

BILASPUR UNIVERSITY

Vill. Sendri, P.O. Koni, Ratanpur Road,
Bilaspur (C.G.) 495009



TENDER FOR Pre and Post Examination Processing Work (OMR Based)

Including Procurement of Various Types of Stationary with Security
Features for Examination

	बिलासपुर विश्वविद्यालय, बिलासपुर (छ.ग.)
	रिजल्ट प्रोसेसिंग कार्य 2014, एवं परीक्षा आवेदन पत्र मुद्रण कार्य हेतु निविदा सूचना
क्र. / भंडार / 2013	बिलासपुर दिनांक :
<p>बिलासपुर विश्वविद्यालय, बिलासपुर के रिजल्ट प्रोसेसिंग कार्य 2014, एवं परीक्षा आवेदन पत्र मुद्रण कार्य के लिये अधिकृत फर्मों से सीलबंद निविदा पंजीकृत डाक/स्पीडपोस्ट / कोरियर द्वारा आमंत्रित की जाती है। अधोहस्ताक्षरकर्ता के कार्यालय में आवेदन प्रस्तुत कर रु.2000.00 नगद भुगतान कर निविदा प्रपत्र प्राप्त किये जा सकते हैं। निविदा के साथ अमानत राशि रु. 50000/- (पचास हजार) का बैंक ड्राफ्ट जो कुलसचिव, बिलासपुर विश्वविद्यालय, बिलासपुर के नाम से देय हो, संलग्न करना अनिवार्य है। अधिक जानकारी के लिये विश्वविद्यालय के वेबसाइट www.bilaspuruniversity.ac.in देखें। वेबसाइट से प्राप्त निविदा प्रपत्र के साथ रु. 2000/- का बैंक ड्राफ्ट संलग्न करना अनिवार्य है, अन्यथा निविदा अमान्य किया जा सकता है।</p>	
निविदा जमा करने की अंतिम तिथि	: दिनांक 25.07.2013 से 24.08.2013 तक समय : 4.00 बजे तक
निविदा खोलने की तिथि	: दिनांक 26.08.2013 समय 03.00 बजे
	कुलसचिव

Tender Form : Rs. 2000/-

EMD Amt. : Rs. 50000/-

RELATED INFORMATION

Sr. No.	Item	Description
1.	Cost of Tender Documents	Rs. 2,000=00(non-refundable)
2.	EMD	Rs. 50,000 by Demand draft in favour of Registrar, Bilaspur University, Bilaspur
3	Sale of bid documents	Date 25.07.2013 (Between 10.30 AM to 4.00 PM)
4	Last date of submission of bid	On or before 24-08-2013 Upto 4.00 PM
5	Place of opening of bids	Office of the Registrar, Bilaspur University, Bilaspur (C.G.)
6	Date and Time of opening of Technical Bids	26.08.13 3:00PM
7	Date and Time of Opening of Commercial Bid	27.08.13 4:00PM
8	Address for communication	Registrar, Bilaspur University, Bilaspur (C.G.)

SECTION 1

INTRODUCTION

Bilaspur University, Bilaspur (**hereinafter referred to as BU**) conducts examinations in the State in various streams and media.. Examination forms are filled in Nov. every year and Annual/Semester examination of the university every year.

Approximately around 1.00 lakh 30 thousand students are expected to appear in each academic year.

SECTION2

INVITATION OF TENDER

It has been decided to avail the services of a major Data Processing and Result Preparation Firm (hereinafter referred to as DPRP firm) for Data Processing and Result Preparation as detailed out in this document later for university examinations to be conducted by BU for the academic year 2013-14 and later.

The DPRP firm shall have at least three years of experience of data entry and results processing of examinations of any University/ Board recognized by the government. Here the experience shall invariably include that the firm must have successfully, cleanly, error free and satisfactorily done on its own pre and post examination data and result processing work.

The DPRP firm shall put a team of reliable and experienced Software Engineers / Programmers to develop the foolproof Results Processing System and should also be having expertise in scanning and preparation of Database on the basis of ICR / OMR Technology, and also have other supporting staff including data entry operators who shall be exclusively dedicated to this work till its satisfactory completion. In case of need, the firm shall have to deploy additional staff at its own cost.

The DPRP Firm shall work as per terms and conditions prescribed and directions given by the BU from time to time. It shall deploy one person as its representative, who shall be immediately available to the Registrar / COE, BU, as and when required during the period of contract.

The DPRP Firm shall execute Performance Guarantee or Fixed Deposit in joint name from a Nationalized / Scheduled Bank for an amount of **Rs.3,00,000/- (Rupees Three Lakh Only)** as security deposit. If the project is awarded to him within 7 days of finalization of the contract.

The DPRP firm shall give a declaration in the prescribed format given in this tender document stating that their Computer firm is not black listed / debarred / prohibited by Govt. of India / Govt. of Chhatisgarh or by any other authority recognized by Govt. or any case, including civil and criminal, or any enquiries pending against them. In absence of this declaration, the application of the firm shall summarily be rejected.

The DPRP firm shall not sub-let or sub-contract this job to any other person or firm in any circumstances. It shall undertake and complete this work on its own. It shall meet all the technical parameters on its own.

The DPRP firm shall have to submit samples of various reports and ICR/OMR forms within stipulated time, which will be considered to judge technical capabilities of the DPRP firm.

The DPRP firm shall submit copy of Registration certificates in regard to TIN, PAN, Service Tax, etc

The DPRP firm shall have expertise in ICR/OMR technology for preparation of database, result processing and shall have adequate related equipments. It shall submit the details of the entire hardware along with their capacity, etc. with a declaration that this entire hardware if required, may be utilized for this work.

The DPRP firm must be competent to develop the required Software for stage-wise processing so as to give the Outputs as desired by the BU right from the initial stage to the Preparation of results.

The availability of the computer hardware, experienced staff, financial soundness and firm 's past experience of similar job shall be the primary criteria for judging the technical capability of the DPRP Firm.

The successful tenderer shall have to ensure the processing of the entire work.

Rate per student basis for various activities has to be quoted for the entire examination work, including arrangement of two way transportation and cost of all type of stationeries (including security stationary required for marksheet).

Tender Forms can be obtained by making a written request enclosing a demand draft for Rs. 2,000/- payable at Bilaspur to Registrar, Bilaspur University from the Office of the BU on any working day between 11.00 AM and 4.00 PM till 23.08.2013

The tender document can be down loaded from University Web Site www.bilaspuruniversity.ac.in. The parties utilizing tender forms floated on University Website should submit D.D. amounting to Rs. 2,000/- payable in favour of "Registrar, Bilaspur University, Bilaspur" as tender form cost.

The Tender document has to be accompanied by a Demand Draft of Rs. 50,000/- (Rupees Fifty Thousand) as EMD along with other details as mentioned in the Tender document. The EMD shall be in favour of the Registrar, Bilaspur University, payable at Bilaspur. All proposals and accompanying documents will become the property of BU and will not be returned. The EMD of unsuccessful bidders will be returned within 15 days of finalization of agreement. The EMD of successful bidder will be returned after submission of performance bank guarantee of Rs. 3.00 lakhs.

Tenders have to be submitted following three envelope method. Envelope 'A' shall contain covering letter, technical bids, EMD, tender documents, samples of OMR Sheet/s and other details. This envelope shall be securely sealed and on the top of the envelope name of the Firm, subject of the examination for which the tender has been submitted and Envelope 'A' would be written. Envelope 'B' shall only contain the financial bid and will be opened only after technical evaluation. This envelope shall also be properly sealed and on the top of the envelope name of the Firm, subject of the tender for which the tender has been submitted and Envelope 'B' would be written. Then, both the envelopes shall be placed in another big envelope and properly sealed. On the top of this envelope name of the Firm, subject of the tender for which the tender has been submitted would be written.

Due to high end technicality of the work, the bidder having experienced technical staff and work experience shall be given preference, together with other required pre-requisites.

After scrutinizing the technical bids, the tenders, who are found qualified as per the technical parameters laid down in this document, their financial bids shall be opened, on the date and time which will be informed later, in the office of Registrar, BU, Bilaspur. Qualified Tenderer or their duly authorized representatives are requested to be present at the time of opening the financial bids whose date and time will be announced later. The Tenders, who have not been found technically qualified, their financial bids shall not be opened and their tenders shall be summarily rejected.

SECTION 3

SCOPE OF THE WORK

Examination wise total scope of the work is broadly divided as examination forms, supplementary exam forms, request for revaluation etc. Partly the examination and other forms may be in the form of OMR sheets, Printing of Examination Forms, processing of data for Pre-examination work including stationary required for pre-examination work. Post-examination works (Result preparation, various output related to results and procurement of all types of stationaries including the security stationary required for the mark sheets). This is to be highlighted that the firm shall also maintain up to date data of BU. DPRP firm is completely responsible for data Security and Data Maintenance. The firm is solely responsible for any marks tempering and marks leak out during result preparation.

The DPRP firm invariably shall supply CDs/DVDs after completion of every stage as per the directions of the Registrar/ COE, BU, Bilaspur, from time to time. DPRP will also have to provide databases in the structure as described by the BU.

Printing of Examination Form

DPRP firm will have to design OMR based examination forms on the basis of existing examination form and after the approval of BU, DPRP firm has to print examination form. Rates must be quoted as per ANNEXURE "A".

Pre-examination work

Pre-examination work is processing of examination form (OMR /Manual) in order to prepare Admit Cards, Roll List, Attendance Sheets etc. Please see ANNEXURE "B" for details. Admit cards should also be displayed on internet.

Post-examination work

Post-examination work is processing of results as per foil/counter foil provided by the BU. This part comprises of generation of various output at different stages as prescribed by BU. Please see ANNEXURE "C" for details.

Revaluation Work

Kindly see ANNEXURE "D" for details

Supplementary Examination Work

Kindly see ANNEXURE "E" for details

SECTION 4

GENERAL TERMS & CONDITIONS

Following are key contract terms and conditions required by BU to enter into a relationship with the vendor. This is not intended to be exclusive or exhaustive. This Contract is intended to sensitize the Bidder to various clauses, which may be reflected in the final Contract.

1. The DPRP firm shall not undertake or continue any kind of work / contract with any of the colleges / institutes affiliated to BU during the currency of this work.
2. The DPRP firm shall maintain the confidentiality and integrity of the data of the examination process at each and every stage.
3. The DPRP firm shall dedicate reliable and experienced Software Engineers / Programmers having expertise in scanning and preparation of database on the basis of ICR / OMR technology and also other supporting staff including data entry operators, who shall be exclusively dedicated to this work till its satisfactory completion. The BU expects from DPRP firm to provide professional, objective and impartial advice at all times keeping the BU's interests at paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
4. DPRP firm shall not take up any other assignment which might cause conflict with this assignment. The DPRP firm shall ensure that if any information submitted by it as required by the BU shall not suffer from any deficiencies, else it may result in rejection of its proposal.
5. Unsuccessful Bidder's bid security will be discharged / returned as per the rule Of BU.
6. The successful Bidder's bid security will be discharged upon the Successful Bidder signing the Contract and furnishing the Performance Bank Guarantee.
7. No interest will be payable by the BU on the amount of the Bid Security.
8. The bid security may be forfeited:-
 - a. If a Bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any
 - b. if the Bidder fails to sign the Contract or to furnish Performance Bank Guarantee.
9. Telegraphic tender(s) will not be entertained.

10. The tenderer shall complete the tender forms both Technical and Financial and shall submit them in two separate sealed covers. These two sealed covers are to be kept in a single sealed cover super scribed as "Tenders for Pre and Post Examination Result Processing Work".
11. The tender shall remain valid for 2 months after the date of opening. No modification to the tender form or price is permitted during the period of validity of the tender. Successful bidder shall execute the work at their own premises.
12. Tender duly signed by tenderer must be addressed to Registrar, Bilaspur University, Vill Sendri, P.O. Koni, Ratanpur Road, Bilaspur, 495009 and not to any individual by name . Tender must reach **on or before 24.08.2013 upto 4.00 PM (During office hours)**. Each page of the tender must be signed by the tenderer.
13. The tender forms will be submitted at the address specified and not later than the time specified in the tender notice.
 - a. Any tender received after the due date and time prescribed will be rejected.
 - b. The tender forms will be opened in the presence of the Tenderers or their authorized representatives who choose to attend at the time and date specified in the tender notice at the office of the Registrar.
 - c. Not more than two persons will be permitted for each of a valid tender.
14. **The Registrar, BU reserves the right to accept or reject any bid or reject all bids at any time prior to award of contract without assigning any reasons.**
15. The successful bidder shall enter into an agreement within 7 days after receipt of order. The bidder shall also execute a fixed deposit in Joint Name in a Nationalized Bank for an amount of Rs. 3,00,000/= (Rupees Three Lakh Only) or a bank guarantee of the same amount as security deposit in favour of Registrar, Bilaspur University, Bilaspur.
16. Failure on the part of successful bidder to enter into an agreement within 7 days shall entail to forfeit the earnest money deposit besides being liable for suitable legal action by the BU and the firm will be kept under black list.
17. No advance payment will be made. Only after achieving the targets satisfactorily, bills can be submitted for payment.
18. Successful bidder shall carry out the instructions given from time to time by the BU and shall adhere to the time schedule.
19. All the disputes shall be subject to the jurisdiction of Bilaspur.
20. If in the opinion of the BU, the work entrusted has not been executed to meet the requirements of BU as per the scope and time schedule, BU will be at liberty to cancel the agreement and to take back all the materials given to the successful bidder at any time. In such case, the security deposit will be forfeited and performance guarantee shall be en-cashed in favor of BU.
21. If any of the services / deliveries cannot be made in accordance with the time schedule prescribed from time to time, BU has sole right either to cancel the contract and the cost involved in getting the work done else where will be charged from the firm and /or to impose penalties on the DPRP firm as decided by the Registrar /Vice Chancellor, BU.
22. **All the bidder will have to produce a detailed presentation individually on actual implementation of the above mentioned work before opening of the tender.**

QUALIFICATON CRITERIA

- The Agency Should have atleast 3 years of results processing experience of Universities / Board of at least 3 lakh students per year. Enclosed sufficient proof for the same and also at least two successful completion certificates from the client.
- Enclose experience certificate of any university / Board for ICR / OMR scanning work.
- Enclose experience certificate of any University/ Board / Govt. Organisation / PSU's of online submission of Application forms.
- An ESIC or PF return of March 2012 showing the permanent staff strength of 50 persons.
- The minimum turnover of the Agency during last three years should be Rs. 03.00 Crore per year. Enclose Balance sheets of last 3 years.
- The Agency's should e profit making during each of last 03 years, Enclose CA certificate for the same.
- The Agency's Net worth should be minimum Rs. 1.00 Crore as on 31.03.12.
- Agency should be an ISO 9001 : 2008 certified.

Financial Bid

- The bidder shall quote the rate inclusive of all taxes, duties, etc. other than service tax. Service tax will be paid extra and its rate will be applicable as imposed by Central Govt. from time to time.
- The bidder shall quote rate in the prescribed Commercial Bid format for the entire project on per unit basis as mentioned in the format.
- The price, once offered, must remain firm and must not be subject to escalation for any reason whatsoever within the period of validity.
- A bid submitted with an adjustable price quotation will be rejected as non responsive.
- Any bid submitted with certain conditions shall summarily be rejected.

Project Management

- Successful bidder shall specify the hierarchy of various project executing executives for better management of project.

Quality assurance

- Successful bidder shall maintain the standards for quality assurance of entire project.

Risk management

- Successful bidder shall specify the expected risks during the project execution period and suggest the Risk Management Methodology adopted for risk averswn.

Liquidated damages

If the DPRP firm fails to deliver any or all of the Services within the period(s) specified in the Contract, the BU shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, as decided by the Vice Chancellor, BU.

Keeping in view the sensitiveness involved in this project and the failure of the DPRP firm in some important services, the BU will also have the right to terminate the contract.

In the event, Bidder fails to provide the Services in accordance with the Service Standards; the Bidder shall be liable for penalty. BU is entitled to withhold (deduct) from the Performance Security the liquidated damages that have become due.

Language of Proposals

The bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer shall be written in English language, provided that any printed literature furnished by the Tenderer may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

SECTION 5

SUBMISSION, RECEIPT AND OPENING OF TENDERS

The tender proposal shall contain no inter-lineation or over writing, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the person or persons who sign(s) the proposal.

An authorized representative of the firm shall sign on all the pages of the proposal. The representative's authorization is confirmed by a written power of attorney accompanying the proposal.

Mode of submission of tender

Tender will be submitted in 2 parts - envelope "A" and envelope "B". Both the envelopes shall be placed in another big envelope and properly sealed. On the top of this envelope name of the Firm, name of the tender for which the tender has been submitted would be written.

Envelope A will contain Technical and other details:

1. Covering letter in the prescribed form given in this document.
2. Format of OMR Application Form / Admit Card / Sample of Mark Sheet with proposed Security features / Samples of Degree Certificate with proposed Security features etc.
3. Composition of the team and tasks of each Team member.
4. Stage wise Time Schedule of entire work.
5. Declaration stating that the firm is not black listed / No cases or no enquires against the firm.
6. Copies of registration of Firm's TIN, PAN, Service Tax, etc.
7. Earnest Money Deposit for an amount of Rs. 50,000/- (Rupees Fifty thousand only) in the form of Demand Draft of any Nationalized Bank payable to the "Registrar, Bilaspur University Bilaspur (C.G.)".
8. And all other details, as required in the Qualification Criteria except the Financial Bid.

Envelope B will contain Commercial Bid:

Single rate on per Unit basis shall be quoted by the firm in the specified format only.

SECTION 6

Evaluation Methodology

From the time the bids are opened to the time the contract is awarded, if any DPRP firm wishes to contact the BU on any matter related to its proposal, it shall do so in writing at the address indicated in the Tender document. Any effort by the firm to influence the BU personnel in the process of evaluation or comparison may result in the rejection of the DPRP firm's proposal.

Envelope 'A' shall be opened first and each tender shall be scrutinized on the pre--defined technical parameters, like samples of OMR / ICR Forms provided by the bidders, sample of Admit Card, Time Schedule for entire Work, Security features offered in various required stationery and Mark Sheet and Degree Certificate. Bidders may also disclose the benefits of their design and security features.

Envelope 'B', which shall contain the commercial bid, shall be opened only if the bidder is qualified on the basis of the technical parameters.

1. The commercial bids of those Tenders who do not qualify on the basis of technical parameters shall not be opened and summarily rejected.
2. BU reserves the right to reject any or all proposals and to waive infirmities and minor irregularities in proposals received if deemed in the best interest of BU to do so.
3. BU reserves the right to select any bidder for this project irrespective of the cost and is not liable to choose the lowest bidder. BU may prefer the bidder with sound Technical Team and better vision for entire scope of work.
4. Any attempt by a Bidder to influence BU in its bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's Bid.

Other Commercial Bid Terms

The rate quoted shall be inclusive of all taxes, duties and statutory payments incident upon the bidder and it shall be a fixed price bid. Only Service Tax will be paid extra as per the rate and rules prevalent by GOI from time to time. Once the rate has been tendered to BU No change / modification will be entertained for any cause whatsoever (excluding any extra liability arising out of any future changes in regulation tax and duty structure etc.)

1. The rate once quoted by the bidder will be valid for the entire period of validity of the bid as defined in the bid document.
2. The firm shall be responsible for the costs towards travel/stay, daily allowance and/or any other allowances with respect to their staff deployed with respect to the execution of this project before or after the award of the contract.
3. An individual authorized to legally bind the Bidder must sign the financial proposal in ink.

Award of Contract Criteria

BU will award the Contract to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the Best Technical / Service oriented Bid.

Signing of Contract

The BU shall enter into contract with the successful bidder and the agreement shall cover all these points.

Registrar,
Bilaspur University
Bilaspur

FORM FOR COVERING LETTER

(TO BE PRINTED ON FIRM'S LETTER HEAD)

From
Name of Firm

To
The Registrar
Bilaspur University
Bilaspur

Sir,

Sub: Submission of Tender form for Pre and Post Examination Processing Work.

Ref: Tender document No. _____ of Bilaspur University

We the undersigned, offer to provide our services for all the work as mentioned in your above referred tender.

We are submitting our proposal herewith together with all standard formats. We are meeting the pre-qualification criteria as stated in the tender document.

We hereby assure you that all work entrusted to us will be treated with high end security and confidentiality at our premises. We will take adequate steps to protect your sensitive data.

We will abide by all the terms and conditions as mentioned in tender document and one of our executive will remain in touch with the Registrar of the University.

We remain,

Yours sincerely

Signature and seal of firm

Composition of Team Personnel and

Task of Each Member to be deployed for this Work

1. Technical Staff

Sr.	Name	Position	Task	Experience	Qualification

2. Support Staff

Sr.	Name	Position	Task

3. Data Entry Operators

Sr.	Name	Qualification

DECLARATION

I ————— hereby declare that our firm is not black listed, debarred or prohibited by Government of India or any other State Government, Union Territory, Authority or Organization.

I also declare that no case/s, Criminal or Civil or Enquiries of any kind are pending against us.

(To be printed on Company Letter Head and signed by authorized person.)

ANNEXURE "A"

**Results Processing Rate for the Session of 2013-14
On OMR Basis**

Sr. No.	Particulars	Rate (Per Student) inclusive of all (A)
1.	<p>Printing of OMR sheets on 100gsm (as per international standard) with Bar Code on A4 or Legal size (quantity may vary from 50,000 to 2,00,000 as per requirement) (Printed OMR sheets should be compatible with all standard OMR Scanner) with envelope and sample copy (Per Sheet)</p> <p><u>Note:</u> For valuation purpose, quantity will be taken as 50,000 OMR sheets & 50,000 envelopes.</p>	<p>Rate per OMR Sheet</p> <p>in figures</p> <p>in Words</p> <p>Rate per Envelope of 12" x 9" of 70 GSM paper</p> <p>in figures</p> <p>in Words</p>
2..	<p>Printing of Examination form (quantity may vary from 50,000 to 2,00,000 forms as per requirement) (Per Page of printing of A4 size including cost of paper).</p> <p><u>Note:</u> For valuation purpose, quantity will be taken as 05 lakh pages.</p>	<p>in figures (per page printed)</p> <p>in Words (per page printed)</p>
3.	<p>Pre- Examination work including all reports. (As per ANNEXURE "B")</p> <p><u>Note:</u> For valuation purpose quantity will be taken as 1.0 lakh students</p>	<p>Per Student</p> <p>in figures</p> <p>in Words</p>
4.	<p>Post-Examination Work including all Reports. (As per ANNEXURE "C")</p> <p><u>Note:</u> For valuation purposes, quantity will be taken as 1.0 lakh students.</p>	<p>Per Student</p> <p>in figures</p> <p>in Words</p>

Sr. No.	Particulars	Rate (Per Student) inclusive of all (A)
5.	Revaluation Work including all reports, (As per ANNEXURE "D") Note: For valuation purposes, quantity will be taken as 10000 students.	Per Student in figures in Words
6.	Supplementary Examination including all Reports. (As per ANNEXURE "E") <u>Note:</u> For valuation purposes, quantity will be taken as 10000 students.	Per Student in figures in Words
		Total of Para 1 to 6

CERTIFICATE

Certified that full contents of tender document have been thoroughly studied and understood by us before quoting above mentioned unit rate. We shall not claim / charge any other amount by way of charges, expenses etc. The unit rate quoted by us above is inclusive of everything. However, service tax will be charged extra as per prevailing rate from time to time.

(Signature of Tenderer with Seal)

Name:-

Address:-

Capacity:

ANNEXURE "B" Details

of Pre-Examination work

1. Preparation of Scheme of Marks for respective examination as per University ordinance/syllabus of concerning examination.
2. Preparation of Roll List, Admit Card and Attendance Sheet (70 GSM) having photograph of students in the format prescribed by BU.
3. Admit card should also be displayed on internet so that any student can also print the same.
4. DPRP firm have to provide Admit Cards and Attendance Sheets before 15 days of commencement of respective examination.
5. DPRP firm have to generate Enrollment Number /Registration Number in case of OMR Application form.
6. On approval of BU, DPRP firm will print necessary forms/stationary for pre-examination work.
7. The DPRP firm invariably shall supply CDs/DVDs after completion of pre- examination work as per the directions of the Registrar / COE, BU, Bilaspur, from time to time. DPRP will also have to provide databases in the structure as described by the BU.

DPRP will also get complete MIS as desired by BU and will prepare packet summary for question paper printing as per the direction of Registrar, BU.

ANNEXURE "C"

Details of Post-Examination work

1. The DPRP firm will design Mark-Sheet having required security features and after approval of BU, final approved format (Blank Mark Sheet) has to be printed by DPRP firm.
2. The DPRP firm have to prepare results of various examination on the basis of Roll List carry forward awards and Foils/Counter Foils provided by BU within scheduled time period.
3. The DPRP firm have to follow double entry method in order to enter the marks from Foils/Counter Foils provided by BU. Firm also have to provide an error list having invalid/duplicate roll numbers/marks after the entry of marks to correct the given input. Double Entry means each mark will be entered two times by DPRP. The same will be compared by computer and data entry errors to be removed. In marks entry, accuracy should be almost 100%.
4. The DPRP firm will have to provide following items
 - a. Three copies of Scheme of Examination (60 GSM paper)
 - b. Three copies of Summary of Result (60 GSM paper)
 - c. Detailed statistics of Category/Sex (Gen/OBC/SC/ST) of each class.
 - d. Three copies of Tabulation Register (TR) (one copy on 80 GSM & two copies on 60 GSM paper) **with photographs of examinee**
 - e. Four copies of Press Release (60 GSM paper)
 - f. Four copies of Merit List of Candidates of Final year/semester examinations. (60 GSM paper)
 - g. Two copies of withheld results (60 GSM paper)
 - h. Each result will be displayed on internet for at least 15 days. [Format for all above item can be obtained from BU]
5. The DPRP Firm will print variable data of candidates of each examination in approved mark sheet format (105 GSM).
6. The DPRP firm have to upload the results on Internet on their own cost.
7. The DPRP firm will send all the result and related documents to BU on their own cost.
8. Each mark-sheet should have following security features a.
 - Hologram
 - b. Multi colour
 - c. Micro character printing
 - d. Leaf Printing of University Monogram in golden colour etc.
 - e. Bar Code**

ANNEXURE "D"

Details of Revaluation Work

DPRP firm have to make data entry from Revaluation form filled by the candidates (OMR Sheet or hand written) and then revaluation marks entry from Foils/Counter Foil provided by BU.

The DPRP frm will have to provide following items a. Two

copies of Roll List (60 GSM paper)

b. Two copies of Mark sheets of changed results

c. Two copies of Error List (if Any)

d. Three copies of Tabulation Register (TR) with examinee's photo (one copy on 80 GSM paper and two copies on 60 GSM paper)

e. Four copies of Press Release

f. Each result to be displayed on internet

(Format for all above item can be obtained from BU)

ANNEXURE "E"

Details of Supplementary Examination work

1. Preparation of Examination form (OMR or hand written), Roll List, Admit Card and Attendance Sheet (70 GSM) having photograph of students in the format prescribed by BU on the basis of annual examination result.
2. The DPRP firm have to prepare results of supplementary examination on the basis of Roll List and Foils/Counter Foils provided by BU within scheduled time period.
3. The DPRP firm will have to provide following items
 - a. Three copies of Scheme of Examination (60 GSM paper)
 - b. Three copies of Summary of Result (60 GSM paper)
 - c. Three copies of Tabulation Register (TR) with Photographs (one copy on 80 GSM paper & two copies on 60 GSM paper)
 - d. Four copies of Press Release (60 GSM paper)
 - e. Two copies of withheld results (60 GSM paper)
 - f. Each results to be displayed on internet.

[Format for all above items can be obtained from BU]