

# Ch. Charan Singh University, Meerut.



## Very Short Term Tender Notice

Tender Notice No: FC/879

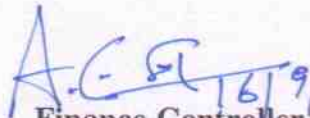
Dated: 16-09-2011

Short term sealed tenders are invited from registered, reputed and experienced firms/agencies for Online Programme & Data Processing of pre-examination work of Back Paper Examination 2011 (Regular & Private) in favour of the Finance Controller on behalf of the University on prescribed tender form in which detail of work, terms & conditions of work are given and can be downloaded from Ch. Charan Singh University website [www.ccsuniversity.ac.in](http://www.ccsuniversity.ac.in) by enclosing a demand draft of Rs. 1000/- (non-refundable) in favour of the Finance Controller must be enclosed as tender cost in addition to earnest money. Earnest Money of Rs. 20,000/- must be enclosed in the form of demand draft in favour of the Finance Controller. The tender after completing required formalities must reach on or before, 23-09-2011 up to 2:00 PM in the tender box kept in the Office of the Finance Controller which will be opened on the same day at 3:00 PM in presence of tenderers. Therefore, tenderers may remain present at the time of opening of tenders. Hon`ble Vice-Chancellor reserves right to cancel one or all tender without assigning any reason.

  
16/9/2011  
Finance Controller

C.C. to :-

1. SVC for kind information of the Hon`ble Vice-Chancellor.
2. Prof. H. S. Balyan, Convener Purchase Committee for information & remain present at the time of opening of tenders.
3. Registrar for information and remain present at the time of opening of tenders.
4. I/C Computer Center and remain present at the time of opening of tenders.
5. Asstt. Registrar (Examination) to remain present at the time of opening of tenders.
6. University Notice Board.
7. I/C website for upload tender notice to the website of the University.
8. Advertisement Agency for publishing the notice in अमर उजाला, (मेरठ), हिन्दुस्तान (मेरठ), The Pioneer (Lucknow Edition) and Hindustan Times (Delhi Edition).

  
16/9/2011  
Finance Controller

# CH. CHARAN SINGH UNIVERSITY, MEERUT

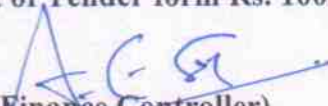


## Tender form for Automation of Web Based Examination Form Submission & Generation of Report (Regular & Private Back Paper Examination) 2010-11

Name of the Firm

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tender form No. PA/  
Cost of Tender form Rs. 1000/-

  
(Finance Controller)

(Issuing Asstt.)

### Description of Technical Requirement of the Firm

1. Name of the Firm \_\_\_\_\_
2. Full Address of the Firm \_\_\_\_\_
3. Name of Proprietor \_\_\_\_\_
4. Name of Authorized Signatory (If any) \_\_\_\_\_  
(Power of Attorney has to be enclosed)
5. Bank A/C No. \_\_\_\_\_
6. PAN/ TAN No. \_\_\_\_\_
7. Sales Tax Registration No. (if applicable) \_\_\_\_\_
8. Income Tax Registration No. \_\_\_\_\_
9. Service Tax Registration No. \_\_\_\_\_
10. Description of Experience of the firm including Govt. Sector during past 03 years :  
2007-08 \_\_\_\_\_  
2008-09 \_\_\_\_\_  
2009-10 \_\_\_\_\_
11. Description of annual turnover of the firm \_\_\_\_\_  
2007-08.....  
2008-09.....  
2009-10.....

12. Detail of earnest money.

D.D. No. \_\_\_\_\_ Dated \_\_\_\_\_ for Rs. \_\_\_\_\_

Of \_\_\_\_\_ Ban.

**Authorized Signatory  
Firm/ Company  
Seal of the Firm**

**Declaration**

I/ we hereby declare that the information given as above is true to the best of my/ our knowledge. In case any information is found to be incorrect/ false, the decision of the university against the firm shall be acceptable and binding to the firm I/ We shall have no legal rights for any appeal in this regards.

**Authorized Signatory  
Firm/ Company  
Seal of the Firm**

A.C.G.

**Rates must be quoted here**

S.No.	Detail of Work	Unit of Work	Rates (in Rs.)
1	Automation of Web Based Examination Form Submission & Generation of Reports (Regular & Private Back Paper Examination) 2010-11 [Approximate no. of student One lac.]	Per student	

**Details of Taxes (if to be charged extra) :-**

1. Service Tax .....
2. Any Other Tax .....

**Authorized Signatory  
Firm/ Company  
Seal of the Firm**

**Reports Required :-**

1. Check list in two copies size-A3, 60GSM Paper.
2. Roll list in two copies A3 size 60 GSM paper.
3. Numerical return A3 size, 2 copies 60 GSM paper.  
(Paper will be used century A grade paper mill. The standard of the paper shall be as per standard of IS: 1848 upto date)

**Procedure for filling Exam form Back Paper :-**

1. Computer center will provide the Data of exam 2011 (Regular & Private) to the concerned agency.
2. Candidate will enter his/ her Roll no. on the system after that full detail of this candidate will be appeared on the screen automatically.
3. After filling the Back Paper Codes Candidate will download four pages Exam form (First Page full details. Second page Admit card, third page attendance sheet and fourth page Bank slip as per sample enclosed.
4. After depositing his/ her fee in the bank, the candidates will submit his/ her form in respective colleges.

**Print out of reports**

Record of maximum 20 student shall be printed on one side of the paper of each report.

One copy check list will be returned after checking of records by examination section to the agency and the firm will provide two copies of Roll list incorporating corrections of check list.

A copy of the Roll list will be provided to the agency after adding detail of extra students permitted by the University and also after correcting codes no`s of required candidates. The agency will provide a copy of final print of Roll list in a single copy.

Time schedule will be provided after approval of Hon`ble Vice-Chancellor in due course although the examination are proposed to be commenced very shortly.

*Handwritten signature/initials*

### Schedule of filling of Examination form (Back Paper Exam.) Session-2010-11

01-	Format of Exam. Form will be Finalized by the Examination Section and delivered to the Vender	Within two days after receipt of the work order copy
02	Testing of Examination form	One day after uploading the Examination form on Website.
03	Date of uploading and begning date of filling of Examination form	Next day after testing
04	Closing date of Website	Within Eight days after begning
05	Last date of Fee deposit in Bank	Next working day from the closing date of Website
06	Last date of submission of completed form in all respected to the respective colleges	Subsequent Next two working days
07	Date of submission of form by the colleges in the University Examination section	Four days after Last date of submission of forms in the colleges
08	Date of providing check list by the Vender to the University	One day after submission of form (One day only) in the University.
09	Date of providing corrected check list by the Examination Section	Next 5 days after providing check list
10	Date of Providing Roll List, Numerical return to the University by the Vender	Next two days after providing corrected check list
11	Date of begning of Examination	07-10-2011 or as decided by the University authorities finally.

### Terms & Conditions for Technical Qualification

1. The firm should be registered in Income Tax Department and having PAN/ TAN whichever is applicable. Therefore, a copy of certificate must be enclosed with the tender. (10 Marks)
  2. The firm must have experience for web base online work for atleast past 3 years. Therefore, copy of experience certificate or copies of work orders from such institutions must be enclosed with the tender. (15+15+15 = 45 Marks)
  3. The annual turnover of the firm for such work must not be less then 30 lacs during previous 3 years. Therefore, proof of turnover must be enclosed along with the tender. (10+10+10 = 30 Marks)
  4. The firm must be registered in Service Tax Department (i.e. Excise Department). Therefore, a copy must be enclosed with the tender. (15 Marks)
- Total Marks - 100 Marks

### Procedure of Evaluation of the Tender

The total marks for technical qualification of the firm has been fixed 100 as shown above. The firm who secure 60% marks shall be treated technically qualified but the firms who have less than 60% marks shall not be considered and tenders of such firms shall be treated as rejected.

The Presentation of the programme will be given by the technically qualified firm before the University committee and the firm whose presentation will be as per required satisfaction of the University may be considered to award the work on the lowest rate of technically qualified firms. In case, the firm is not ready to work. The work may be awarded as per recommendation of the technical committee/ tender committee.

### **Terms & Conditions of Work**

1. The web based software and master Data base available with the University for online application for submission of various private/ regular examination to be conducted by Ch. Charan Singh University, Meerut. The vendor may do necessary modifications (as per his requirement) in the software for web base examination form submission application software.
2. The vendor will be responsible for web hosting of the software, its security & Network congestion related issues.
3. The vendor will be responsible for data filtering.
4. The vendor will responsible for preparing the final Data base of student detail, student photo & signature and all associated Data.
5. The vendor will also be responsible for printing mutually agreed report consisting of admit card, check list in duplicate, roll list in duplicate, numerical return faculty wise & code wise and college wise, attendance sheet.
6. The vendor will be responsible for sending SMS to the student as mutually agreed by the vendor & the University.
7. The final software used by the vendor in this process will be the property of Ch. Charan Singh University and the vendor may be called to set up web server and data server at University premises. The vendor will demonstrate the process in details to the University authorities/ technical manpower.
8. The vendor will be given 15 working days time after awarding the work order to launch the web based software after testing by the University Authorities.
9. The vendor will ensure to provide admit cards on the web.
10. Paper for report will be of 60 GSM but for admit card paper will be 80 GSM.
11. The printing of reports should be legible.
12. All the expenses in the above process will be borne by the vendor.
13. Vendor will collect the examination forms from Ch. Charan Singh University on final intimation & vendor will be responsible for security of examination forms.
14. The Vendor will launch the web based software within 10 days for testing of the web based software by the University authorities.
15. University authorities will be given a time of 3 days for the testing of the web based software. Any problems which arise during testing will be reported by the University authorizes in writing to the Vendor, and vendor will remove these problems within 2 days.
16. The website will be launched after 15 days of issue of the work order.
17. The website will be closed on a date as decided by the CCSU.
18. The examination forms will be generated in duplicate through the web based software.
19. After 7 days of closing of website CCSU will hand over one copy of the Examination form to the vendor for processing of pre examination work ( for scanning of photo and signature etc.)

### **Terms & Conditions for Payment**

1. 30% amount of the whole work will be released on the successful launching of the website.
2. 40% amount of the whole work will be released when the vendor will provide admit cards and other reports related to the pre-examination.

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3. 30% amount of the whole work will be released after completion of the work and the vendor has setup the Data server & the web server at Computer Center of the University.
4. The payment will be released on submission of invoices/ bills after recording satisfaction work completion certificate by the Registrar or his authorized nominee.

### **General Terms & Conditions for tender**

1. Earnest money in the form of demand draft from any nationalized bank, drawn in favour of the Finance Controller, Ch. Charan Singh University, Meerut amounting to Rs. 20,000/- must be enclosed with the tender. The tenderer who has already submitted earnest money, not need to submit earnest money again.
2. The use of fluid is totally prohibited in the tender, in case, the tenderer use the fluid such tenders should be treated as rejected.
3. In case the firm fails to carry on the programme successfully and there is any inconvenience to the students or the University administration, the work order will be cancelled and security money shall be forfeited and the firm will be black listed for future.
4. No conditional tender shall be accepted.
5. If there is change required to be made in the online programme. The University reserves right to made the change as and when required.
6. All the software and data shall be handover to the computer center of this University after contract is over.
7. The rate shall remain applicable for one year. Therefore, the firm must be ready to honor the work order on the same rate if any during the year for other examinations.
8. The firm shall have to deposit 10% of the cost of the work as security money on award of the work. The amount of earnest money shall be adjusted in this security money. The remaining security money may be in form of bank draft/ F.D.R. in favour of the Finance Controller of the University. The amount of security money shall be refunded within six months after contract is over.
9. Normally no cutting in tender form shall be made. In case any cutting is necessary, the cutting must be duly signed by the tenderer other wise tender shall liable to be rejected.
10. Since the work is of confidential nature, therefore, required securities shall be provided. In case of any leakage, it will be responsibilities of the firm. The firm may be penalized by forfeiting of security and cancellation of work order besides, if there is any claim over the University, the liability will be recovered from the firm.
11. Tenders must reach in the tender box kept in the office of the Registrar latest by 23-09-2011 up to 2:00 PM and will be opened on same day at 3:00 PM. Time will be as per the watch kept in Finance Controller Office.
12. The firm shall have to execute an agreement on a non-judicial stamp paper of Rs. 100/- in which terms & conditions of the University will be included within 7 days after issue of work order.
13. Tender form in original or download from website shall be enclosed after required entries otherwise tender shall not be entertained will be submitted.
14. The tender will be opened on 23-09-2011 at 3:00 PM in the office of the Finance Controller. Tenderers may remain present at the time of opening.
15. Tender received after last date and time shall not be considered.
16. "Automation of Web Based Form Submission & Generation of Report (Regular & Private Back Paper Examination) 2010-11" must be written on sealed envelop and last date of receipt of tender must also be mentioned.
17. Information or documentary proof required in the terms and conditions prescribed as above must be completed. Failing which tenders shall not be considered.
18. The University reserves the right to correct any clerical mistake crept in this tender form inadvertently.

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19. No change in the tender and rates after submission of tender will be accepted.
20. If any dispute arises between the University and the firms regarding supply the decision of the University shall be final and binding upon the supplier firm.
21. The University reserves right to reject one or all tenders without assigning any reason.

**Finance Controller**

Terms and condition are acceptable to us.

**Authorized Signatory  
Firm/ Company  
Seal of the Firm**

**Enclosures: -**

- I .....
- II .....
- III .....
- IV .....
- V .....

*A.C.S.*

**Authorized Signatory  
Firm/ Company  
Seal of the Firm**