



Himachal Pradesh Technical University

(A State Government University)

VPO Daruhi , Tehsil & Distt. Hamirpur (H.P) – 177001

Phone : (01972) 226902, Fax: (01972) 226901,

E-mail ID: purchaseofficerhptu@gmail.com, website: www.himtu.ac.in

File No. Tender No. 11/2023- 4109

Dated:-24 .07.2023

TENDER DOCUMENT

Preparation jobs for evaluation of 40 pages bar coded answer books
(with OMR sheet as cover page)

Cost of Tender Document	: ₹500/-
Last date for the submission of tender document	: 07.08.2023 upto 01.00 PM
Date of Opening the Tender (Technical bid)	: 07.08.2023 at 2:30 PM



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TENDER DOCUMENT

Sealed tenders are invited in two cover system i.e. (Technical & Financial) for the preparation jobs for evaluation of 40 pages bar coded answer books (with OMR sheet as cover page). The preparation jobs includes opening of sealed packets of answer books, tallying with challans, tearing of slips (Part-III), preparation of lots, sealing/pasting of flaps, processing, scanning through bar code reader, processing scanning of OMR answer books through OMR Scanner etc. in two cover system. The firm having continuous experience of two or more years of similar nature work i.e. opening of sealed packets of answer books, tallying with challans, tearing of slips (Part-III), preparation of lots, sealing/pasting of flaps, processing, scanning through bar code reader, processing scanning of OMR answer books through OMR Scanner etc. with similar statutory bodies needs to apply. Tender form having terms & conditions, technical aspects and other details of work may be downloaded from University website www.himtu.ac.in. Complete tender document along with D.D. of ₹500/- in favour of Finance Officer, H.P. Technical University Hamirpur, payable at Hamirpur (H.P.) may be deposited in University till 07.08.2023 up to 01:00 PM. Technical bid shall be opened in the O/o Purchase Officer, Himachal Pradesh Technical University Hamirpur, Daruhi, Distt. Hamirpur (H.P.) India, Pin 177001 on the same day at 2:30 PM in presence of tenderers or their authorized representative who may be presented at the time of opening of tenders. Financial bids of technically qualified bidders shall be opened on same day at 04:00 PM.

-sd-

Purchase Officer

H.P. Technical University Hamirpur

CHECK LIST OF ENCLOSURES

Please arrange documents in cover 'A' for technical bid as per enclosure number given below
(Please write enclosure no. on the cover page of each document with ink)

- | | | |
|----|-------------|---|
| 1 | Enclosure 1 | Cost of tender form (Demand Draft of ₹500/-) |
| 2 | Enclosure 2 | Earnest money deposit may be accepted in the form of DD or FDR of Rs 25000/- duly pledged in the name of Finance Officer HPTU Hamirpur. |
| 3. | Enclosure 3 | Prescribed form of ANNEXURE-A duly filled, terms & Conditions of tender and contract signed by tenderer with seal and signature on each page. |
| 4. | Enclosure 4 | List of organizations and supply orders for pre-preparation jobs of bar coded answer books (with OMR sheet as cover page) for evaluation for at least last three calendar years (2020, 2021, 2022). |
| 5. | Enclosure 5 | - Copy of registration number of the firm. |
| 6. | Enclosure 6 | - Copy of the GST No. of the firm. |
| 7. | Enclosure 7 | - Copy of the PAN No. and TAN No. of the firm. |
| 8. | Enclosure 8 | - Audited balance sheet of the firm for the last three years. |
| 9. | Enclosure 9 | - Turnover certificate for last three financial years issued by the CA. |

GENERAL TERMS & CONDITIONS OF TENDER AND CONTRACT

TENDERER SHOULD READ THESE CONDITIONS CAREFULLY AND COMPLY STRICTLY WHILE SENDING THEIR TENDERS. IF A TENDERER HAS ANY DOUBT REGARDING THE TERMS & CONDITIONS AND SPECIFICATIONS MENTIONED IN THE TENDER NOTICE OR IN CASE ANY CLARIFICATION IS REQUIRED, THE TENDERER MAY SEEK IT FROM PURCHASE OFFICER, H.P. TECHNICAL UNIVERSITY DARUHI HAMIRPUR BEFORE SUBMITTING THE TENDER. THE DECISION OF THE PURCHASE OFFICER, H.P. TECHNICAL UNIVERSITY DARUHI HAMIRPUR SHALL BE FINAL AND BINDING ON THE TENDERER.

NAME OF WORK

1. Tender is issued for the preparation jobs for evaluation of 40 pages bar coded answer books (with OMR sheet as cover page). The preparation jobs includes opening of sealed packets of answer books, tallying with challans, tearing of slips (Part-III), preparation of lots, sealing/pasting of flaps, processing, scanning through bar code reader, processing scanning of OMR answer books through OMR Scanner etc.

DURATION

2. This tender is valid for a period of **1 (one) year** from the date of award of work which can be extended subject to the satisfactory performance.

ELIGIBILITY CRITERIA

3. Only those firms having at least 2 years continuous experience for pre-preparation jobs for the evaluation of bar coded answer books (with OMR sheet as cover page) related to the University/Board Examinations. The preparation jobs includes opening of sealed packets of answer books, making, tallying with challans, tearing of slips (Part-III), preparation of lots, sealing/pasting of flaps, processing, scanning through bar code reader, processing scanning of OMR answer books through OMR Scanner etc. should have average annual financial turnover of ₹ 25,00,000/ for last three financial year (FY 2020-21, 2021-22 & 2022-23). (Attached CA Certificate certifying turnover).

SUBMISSION OF BID

4. Sealed Tender envelope should be superscribed "Preparation jobs of bar coded answer books (with OMR sheet as cover page) for evaluation" containing two separate sealed envelopes COVER 'A' & COVER 'B' as prescribed herein after should be submitted to the **Purchase Officer, H.P. Technical University Daruhi, Distt. Hamirpur, Himachal Pradesh, India, Pin 177001** up to prescribed time.
5. Any bid received by Himachal Pradesh Technical University (HPTU) Hamirpur after the deadline for submission of bids prescribed in this document, will be summarily rejected. HPTU, Hamirpur shall not be responsible for any postal delay or non-receipt/non-delivery of the documents. No further correspondence on this subject will be entertained.
6. Cover A should be addressed to the Purchase Officer, H.P. Technical University Daruhi, Distt. Hamirpur, Himachal Pradesh, India, Pin 177001 and should be superscribed as "Technical bid" and contain the following document:-

- (6.1) Cost of tender form i.e. D.D. of ₹500 /- in favour of Finance Officer, H.P. Technical University Daruhi, Hamirpur payable at Hamirpur (H.P.).
 - (6.2) EMD may be accepted in the form of DD or FDR of Rs. 25000/- (rupees twenty five thousand only) duly pledge in the name of Finance Officer, H.P. Technical University Hamirpur payable at Hamirpur (H.P.).
 - (6.3) The tenderer shall attach a list of customers/organizations for whom they have done the pre-preparation jobs of bar coded answer books (with OMR sheet as cover page) for evaluation along with a certified copy of supply orders from the organizations for support of the same. Attach completion certificate from the client
 - (6.4) Enclose certified copy of document of the registration number of the firm.
 - (6.5) Enclose document of GST No. of the firm.
 - (6.6) Enclose certified copy of PAN and TAN Card/Certificate of the firm.
 - (6.7) Enclose audited balance sheet of the firm for last three years.
 - (6.8) Enclose annual Turnover for the last three financial year certificate CA.
- (Signatory authority of tender should sign all enclosures in cover 'A' and each page of terms & conditions including Annexure-A).

Note:

- a) Tender will be liable for outright rejection if:-
 - i. Any rates are disclosed in technical bid i.e. cover A
 - ii. Any discounts/special offers are made in technical bid i.e. cover A
- b) Rates quoted without GST in financial bid will be considered as included GST.
7. Financial Bid duly filled in as given in Annexure-B giving the rates for quoted items in individual envelope should be sent in separate sealed cover hereinafter called, "COVER B". COVER- B should also be addressed to the Purchase Officer, H.P. Technical University Hamirpur, Distt. Hamirpur, Himachal Pradesh, India, Pin 177001 and should be superscribed "FINANCIAL BID". Signatory authority of Tender should sign each page of Financial Bid.
8. Financial Bid i.e. Cover B shall be opened only for those tenderers who technically qualified/satisfy the standards laid down by the details furnished by the tenderer in COVER A, in compliance of terms & conditions of tender.
9. **PERIOD OF VALIDITY OF BIDS TO AWARD THE WORK:** Bids shall remain valid for 90 days from the date of submission of bids.
10. Any change in the constitution of the tenderer Firm/Company shall be notified forthwith by the contractor in writing to the Purchase Officer, H.P. Technical University Hamirpur and such change shall not relieve any former member of the Firm/Company from the liability under the contract. No new partner/partners shall be accepted in the Firm by the contractor in respect of the contract unless he/they agree to abide by all its terms and conditions and deposit a written agreement to this effect with the Registrar, H.P. Technical University Hamirpur.
11. **EARNEST MONEY:** - Tender shall be accompanied by an earnest money of ₹ 25,000/- without which tenders will not be considered. The amount should be deposited in the form of demand draft in favour of Finance Officer, H.P. Technical University Hamirpur payable at Hamirpur (H.P.). The earnest money of unsuccessful tenderer shall be refunded soon after finalization of tender.
12. **FORFEITURE OF EARNEST MONEY** The earnest money may be forfeited in the following cases:-

- a. When tenderer withdraws or modifies the offer after opening of the tender but before acceptance of the tender.
 - b. When tenderer does not execute the offer agreement prescribed within the specified time.
 - c. When the tenderer does not deposit the security money after the order is given.
 - d. When he fails to commence the service as per the order within the time prescribed.
13. Tender form shall be typed or filled in ink. Tender filled in with pencil shall not be considered.
14. The criteria for selection will be based on the expertise, capability, past experience, ability to handle the volume with greater efficiency and with zero error in limited time span, etc. The acceptance/ rejection of any or all the quotations shall be the sole discretion of the University. The University shall not assign any reason for doing so.
15. In the event of a dispute or difference of any nature whatsoever the company and Himachal Pradesh Technical University during the course of the assignment arising as a result of this proposal, the same will be resolved with mutual understanding. If there is no solution / outcome at own level, then the matter will be carried out Hon'ble Court of Himachal Pradesh.
16. The organization/agency/proprietor should not have been be blacklisted by any State Govt. or CentralGovt. department/organization as on date of submission of this tender.
16. **SCOPE OF WORK:** Scope of work for evaluation process includes:
- a. The sealed packet of answer sheets will be handed over by evaluation Branch to the firm under proper receipt.
 - b. The firm will sort the bundle date wise, course wise, scheme wise and semester wise before the dispose of the sealed packets.
 - c. Sealed packet of answer sheets will be opened in the presence of the In-charge / Authorized Officer/Official of evaluation Branch. The firm will count bar coded answer books (with OMR sheet with two cover pages) and tally with challans / green memos in the presence of In-charge/Authorized Officer/Official of Evaluation Branch. A certificate will be signed that bar coded answer books (with OMR sheet as cover page) are as per challan.
 - d. The OMR Part-1 will be Flapped / hide with the part already given with the answer books.
 - e. The OMR Part No. II, III, IV and V bar-coded will be scanned by Bar code reader to make sure that all parts of answer books are same.
 - f. Each opened bar coded answer books (with OMR sheet as cover page) will be scanned by bar-coded reader (all bar code of each section will scanned & verified) with sheets number to keep its record. Each lot will contain 100 bar coded answer books (with OMR sheets with two cover page) and accordingly these lots will be prepared for evaluation.
 - g. To make the stamp of lot No. on every answer books.
 - h. The Part-III of OMR title sheets will be torned and these slips of each lot will behanded over to Evaluation Branch.
 - i. Part-III of OMR title cover page of answer books will be scanned through OMR Scanner and after matching with pre-data, all discrepancies found, if any, shall be removed and maintained for further processing.

- j. To make lot wise packing of 200 answer books for evaluation in one cloth packet provided by evaluation branch.
- k. The images of all Bar coded answer books (with OMR sheet with two cover pages) (Part-II Evaluation part only) will be supplied to Evaluation Branch. After completion of job all data and their images will be supplied to the Evaluation Branch also.
- l. The firm will have to make the entries of each subject course wise i.e., old scheme, new scheme , BCS Scheme and PCI Schemes of each college/institution on the proforma devised by the University.
- m. Part-II of OMR title page (evaluation part) will also be scanned and scanned data (Part-III) will also be matched according to bar code number. Firm will provide the scanned data matching Part-III & II to the Evaluation Branch as per requirement of the University.
- n. Scanned part –II of the answer books will be cross verifying by the firm, that there is no error in the final marks on the leaf and in the data preparing for result section.
- o. One person of the firm / company will be available in the University till the declaration of the last result to shoot out the error if any found before declaration of the result.
- p. The work assignment on Sr. No. a to j is very time bound and it should be complete within 8 to 10 days after all codal formalities.

Re-evaluation process of the answer books:-

- 1) In-charge/Authorized Officer/Official of Evaluation Branch shall hand over the list of re-evaluation cases to the firm. The firm will search the answer book from lot which was previously prepared by them and hand over the same to Re-evaluation Branch as per Roll Number/semester. The firm will also scan the re-evaluation Part IV & V and provide the scanned data after matching with Part-II, III, and IV& V to the Evaluation branch as per requirements of the University.
- 2) The firm will detect bar coded answer books (with OMR sheet as cover page) out of each lot for the re-evaluation and shall hand over to In-charge/ Authorized Officer/Official of Examination Branch.
- 3) The firm will hide all the marks given by evaluator with black tape and shall make subject wise lot of all Re-evaluation answer books. Each re-evaluation answer book will be counted as one number for payment on the same rate as in evaluation process.
- 4) After re-evaluation-I of the answer books of each subject if the marks difference is more 20 percent of the firm will again detect concerned answer books for third evaluation and handed over to Re-evaluation branch for further process.
- 5) The second re-evaluation Part-V OMR part of the answer books will be scanned by the firm.
- 6) Final award will be given to the Re-evaluation branch.

- 7) It is very time bound process, and the work of Re-evaluation will be started immediate after providing data from, Re-evaluation Branch.

17. The examinations of University are conducted twice in a year i.e. in the month of May/June and November/ December every year.
18. Approximately 1, 00,000 answer books of the examination in each session will be processed as per the manner detailed herein above.
19. The work is very sensitive and secret in nature for which there should be honesty, transparency and needs utmost care to be adopted.
20. If any answer book is found lost during tallying with the challans or any other related document, the firm will bring the same into the notice of the In-charge/Authorized Officer/Official of Examination Branch in writing for further necessary action.
21. This tender is valid for a period of **1 (one) year** from the date of award of work which can be extended subject to the satisfactory performance.
22. **RATES:** Only net rates should be quoted. No separate cash discounts should be offered. Rates must be valid for a period of **one year** from the date of award of work.
 - a. Net rates must be offered only against the specified column of the items. The net rate must be inclusive of all charges by way of to open sealed packets of answer books, tallying with challans, tearing of slips (Part-III), preparation of lots, sealing/pasting of flaps, processing, scanning through bar code reader, processing scanning of OMR answer books through OMR Scanner etc.
 - b. Excise duty or surcharge prevailing on the date of submission of the rate must be included in the net rate and should also be shown separately in the Financial Bid (Annexure-B). Prevailing rates of GST etc. should be mentioned explicitly. Taxes not mentioned will not be paid/reimbursed by this University. In the event of any subsequent variation (increase or decrease) in GST by the government (State of Central) the same will be modified accordingly.
 - c. Other statutory increase or decrease shall be agreed upon mutually between University & tenderer and revised rate shall be applicable to order received by the tenderer on or subsequent to the date of such increase in government duty.
 - d. The rates must be written both in words and figures in the financial bid (Annexure-B). In case of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered. There should not be any errors and/or overwriting. Corrections if any should be made clearly and signed by the tenderer with date.
 - e. No paper should be detached from the tender form.
 - f. The tenderer shall sign with seal on every page of the tender form including Terms & Conditions in token of his acceptance of all the Terms & Conditions of the tender and return the same along with tender. In case of, non-receipt of terms and conditions duly signed with the tender form, the tender will be rejected.

23. SECURITY DEPOSIT/PERFORMANCE SECURITY & AGREEMENT

- a. Firm whose offer is accepted will have to deposit a security deposit/performance security @ 10% of contractual value in the form of duly pledged Fixed Deposit or Bank Guarantee from a commercial Bank in favour of Finance Officer, H.P. Technical University Hamirpur payable at Hamirpur (H.P.). EMD shall be refunded to the successful bidder on receipt of security deposit/performance security.
 - b. Successful tenderer will have to execute an agreement on a Non Judicial Stamp Paper of Rs. 100/- in the prescribed form with the Registrar, H.P. Technical University Hamirpur and deposit security/performance security money within 15 days from the award of work, failing which the Tender will be rejected straightway. The performance security will be refunded after six months from the date of expiry of the contract or on the expiry of guarantee (if any), whichever is later. The University will pay no interest on security/Earnest money deposit.
 - c. In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit/performance security can be forfeited by the University and decision of the university shall be final and binding on the tenderer. The expenses of completing and stamping the agreement shall be borne by the tenderer.
24. **SUPPLY ORDERS:** All the supply orders will be placed to the approved tenderer (and not Agents/Suppliers/Distributors etc.) through registered post.
25. The entire work is of a time bound nature and the company will have to execute work as per the agreed schedules as will be specified from time to time.
26. Project includes all the jobs combined together. Jobs mentioned are for the purpose of payments at the appropriate time.
27. In case the work of firm is found unsatisfactory the University may debar / blacklist the firm for future works of the University.
28. If a firm refuses to do the allotment of work or delays working unnecessarily, then allotment order can be cancelled, firm can be blacklisted and earnest money/ bank guarantee is liable to be forfeited. In such a case decision of the Purchase Officer, HPTU shall be final and binding.
29. After completion of work in all respects the firm will have to furnish a certificate, alongwith submission of bill that they have not misused anything or any kind of duplicacy have been done.
30. The firm shall treat this job as confidential and shall in no case, pass it on, or transfer it to any firm whatsoever, to any third party.
31. **Maintaining of Secrecy:** The matter of answer books is of very confidential nature as these are used for the purposes of examinations. Firm/Company which is awarded the work order should not use the scanned data generated during the entire process for any other purpose other than those specified by the University. Hence, the firm will have to maintain the secrecy in all respects. If such lapses will come into the notice of this University, the contract of firm will be cancelled and the firm will be blacklisted. Besides this, the amounts of all bills and the security money deposited in the name of the Registrar shall also be forfeited. The firm which will be selected for this job, will have to complete this sensitive work itself for maintaining the entire secrecy and will not assign/ transfer to any other firm.

32. Subletting or assigning contract to third party is prohibited. In case the tenderer violates this condition, Purchase Officer, H.P. Technical University Daruhi Hamirpur shall be at liberty to place the contract elsewhere on the Tenderer's account and at his risk. The tenderer shall be liable for any loss or damage, which the H.P. Technical University Hamirpur may sustain in consequence or arising out of such replacement of the contract.
33. **MODE OF PAYMENT:** The payment will be made through Demand Draft /NEFT/RTGS after the successfully completion of jobs, if no discrepancy is found in the job.
34. **THE PANALTY CLAUSE:** The Firm has to complete the work as per the prescribed schedule and strictly in accordance with the terms and conditions prescribed in the tender document failing which the University without prejudice to any other right or remedy available may recover any such amount suffered as loss from the Firm as ascertained/assessed by the University Office as liquidated damages by way of penalty to be imposed, separately at the rate of 1.0 % per day of delay on the total value of each work subject to a maximum of 20 % of the total value of work, provided if any loss or delay has been caused due to any reasons beyond the control of the Firm, the Purchase Officer, Himachal Pradesh Technical University shall have the sole discretion to waive off such loss or penalty as he deems fit provided further that the aforesaid Firm shall explain in writing the reasons which caused such delay or loss within 07 days from the date of delay or in occurrence of such loss. The penalty for the bonafide mistake of the Firm will be determined by the University. For every erroneous record(s) (per answer book) 20 times of the processing rate, will be deducted.
35. If there would be any lapse, negligency, misplacing of answer books or slip or any other document, the whole responsibility will lie upon the firm.
36. All correspondence in this connection should be addressed to the Purchase Officer, H.P. Technical University Daruhi , Distt. Hamirpur, Himachal Pradesh, India, Pin 177001. Technical question should be referred to the Purchase Officer, H.P. Technical University Hamirpur direct by correspondence or by e-mail.
37. The Purchase Officer, H.P. Technical University Daruhi Hamirpur will have the right to accept or reject all or any of the tender without giving any reason for the same.
38. The Purchase Officer, H.P. Technical University Daruhi Hamirpur can extend the original rate contract of the successful tenderer, subject to original Terms and Conditions.
39. Extra stipulation or any other condition contrary to the above Tender conditions are not acceptable and may render the tender liable to rejection.
40. Legal proceeding if any arising out of the Tender shall have to be lodged in courts situated in Hamirpur (H.P.) only.
41. The Purchase Officer, H.P. Technical University Daruhi Hamirpur can relax the terms and conditions in the exigency of the University work.

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Purchase Officer
H.P. Technical University Hamirpur

Cover “A”

TENDER FORM

TECHNICAL BID FOR PRE-PREPARATION JOBS FOR EVALUATION

1. Name of firm with complete address

.....

.....

Phone No

Fax No

E-mail

Web site

2. Name of Proprietor of the firm:

3. Year of establishment:

4. Registration No. of the firm

5. GST No. of the firm

6. PAN/TAN No. of the firm

7. Whether Govt. Agency/ Public Ltd./Pvt. Ltd.:-

8. Annual turnover in lac (please attach CA certified balance sheets certificate of turnover)

	2020-21	2021-22	2022-23
Annual Turnover (in lac)			

9. Whether income tax payee (duly audited by the C.A./authenticated agency) Yes/No (Attach I.T. clearance):

10. Since when performing the related jobs of pre-preparation jobs for evaluation:

11. Blacklisted/debarred? (Attach Affidavit)

12. Past experience of pre-preparation jobs for evaluation:

Year of pre-preparation jobs for evaluation	Name of University/Institute	No. of pre-preparation jobs for evaluation	Copy of supply order
2019-20	1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
2020-21	1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
2021-22	1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.

13. Number of pre-preparation jobs for evaluation in the last 03 years (since 2019).....

14. Tender form cost amounting to ₹500/-, DD No. dated

15. Net worth of the company/ firm (in lakhs :

16. Earnest money deposited amounting to ₹25,000/- vide DD No..... dated

Certified that the aforesaid information are true to the best of my knowledge and belief. In case of any false statement observed later on, I/ We shall be liable for the consequences.

Dated:

Signature
(with office seal)

Cover “B”

FINANCIAL BID FOR PRE-PREPARATION JOBS FOR EVALUATION.

(To be submitted separately in a sealed envelope)

Sr. No.	Particulars of works	Rate per answer book (Inclusive of GST) in ₹
1.	Rate to be charged for pre-preparation jobs for evaluation/re-evaluation.	

Dated: _____

Signature
(With Official Seal).