy of the Certificate of Registration or start-ups /MSME (If Applicable)
Annexure E	Proof of average minimum annual turnover of Rs. 24 Crore in IT related activities in the last 3 financial years (22-23, 23-24 & 24-25).
Annexure F	The bidder must upload copies of the ITR filing proof for the Last three assessment years (2022-23, 2023-24, 2024-25)
Annexure G	Proof of Digital Evaluation for a minimum of 5 years. Work order pertaining to the same must be provided. Work order from Central/ State Government will only be considered.
Annexure H	Proof of minimum certification of "CMMI Level 3" and ISO 9001:2015.
Annexure I	Proof of experience in carrying out Digital Evaluation of at least 10 lakh (1 million) booklets per year for each of the last three consecutive financial years — FY 2022 23, FY 2023–24, and FY 2024–25 — for any State/Central Government Institute.

The Financial Bid Submitted by bidder shall Comprises the Following Format.

Format 4	Financial Bid Format
Format 5	Detailed Financial Bid

Both Technical & Financial Bid to be submitted online through e-procurement portal to in Development Authority/ Govt. organization in Madhya Pradesh, copy of work order, certificate of successfully running work or successfully running work. If work is undergoing and completion certificate shall be furnished as documentation proof. Hard copy of all above documents must be submitted in a sealed envelope mentioned Technical Bid before last date of bid submission mentioned in the table above by speed post or by hand to following address:

The Registrar,  
Barkatullah Vishwavidyalaya, Bhopal,  
Narmadapuram road, Bhopal (M.P.),  
India Pin- 462026

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.**

**6. Bid Prices**

a. The Bidder shall indicate the price in the prescribed format, it proposes under the Agreement. 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 Barkatullah Vishwavidyalaya, Bhopal.

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 Barkatullah Vishwavidyalaya, Bhopal.

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 Barkatullah Vishwavidyalaya, Bhopal, 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 Barkatullah Vishwavidyalaya, Bhopal 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.

**(i) Bid Currencies**

Prices shall be quoted in Indian Rupees (INR).

**(ii) 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 cases 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.

**(iii) Bid Security (Earnest Money Deposit)**

a. Bidders shall submit, along with their Bids, Bid security or Earnest Money Deposit (EMD) of INR Rs 24,00,000/- (Rs. Twenty Four 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 Barkatullah Vishwavidyalaya, Bhopal 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 the Bidder concerned.

**(iv) 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.
- c. If the Bidder adopts unfair practices to influence the outcome of the Bid process.

**(v) 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, Barkatullah Vishwavidyalaya, Bhopal 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.

**(vi) 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.

**(vii) Opening of Bids**

**(a) Opening of Technical Bid**

The Online Bid shall be opened in the presence of Bidders 'representatives who choose to attend the Bid opening sessions on the specified date, time and address. The Bidders representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for Barkatullah Vishwavidyalaya, Bhopal the Bids shall be opened at the same time and location on the next working day or any further date convenient to Barkatullah Vishwavidyalaya, Bhopal and will be intimated to bidders.

**(b) Evaluation of Technical Bid**

- a. Tender Evaluation Committee [TEC] duly appointed by Barkatullah Vishwavidyalaya, Bhopal 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. TEC may seek oral clarifications with the Bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the Bid Documents. The Committee may seek inputs from their professional, technical faculties in the evaluation process.
- f. Conditional Bids will be rejected.
- g. The decisions of the Tender Evaluation Committee on whether the tenders are responsive or non responsive will be final.
- h. 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.

**(c) 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. The Barkatullah Vishwavidyalaya, Bhopal, in its discretion, reserves the right to reject all or any of the Bids without assigning any reason.

**(d) 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 / Tender Inviting Authority shall be opened in the second round.
- 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 considered for tabulation and comparison.
- c. The Price offered should be given strictly on the format given in the Financial Bid only.
- d. The financial bid offer should have detail of all payable taxes and GST etc.
- e. Financials Offered shall be in Indian Rupees.
- f. If the contract attracts any statutory deductions, the same will be deducted while settling the payment.
- g. There should not be any hidden costs.

**(e) Comparison of Financial Bids**

- a. 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 Tender Evaluation Committee [TEC] then shall have the rights to give the order to the L1.
- b. In case L1 backs out, it shall be blacklisted from participating in any future bidding of Barkatullah Vishwavidyalaya, Bhopal, projects, and are liable for legal action by Barkatullah Vishwavidyalaya, Bhopal. In

such case, university may negotiate with L 2 to work on L 1 rates and if L 2 found suitable the contract may be awarded to L 2.

**(f) Negotiation**

Normally, there would be no post RFP negotiations. If at all negotiations are warranted, it would be only under exceptional circumstances and Barkatullah Vishwavidyalaya, Bhopal shall reserve the right to negotiate with the Bidder based on the evaluation of the proposals.

**(g) Rectification of Errors**

a. Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted price will be entertained after the proposals are opened. All corrections, if any, should be initialled by the person signing the proposal form before submission, failing which the figures for such items may not be considered.

b. Arithmetic errors in proposals will be corrected as follows: In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall govern. **The amount stated in the proposal form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall proposal price to rise, in which case the proposal price shall govern.**

**(h) Contacting Barkatullah Vishwavidyalaya, Bhopal**

a. No Bidder shall contact the Barkatullah Vishwavidyalaya, Bhopal 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 Barkatullah Vishwavidyalaya, Bhopal. 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.

**(i) Notification of Award**

a. **The Barkatullah Vishwavidyalaya, Bhopal may award the contract to the Bidder whose Bid is found to be most responsive, competitive and technically sound.** The decision of the Barkatullah Vishwavidyalaya, Bhopal in this regard shall be final and binding on the Bidder(s). The Barkatullah Vishwavidyalaya, Bhopal, however, in its discretion, reserves the right to reject all or any of the Bids without assigning any reason.

b. Purchase Order / Award of Contract (AOC) may be issued only after execution of the Agreement and submission of the Performance Bank Guarantee.

**(j) Signing of Agreement**

At the same time as Barkatullah Vishwavidyalaya, Bhopal notifies the successful Bidder that its proposal has been accepted and Barkatullah Vishwavidyalaya, Bhopal shall enter into an Agreement with the successful Bidder.

**(k) Discharge of Bid Security**

Prior to signing of the Agreement, Barkatullah Vishwavidyalaya, Bhopal shall promptly request the Selected Bidder to provide Performance Guarantee. On receipt of the Performance Guarantee, the Bid security of all unsuccessful Bidders will be released. The EMD amount of successful bidders will also be returned.

**(l) Expenses for the Agreement**

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

**(m) Bank Guarantee for Performance**

a. The successful Bidder shall at his own expense may deposit with Barkatullah Vishwavidyalaya, Bhopal, within 15 (fifteen) days after the receipt of notification of award of the Contract (Letter of Intent) from Barkatullah Vishwavidyalaya, Bhopal, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized Scheduled Bank acceptable to Barkatullah Vishwavidyalaya, Bhopal, in the format prescribed in for the due performance and fulfilment of the Agreement by the Bidder.

b. This Performance Guarantee shall be for an amount equivalent to 3% of Agreement value. All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Guarantee shall be borne by the Bidder. The Performance Guarantee shall be valid for six months post completion of the contract period. Subject to the terms and conditions in the performance Bank Guarantee, at the end of 6 months of completion of contract, the Performance Bank Guarantee may be discharged/ returned by Barkatullah Vishwavidyalaya, Bhopal upon being satisfied that there has been due performance of obligations of the Bidder under the Agreement. However, no interest shall be payable on Performance Guarantee.

c. The Performance Guarantee may also be submitted as Demand Draft/Banker's Cheque/Bank Guarantee from a Scheduled Bank.

**7. General Information to be Submitted with Bid:**

Format & Annexure to be submitted along with Bid.

**FORMAT-1**

**TOTAL RESPONSIBILITY UNDERTAKING**

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

To,  
The Registrar,  
Barkatullah Vishwavidyalaya, Bhopal,  
Narmadapuram Road, Bhopal (M.P.),  
India Pin- 462023

Ref: RFP Notification no.....<xxxx>

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 Barkatullah Vishwavidyalaya, Bhopal.

Thanking you,

Yours faithfully

(Authorized Signatory)

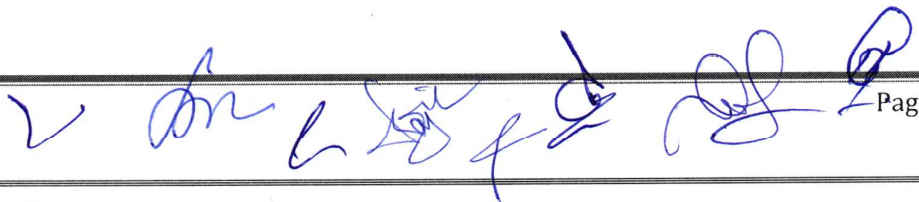
Authorized Signatory's Name:

Authorized Signatory's Designation:

Place:

Date:

Bidder's Company Seal:



## FORMAT 2

## STRUCTURE &amp; ORGANIZATION

1	Name & Address of the applicant:	
2	Telephone Number: Fax Number:	
3	Legal status of the applicant (attached copy of incorporation certificate)	
4	Name of Officers with designation to be concerned with this work:	
5	Designation of individuals authorized to act for the Organization	
6	Was the applicant ever required to suspend assignment for a period of more than six months continuously after you commenced the assignment? If so, give the name of the project and reason of suspension of work.	
7	Has the applicant ever been debarred/black listed for tendering in any organization at any time? If so, give details.	
8	Has the applicant ever been convicted by a court of law? If so, give details.	
9	Any other information considered necessary BVV, Bhopal not included above	

Signature of Applicant(s) with date &amp; seal

**FORMAT -3**

**UNDERTAKING FOR NON-BLACK LISTING**

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

To,  
The Registrar,  
Barkatullah Vishwavidyalaya, Bhopal,  
Narmadapuram Road, Bhopal (M.P.),  
India Pin- 462023

Ref: RFP Notification no.....<xxxx>

dated<dd/mm/yyyy>

Subject: Self Declaration of not been blacklisted

Dear Sir,

We confirm that our company, \_\_\_\_\_, is not terminated or blacklisted in any manner whatsoever by any of the State/UT and/or central government in India on any ground and also not included in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Thanking you,

Yours faithfully

(Authorized Signatory

Authorized Signatory's Name:

Authorized Signatory's Designation:

Place:

Date:

Bidder's Company Seal:

FORMAT 4

FINANCIAL BID FORMAT

(To be printed on letterhead and to be included in Financial Proposal Envelope)

To,

.....

.....

Dear Sir/ Madam,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, I / we, the undersigned, offer to supply and work as service providers for all the assigned work for Barkatullah Vishwavidyalaya,(BVVB) Bhopal M.P. as mentioned in the scope of the work & in conformity with the said bidding documents.

I/ We undertake that the prices are in conformity with the requirement as specified in the tender.

This above quote is inclusive of all cost likely to be incurred for executing this work including recurring cost, if any and all taxes, duties etc.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company /firm/organization and empowered to sign may be required in this connection. This document as well as such other documents which

Dated ` this Day of XX

(Signature)

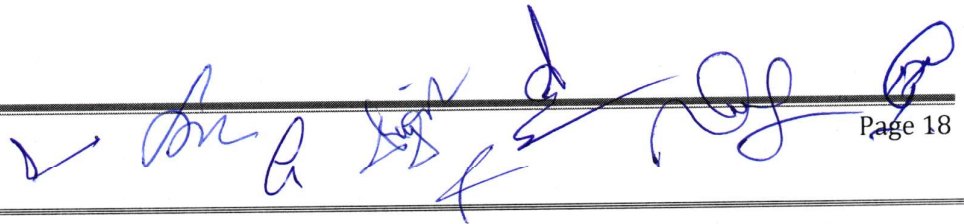
(In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of:

.....

(Name and address of the Bidder)

Seal/Stamp of Bidder



**FORMAT 5****Financial Bid (BoQ)**

Financial Bid for Selection of Agency for Answer Book Scanning and Digital Evaluation process for Barkatullah Vishwavidyalaya, Bhopal .

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

For Entire work described in this document	Per Answer booklet
Per answer booklet Cost	--
Tax	--
Total Cost (GST)	--
Total Cost per answer booklet Basis:	
In words:	

Date:

Signature of MD  
OR  
Authorised person  
Name & Designation:  
with Office Seal.

