Sambalpur University
Jyoti Vihar, Burla-768019
Sambalpur, Odisha

ସମ୍ବଲପୁର ବିଶ୍ୱବିଦ୍ୟାଳୟ
ଜ୍ୟୋତି ବିହାର, ବୁର୍ଲା-768019
ସମ୍ବଲପୁର, ଓଡ଼ିଶା

(Accredited with Grade 'A' by NAAC)

No. 3840 /COE Unit/SU/2025-26
Date: 24/07/2025

Expression of Interest (EOI)

Sealed tenders (two bid system- Technical and Finance Bid) are invited from the reputed, experienced and technically competent Indian Company registered under The Companies Act 1956/2013 with a minimum of five (5) years of experience in providing examination solutions for 'Complete E-Examination Solution for End-to End Activities, Processes & Services of Sambalpur University i.e., Pre-Post Examination, Onscreen Evaluation, Remote Proctored (AI & HUMAN) Online Examination Solution, and Migration of Existing Database for Pre-Post Examination and Digital Credential issuance & verification backed by Blockchain Technology. For details the interested bidder may visit the Sambalpur University website i.e., www.suniv.ac.in. The University reserves the right to accept and/or reject any bid or all cancel the entire tender process without assigning any reason. The last date and time for receipt of Sealed Tender document through Speed Post / Registered Post addressed to 'The Registrar Sambalpur University, Jyoti Vihar, Burla-768019, Sambalpur, Odisha is 14/08/2025 by 3.00 PM. No other mode of communication including courier / hand delivery etc., shall be considered.

Registrar

Memo No. 3841 / COE Unit/SU/2025-26
Date: 24/07/2025

Copy forwarded for information and necessary action to:

1) Director, e-Gov: He is requested to upload the EOI in the University website for wide circulation.
2) University Notice Board.

Registrar

Memo No. 3842 /COE Unit/SU/2025-26
Dated 24/07/2025

Copy forwarded for information and necessary action to:

The Dy.Director, Advertisement, I&PR Dept., Govt. of Odisha, Bhubaneswar with a request to publish the advertisement in **One Odia News Paper & One English News Paper** in **one issue** with minimum size as prescribed by I&PR Dept., Govt. of Odisha on or before **29.07.2025** and direct the concerned Newspaper agency to submit the bill in triplicate along with copy of the advertisement for payment.

Registrar

Memo No. 3843/ COE Unit/SU/2025-26
Dated 24/07/2025

Copy forwarded for information to:

1) COE, Sambalpur University
2) ACOE, OIC/ECC, System-In-Charge/e-Gov, Sambalpur University
3) Comptroller of Finance, Sambalpur University
4) Law Officer, Sambalpur University
5) Secretary to Vice Chancellor for kind information of Hon'ble Vice Chancellor.

Registrar

SAMBALPUR UNIVERSITY
Jyoti Vihar, Burla-768019

Tender Document:	Bids are invited for Complete E-Examination Solution for End-to End Activities, Processes & Services of Sambalpur University i.e., Pre-Post Examination, Onscreen Evaluation, Remote Proctored (AI & HUMAN) Online Examination Solution, and Migration of Existing Database for Pre-Post Examination & Digital Credential issuance and verification backed by Blockchain Technology of Sambalpur University, Jyoti Vihar Burla-768 019, Sambalpur, Odisha.

Bid System	Sealed Two Bid system (Technical Bid and Financial Bid)
Period of issue of Tender Document	25.07.2025 to 14.08.2025
Last Date and time for submission of Tender Document	14.08.2025 by 3:00pm
Submission of queries and pre-bid meeting	Dt.01.08.2025 (11am) at University Conference Hall
Mode of submission of Bid	By Speed Post /Registered Post only
Place of Receipt of Tender	The Registrar Sambalpur University, Jyoti Vihar, Burla-768 019, Sambalpur, Odisha.
Date, time and place for opening of - Technical Bids - place - Financial Bids of eligible Bidders	18.08.2025 at 11am University Conference Hall To be intimated later on
Bid Evaluation Process	QCBS (70:30)
Portal for Tender Document	www.suniv.ac.in
Bid Processing fees (Non-refundable)	**Rs. 11,800/-(Rs.10,000/-+GST@18%).** The Demand Draft must be drawn in favour of "Comptroller of Finance, Sambalpur University" payable at Jyoti Vihar, Burla from any nationalized bank.
Earnest Money Deposit (EMD)- Refundable	**Rs. 5,00,000/- (Rupees five lakhs only).** The Demand Draft must be drawn in favour of "Comptroller of Finance, Sambalpur University" payable at Jyoti Vihar, Burla from any nationalized bank.

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NOTICE INVITING TENDER (NIT)

Sambalpur University, Jyoti Vihar, Odisha invites sealed proposal for "Tender for E-Examination Solution for End-to End Activities, Processes & Services of University Examinations".

Sealed tenders are invited from the reputed, experienced and technically competent Indian company registered under The Companies Act 1956/2013 with a minimum of five (5) years of experience in providing examination solutions for 'Complete E-Examination Solution for End-to End Activities, Processes & Services of Sambalpur University i.e., Pre-Post Examination, Onscreen Evaluation, Remote Proctored (AI & HUMAN) Online Examination Solution, and Migration of Existing Database for Pre-Post Examination & Digital Credential issuance and verification backed by Blockchain Technology implementation at university, described in brief along with terms and conditions in following paragraphs.

1. NATURE OF WORK

Providing E-Examination Solution for End-to End Activities, Processes & Services of Sambalpur University i.e., Pre-Post Examination, Onscreen Evaluation, Remote Proctored (AI & HUMAN)/ Online Examination Solution, and Migration of Existing Database for Pre-Post Examination & Digital Credential issuance and verification backed by Blockchain Technology and the details of work are given under the "Scope of Work". The work has to be completed with good quality and in a time bound manner.

2. CONTRACT PERIOD

The period of contract for providing the aforesaid service will be for **five (05) years** from the date of effectiveness of the contract which may be extendable on mutual consent with the same terms and condition. In case of unsatisfactory performance, the authority of the University reserves the right to terminate the contract at any time with a notice period of **three (03) months** to the service provider.

3. GENERAL INFORMATION

The University is established since 1967 and having around 137 nos. of constituent, government & private affiliated colleges under it. The University has implemented the Pre- Examination processes since 2017 through CSC e-Governance Services Limited. As the contract period is to going to be over, the proposed tender is intended to select a reputed, experienced and technically competent Indian company who will develop with improved functionality, integrate the existing student database (s) with Pre- & Post-Examination System and manage with other essential features.

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Sealed Tender are invited for "E-Examination Solutions for End-to End Activities, Processes & Services of Sambalpur University i.e., Pre-Post Examination, Onscreen Evaluation, Remote Proctored (AI & HUMAN) Online Examination Solution, and Migration of Existing Database for Pre-Post Examination & Digital Credential issuance and verification backed by Blockchain Technology of Sambalpur University, Jyoti Vihar, Burla, Odisha" as per the following terms and conditions.

3.1. The bidders are requested to read the tender document carefully and ensure compliance with all scope, specifications and instructions herein. Non-compliance with the scope, specifications and instructions in this document may disqualify the bidders from the bid process.

3.2. All documentation is required to be in English. Corrections/ Overwriting, if unavoidable, should be signed separately.

3.3. Sambalpur University, Jyoti Vihar, Burla, Odisha reserves the right to accept or reject any bid without assigning any reason thereof.

3.4. Incomplete bid or receiving the bid after closing date and time are liable to be ignored and rejected.

3.5. Sambalpur University, Jyoti Vihar, Burla, Odisha will not be responsible for non-receipt of tender quotations within the specified date and time due to any reason including postal delay or holidays.

3.6. Please ensure that Tender document must be signed and stamped on all pages as a token of acceptance of all the terms and conditions.

3.7. The bids are to be submitted in a sealed bigger envelope super scribed with **"Tender for E-Examination for End-to End Activities, Processes & Services of Sambalpur University i.e., Pre-Post Examination, Onscreen Evaluation, Remote Proctored (AI & HUMAN) Online Examination Solution, and Migration of Existing Database for Pre-Post Examination & Digital Credential issuance and verification backed by Blockchain Technology of Sambalpur University, Jyoti Vihar, Burla, Odisha"** containing both technical bid and financial bid in two separate sealed envelopes.

The Technical Bid should contain: (Sealed Envelope-I)

a. Signed and stamped copy of Tender document containing all pages.

b. DD of Rs.11,800/- (Rs.10,000/-+GST@18%) towards Bid Processing fees (Non-refundable)

c. DD of Rs.5,00,000/-towards EMD (Refundable)

d. GST, PAN Registration, and IT Returns certificates

e. Covering letter for Technical Bid: **Form-T1**

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f. Affidavit-Non Blacklisting: **Form-T2**

g. Affidavit-judicial proceedings for any criminal offences: **Form-T3**

h. Declaration: **Form-T4**

i. Power of Attorney: **Form-T5**

j. Summary of Financial Strength (To be Certified by CA): **Form-T6**

k. Proposed TMDP and SOP: **Form-T7**

l. Experience of Bidder: **Form-T8**

m. Performance Bank Guarantee: **Annexure-I**

n. Authorization Letter

The Financial Bid should contain: (Sealed Envelope-II)

a. Covering letter for Financial Bid: **Form-F1**

b. Financial Bid Offer: **Form-F2**

3.8. The tender documents are non-transferable and should be submitted in the exclusive name of the party to whom work order will be placed. Sub-contract is not allowed.

3.9. The bid should be submitted on company letter head and should be submitted duly signed by the authorized person with seal.

3.10. Tender once submitted in due date shall not be returned to the tenderer in future.

3.11. Sambalpur University, Odisha reserves the right not to disclose names and rate so successful tenderer during the tender evaluation process.

3.12. The financial bid shall be valid for 90days. Sambalpur University, Odisha will not entertain any request in respect of escalation of price due to any reason whatsoever.

3.13. Sambalpur University, Odisha may, at its discretion, extend the date for submission and/or opening of the bid.

3.14. If work is awarded and service not commenced by the vendor within two weeks of receiving the work order, then EMD amount will be forfeited or liquidated damages will be enforced or both forfeiture of EMD and liquidated damages will be enforced which will be at the discretion of competent authority of Sambalpur University, Odisha.

3.15. Only those vendors should quote who can satisfy the scope of work and other requirements of Sambalpur University, Odisha.

3.16. Implementation of remote proctored online examinations including testing and commencement of the whole system should be completed as per the schedule.

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3.17. **Termination of contract:** If performance of the vendor is not satisfactory in executing the project, then same will be informed in writing by Sambalpur University, Odisha as warning letter and if in spite of issue of warning letter, the performance does not prove to the satisfactory level as per expectation of Sambalpur University within a month then second warning letter will be issued. If after issue of second warning letter also performance doesn't satisfy, then Sambalpur University, Odisha reserves the right to terminate the contract prematurely by giving three-month notice in writing without assigning any further reason whatsoever. After the contract comes null and void the amount deemed payable to the vendor (if any) will be forfeited. No further claim from the vendor will be entertained. Decision of competent authority of Sambalpur University, Odisha regarding determining the performance will be final.

In case of termination/end of the contract, the service provider should continue the work till selection of another firm and handover all the data/source code to Sambalpur University.

3.18. **Format of Price Schedule and related terms:**

   a. Tenderer must quote in Indian Rupees. Prices should be quoted as per the enclosed format both in figures and words. The price must be quoted including all taxes. The rates offered should be inclusive of all proposed work and comprehensive in nature.

   b. The charges quoted shall be kept firm throughout the pendency of contract of this work and no price escalation shall be entertained.

3.19. **Payment Terms:**

   The payment shall be made in Indian Rupees only after the successful completion of the entire work without any delays or errors.

3.20. The Selected bidder will have to deposit a Performance Security (**10% of the annual contract value**) in the form of Bank Guarantee from any scheduled Bank situated within Odisha in favour of "**Comptroller of Finance, Sambalpur University**" payable at Jyoti Vihar, Burla as per the prescribed format for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract

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is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender **(Annexure-I).**

3.21. **Bid Rejection Criteria:**

   a. Bids without EMD and Bid Processing fees would be rejected at the tender opening stage itself. The firms having Micro, Small, and Medium Enterprises (MSMEs) registered with the Udyam Registration (formerly Udyog Aadhaar) or with the National Small Industries Corporation (NSIC) are exempted from paying Earnest Money Deposit (EMD). A copy of valid registration proof must be submitted along with bid document.

   b. If financial bid is submitted along with technical bid and not submitted separately in sealed envelope, it will be rejected at the tender opening stage itself.

   c. Submission of the in-complete or conditional bid documents can lead to rejection of the bid.

   d. Bidders are required to submit relevant certificates indicating the turnover and annual net profit for the last 3 consecutive Financial Years (FY:2021-22, FY:2022-23 and FY:2023-24) duly certified by Charted Accountant (CA) with Unique Document Identification Number (UDIN).

   e. The bidders should have GST, PAN Registration and IT return for FY:2021-22, FY:2022-23 and FY:2023-24. The copy of the same to be provided.

   f. Bidder should provide audit report with accounts and schedules for the last 3 consecutive Financial Years (FY:2021-22, FY:2022-23 and FY:2023-24)

   g. The bidder should have an office preferably in the state of Odisha manned with their own qualified engineers and support staffs.

3.22. **Dispute Resolution and Jurisdiction:** Any dispute between the parties arising out of or in relation to the validity, interpretation, implementation or alleged breach of any of the provisions including financial aspect of this agreement during its existence shall be resolved amicably by the parties. In case of failures to resolve the disputes, this may be directed to the jurisdiction of the District court, Sambalpur.

3.23. This tender document is not an offer and is issued with no commitment. Sambalpur University reserves the right to withdraw this notice inviting tender and/ or vary any part thereof at any stage.

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3.24. **Responses to Pre-Submission queries & issue of Addendum:**

    a. After publication of the Notice Inviting Tender (NIT) in the website, Sambalpur University, Odisha will begin accepting written questions/queries from the applicants/bidders within **07 days from the date of publication**. While submitting the queries, the bidder must specify the relevant clause/page number of the tender document. Sambalpur University will endeavour to provide timely response to all queries. For submission of queries, the bidders are requested to post at Email-**registrar@suniv.ac.in**.

    b. At any time prior to the last date for receipt of tender, Sambalpur University, Odisha may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the document by an addendum. The addendum/corrigendum (if any) shall be posted in the Sambalpur University, Odisha website.

    c. Any such addendum/corrigendum shall be deemed to be a part of this NIT.

    d. In order to provide prospective applicants reasonable time for taking the addendum/corrigendum into account, Sambalpur University may, at its discretion, extend the last date for the receipt of bids which shall again be notified through Sambalpur University portal www.suniv.ac.in.

3.25. Laws of the Republic of India are applicable to this tender.

3.26. **System of award of contract:** The Tender would be awarded on the QCBS (Quality and Cost based Selection) Method with Technical Bid weightage of 70% and Financial Bid weightage of 30%. **The minimum qualifying marks for technical bid is 75.**

3.27. **Qualification Criteria:** Following will be the minimum pre-qualification criteria. Each eligible bidder should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

4.0. PRE-QUALIFICATION

The following are the minimum eligibility criteria for submission of bid.

4.1. The bidder should be an Indian Company registered under The Companies Act 1956/2013 **with a minimum of five (5) years of experience in providing e-Examination solutions (as defined in Nature of Work)** in Govt. Affiliated University(s)/ Board(s) / Council(s). The company should be an ISO 9001-2015, ISO 27001:2013, ISO 20000-1:2018 and CMMi level 5 certified company.

4.2. The bidder should have Cert-In & SOC 2 complaint certification for the proposed solution. The Software / Web Application code should have multiple backup systems in place so that anytime source code can be recovered in case of any disaster.

4.3. The bidder should be willing to host the solution in state data Centre in Odisha or any other cloud data Centre to be provided by the university. The bidder should submit a self-declaration.

4.4. The bidder should have a minimum annual turnover of Rs.5 Crores for the last three financial years of operation in India. The Service provider must submit Audited Balance sheet, Profit and Loss account duly certified by Charted Accountant and the balance sheet/audited report with acknowledgment of submission by the competent authority for the last three financial years.

4.5. The bidder should have adequate experience to migrate and integrate all the current and old students' examination records of 10 years related data of continuing e-Examination Solutions (as defined in Nature of Work). There should be proper linkage & synchronization capacity with another backup / recovery site. The company has to produce the relevant certificates for the same from the concerned institutions.

4.6. The bidder should have experience of executing online pre & post examination services including online Question Paper transmission, examination management, student services, and material management in Govt. affiliating University /Board / Council with at least 100 institutions covering at least total student strength of minimum 50000 per semester / 1.2 lakhs per year.

4.7. The bidder should have experience in providing operational special on-line modules for management of collection and distribution of university / boards answer booklets, certificates, student fees / fines, teacher registration, appointment of examiners, generation of examiner remuneration and center charges, students admit cards etc.

4.8. The bidder should have experience in developing customized software with scope to modify as per university requirement with high security layers for generation of Academic Records of students including Student Registration, Provisional Pass Certificate / Grade Sheet / Tabulation Registers, Transcript Migration Certificate etc.

4.9. The bidder should have the following experience during any of the last five (5) years

   a) Should have conducted AI based online examination with remote proctoring delivered for regular examination (Annual / Semester) for 25,000 students at a time with minimum of 02hrs duration in any Govt. affiliating University(s) /Board(s) / Council(s). and

   b) Should have conducted book scanning & onscreen evaluation (without cutting/de-threading the answer-book) with a minimum volume of 5 lakhs Answer Scripts per semester/10 lakhs per annum with having experience of conducting examination 50000 students in a semester /

1.2 lakhs students in a year in any Govt. affiliating University(s) /Board(s) / Council(s).

    c) Should have Digital credential issuance and verification backed by Blockchain Technology. The bidder must submit necessary supporting/relevant document in this connection

4.10. The bidder should be willing to install the application in the state or client data center provided by the university and should make a replication of database in University server.

4.11. The bidder should have on their payroll minimum thirty (30) fulltime technical employees as on the tender publishing date. Service provider must submit details of its employee on the letterhead.

4.12. The bidder must not have any instances of EMD forfeiture or blacklisted by any government (state, central, or universities) for inability to perform their duties under any contract. The bidder must submit a self-declaration on their letterhead.

4.13. The bidder shall submit a declaration regarding any court case pending or disposed off in any court of Republic of India.

4.14. The bidder should be registered with appropriate tax authorities such as Income Tax/ GST. The bidder should have filed last three-year ITR's and last six-month GST returns before the tender publishing date, if applicable. The bidder should submit separate certificates copy of ITR registration, GST registration; ITR and GST paid certificate (if applicable) and PAN Card.

4.15. The bidder should be in readiness and willing to integrate old students' data of the university to be received from the university and continuing service provider in the existing format to be made available within one month from the award of the contract to all stake holders with approval of the University. Self-declaration of the Bidder need to be submitted with the Technical Bid.

4.16. The bidder should present the solution (Proof of Concept- POC) with cloud space and Data Center requirements they are proposing to deliver the work sought through this tender to the university committee as part of the bid evaluation process. The bidder should present POC on the day of Technical Presentation.

4.17. The Bidder shall be solely responsible for the execution and delivery of work without subletting or engaging in sub-contracting of any examination related activity.

4.18. **Non-Disclosure / Confidentiality Agreement:** The selected vender shall have to enter Non-Disclosure Agreement with the University for the Examination Data and other data and processes of the University which are part of examination process of Sambalpur University.

4.19. During the tenure of the contract, the agency as and when required by the university should be willing to make necessary customization or changes to any components of the proposed solution. The same should be certified by submitting a self-declaration.

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4.20. The vendor shall not use any pirated software. The university shall not be held responsible for any liability out of the use of pirated software, if any. The university shall not be held responsible for any suit or demands on account of infringement of copy right and other laws by the firm selected for the purpose.

4.21. The selected bidder should be willing to deploy a minimum team of 08 members at university premises for the contract period consisting of one project manager, two developers, 05 technical to meet the ongoing activities including report returns at their own risk and cost.

4.22. The bidder should have capacity of minimum number of good quality scanning machines with provision of operators in two shifts (as per requirement) with good resolution of book scanning of examination booklet & its additional copy (if any) and capacity of scanning 20 to 30 thousand answer booklets in a day.

4.23. The intending bidder shall ensure a single point of contact exclusively for the university to coordinate with during the execution of the work and also to provide required support (to students, examiners, proctors, evaluators etc.) whole year including during the examination processing like helpdesk, SMS, Email etc.

4.24. There should be a suitable emergency management plans towards any crisis situations relating to servers and other cloud infrastructure. The vendor has to clearly indicate these plans in the technical proposal.

4.25. The bidder shall carry out the decision to hold examination in offline or online mode at any point of time as to be decided by the University.

4.26. The bidder has to submit the relevant documents in support of each of the above items duly self-attested.

5.0. OTHER INFORMATION

5.1. The university has right of discretion to negotiate with prospective bidders and also to select bidders in its best interest and if exigency arises can also cancel this tender without giving any reasons.

5.2. The bidders need to submit a detailed technical proposal in-line with the scope of work highlighting the compliance and benefits etc., the same will be reviewed by the technical committee to shortlist bidder (s) from whom a technical presentation physically at Sambalpur University, Jyoti Vihar, Burla.

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SCOPE OF WORK
FOR EXAMINATION MANAGEMENT SYSTEM

The main objective is to develop an end-to-end **Examination Management System (EMS)** to deal with **Data Processing and Result Publication (DPRP)** containing Availability, Interoperability, Performance, Robustness, Scalability, etc.

Broadly, the project will consist of

1. Pre-Examination work covering college wise enrollment of student and creation of year wise master database, scheduling of examination, semester wise filling of form, attendance and fee management, hall ticket generation, creation of semester master database etc.

2. Post Examination work covering scanning and digital evaluation of answer scripts, college wise updating of internal/sessional/practical & project marks, integration of marks with the semester master database, processing of results, generation of result sheet, grade sheet, tabulation register and other post-exam report, digital authentication of certificates, mark sheet, integration with National Academic Depository (NAD) and Academic Bank of Credits (ABC) etc.

   The bidder SaaS product should be able to integrate with the NAD portal for the seamless integration and automation of academic data uploading process along with the bulk ABC id generation as per NEP-2020. Additionally, a dedicated mobile app should be there for the learner to search their certificate and share it with the employer or social media platforms in the wallet if bidder can provide additional features for the learners, it would be appreciated.

3. Any other activity as to be decided by the University from time to time

The solution would need to be deployed on a MeiTy empanelled cloud service provider with active-active disaster management configuration for the application and the data.

Section I: Pre-Examination System Specifications

The proposed system should:

1. Enrolment/Online Registration Module: This Module will be required for college wise online enrolment of Students, Edit the List of Registration forms with an Invalid Flag, Generation of

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Registration/Enrolment. Assigning of Roll Number. Print Enrolment Cards with SMS alert to students.

2. Eligibility Checking Module: Based on the Information Provided by the colleges, this module determines the eligibility of admission of the candidate.

3. Support management of master data related to Courses, Branches, Subjects, Colleges and Students. Bulk data upload option should be made available for the master data management.

4. Be able to handle the exam-related processes for both ex-students along with the regular batch students, Pulling of failure students' data. All Students should be provided with a PRN number in the system

5. Software must provide self-service functionality. Logins will be provided to each user on privileged-based access (including students & faculty), where they can view and do transactions in a self-service manner.

6. Software must provide role-based privileges and ensure proper security of data and transactions

7. Online Registration Module for Semester Examination

8. Edit List & Correction in Exam Forms

9. Generation of Capacity Chart (Examination Centre wise).

10. Allocation of Number of Candidates to Centre (Seating Arrangement)

11. Pre Exam Report College-wise, Centre Wise Roll List, Dispatch Sheet etc.

12. Enable the University to define exam fee details and the schedule of exam fee payment. Provide provision for online payments in all modes through a payment gateway provided by the vendor.

13. Make necessary provisions for exam application and exam fee payment. The college Principal should have the right to approve/reject exam applications.

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14. Allow entry of internal/practical/sessional/project marks from college login. The College Principal should have the right to approve/reject the entered internal marks along with remarks.

15. **Online Admit Card Generation Module:** Generate the hall ticket/admit card for the students based on the exam applications as per the norms of university. The authorized college officials should have the provision to view and print the hall ticket/admit card before the examination process.

16. Allow bulk upload, publish and update of the exam schedule/time table.

17. Provide user interfaces for management of the external examiners / exam supervisors for invigilation process of the scheduled theory & practical exams based on the zone, college, exam series, course, batch and semester.

18. Have options for the University to create indent for question paper delivery according to the number of students who have applied for the exams in each college / exam centres Packing List for Question Paper Dispatch.

19. Provide college wise/centre wise roll number list consisting of College Name, Centre Name, Exam Name, Course, Subject, Date of Exam, Batch, Semester, Unique Student Identity Code, Student Name and Photo for a particular exam series.

20. Provide login credential to students, Colleges & faculties/evaluators, Officers with privileges as per their roll.

21. **Control Sheet – ICR Forms for Accepting MARKS OR Evaluation Module:** Provide interface for the authorized college officials to enter the details of exam absentees and malpractice/unfair means cases for every exam session.

22. **Input Evaluation Module:** The evaluation module would award the marks to individual exam wise subject wise marks through Login Credential to evaluator and Module for various required input during Post exam

23. Theory External Marks through Evaluation Modules/ Control sheet.

24. Sessional/Internal Marks from college through Evaluation Module

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25. Previous Exam marks Module (if not available in Database for Final Year Exam for Division)

26. Edit List for Marks and Other inputs.

27. Correction in Marks & Other Inputs.

28. Attendance sheet report for theory marks to exam centre & for practical marks to the colleges.

29. Also have virtual notice board for the University to upload important communications for viewing by the faculties and other authorized users.

30. Exam wise, subject wise work distribution for appointing examiner division of work (DOW)

31. Provision of a detailed question bank capable of creating, storing and tagging questions of all types as per course, subject, paper, session etc. The bank should be able to generate papers as per defined logic from the questions stored.

Section II: Post Examination System Specifications

1. The system should have provisions to define Credit, grades, grade points for allocating Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). Processing of result to generate grades/SGPA and CGPA

2. The proposed system should provide ordinance/moderation facility for the authorized University officials to scientifically analyze the marks and take decisions related to grace marks and division benefit.

3. The concerned authority should be able to approve and publish/reject the results after all the moderations and ordinances have been done to the final results. The rejected results should be made available for rechecking by CoE.

4. The proposed system should enable view of the statistical analysis and reports (tabulation chart / assembly register) by the authorized University official.

5. The proposed system should allow the competent designated officer of the University to view the pass, failed, absentees and withheld count and the count of students in each grade with respect to Exam, Degree, Course, Gender, Caste, Batch, Semester and Subject, etc.

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6. The system should allow the students to view the results online by entering their unique student identity code/PRN (Permanent Registration Number)

7. The system should provide options for the students to apply in proper procedure for revaluation, photocopy/ viewing of the answer scripts/redressal.

8. The proposed system should seamlessly integrate with the University web site and other approved Govt. websites for declaring the results.

9. The system should allow the authorized examination section staff officials to generate and print the mark sheets and certificates of the students with appropriate security features.

10. The proposed system should provide digital authentication of all certificates including mark sheets, degree certificates etc.++ on a suitable web interface for "anytime & anywhere" validation of the certificates issued by the university

11. Para matrix report generation for merit list/medal list as per rules & regulations of the University

12. Processing of Results:

   A) Post Exam Report: Edit list of result for clearing withheld, tabulation register, result analysis, marksheet, merit list (overall and subject wise) by category, district, gender etc, press release.

   B) Degree printing & Convocation: Entry of application, convocation list and letters to students/colleges, degree certificates

   C) Integration of results with National Academic Depository (NAD) and Academic Bank of Credits (ABC)

13. The end result of the above should be stored in standardized formats, like PDF/TIFF.

Scanning & Digital Evaluation of Answer Script:

1. Henceforth the selected/short-listed bidder shall be called the service provider. The service provider shall be held responsible for enabling the on-screen evaluation of answer books by examiners and moderators appointed by the University.

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2. The bidder shall provide adequate book scanners with manpower on short notice for providing services of on-screen evaluation of answer books. Bidders should ensure appropriate backup of scanners along with other instruments during the scanning process.

3. The service provider shall locate the server in MeiTy approved cloud service provider within India. It shall be up and running 24X7 during the project tenure. Uptime for the server guaranteed shall be above 99.99 %, measured monthly or for the project duration, whichever is less.

4. The on-screen evaluation of the answer book system shall be made available 24 X 7 during the scheduled period of evaluation of answer books. There shall also be remote access of the server to the Sambalpur University-authorized officials for monitoring the on-screen evaluation process.

5. The service provider shall train the examiners and moderators appointed by the Sambalpur University as and when required.

6. Hard copies of answer books can be kept only in the scanning room and the service provider shall hand over the same to the examination section after scanning the same. All scanning needs to be done strictly without cutting them.

7. The scanned digital copy of the raw answer books shall be uploaded into the main server procured by the service provider directly from the scanning centre only.

8. Digital copies of the scanned answer books shall not be allowed to be taken outside the scanning centre in a hard copy in a laptop or in any physical storage device. The service provider shall have to upload copies of answer books in an encrypted form right from the scanning centre to the primary cloud server.

9. The service provider shall enable access to the servers for the examiners and moderators both from their place of preference as well as from the evaluation centre based on their roles and rights defined by the University in writing.

10. The software shall have the capacity for the examiners and moderators to raise exceptions irrespective of their locations. It will also have proctoring features such as image capturing and Face recognition on the evaluator end for security reasons.

11. The software shall have annotation capacities like tick marks and cross marks apart from other tools like zoom, eraser and other modern facilities required for evaluation.

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12. Individual marks awarded for each question shall appear before the tick mark i.e., marks awarded by the evaluators against each question shall appear individually in the answer book. All annotations shall come out cleanly if the University chooses to print an evaluated answer book for any reason after the declaration of results.

13. The cover page of each evaluated answer book shall have a summary of marks awarded question-wise with the total marks obtained by the candidate in the answer book. This page shall be generated from the server automatically along with the answer- book and the same shall be submitted as a PDF copy to the University within 15 days after the declaration of results of the examination concerned. Generation of marked summary pages of answer books separately outside the system or server and then manually attaching it to the answer book to create a PDF is strictly not allowed.

14. The service provider shall provide the marks of each candidate in a table format that is mutually agreed upon by the University and the service provider at the project stage. The qp-wise marks shall be released within two days from the date of completion of the evaluation of the last answer book by the evaluators.

15. The data and other credentials with proper documentation should be handed over to the University for future access

16. The entire evaluation activity along with data and audit logs shall be kept safe and transferred to the University data centre after the completion of the entire evaluation work. The data that supported the evaluation can be deleted by the service provider server only after explicit confirmation from the University in writing.

17. The system shall provide convenience to examiners and moderators such that they can perform an on-screen evaluation of answer books from any authorized Evaluation Centre of the University or from a location of preference of the professor with his/her face recognition, username and password. Audit logs shall capture the location of evaluation for every answer book.

Scrutiny / Challenge Evaluation Process: -
1. Retrieval of requested scanned answer books from archival without annotation and marks
2. Assigning these answer books to the examiners for carrying out re-evaluation work. All steps of evaluation will be applicable here as narrated above.

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3. The system creates a student login for applying for the scanned copy of the answer book assessed by the examiners/moderators separately for the scrutiny/challenge of answer books.

4. The system accepts the application from the student for a scanned copy of the answer book with the appropriate fee.

5. The system automatically sends the answer book (PDF) to the student login after the successful completion of payment of fees and getting approval for the same by the concerned University authorities.

6. Result of verification of marks after the receipt of the application for scanned copy of the answer book and then marks obtained by the candidate after the scrutiny / challenge evaluation of answer books will be made available in the student login / University website.

Responsibilities of the University:

1) It will be the responsibility to identify appropriate affiliated colleges as the designated evaluation Centres for the on-screen evaluation of answer books. All infrastructure at such centres of computers, chairs, tables, electricity, internet, water, lights and cooling would be ensured by the University.

2) The University shall be responsible for the appointment of the examiners and moderators and monitor their presence at the evaluation Centres and also make payment of remuneration to them.

3) The University shall provide adequate space for scanning of answer books with power supply/ backup gen-set, internet connectivity as a backup, appropriate number of tables and chairs within its premises. Scanning of answer books shall be carried out by the service provider and only the soft copy of answer books shall be sent to the designated evaluation Centres for the assessment purpose.

4) The University shall provide copies of question papers to the service provider so that scheme of marking shall be included in computer software, which will be helpful to the examiners and moderators for giving marks based on contents written by the candidates in answer books of various subjects.

The Details of Activities and Responsibilities for On-screen evaluation would be

S.No.	Activity	Responsibility
1	Establishment of the answer book scanning and digitization centre at the University/Evaluation Centre(s) for scanning of answer books without cutting the spine by using book scanners. Configuration and cloud hosting of the main server and backup servers, book scanning equipment and workstation.	Service Provider
2	Providing the infrastructure like stabilized electric power, furniture (table and chairs), and racks for storage of answer books. Physical security will be there.	University
3	Answer Books Receiving at the University from the examination centre, Count matching with University data, Answer book scanning (without spine-cutting) and digitizing of the answer books, maintaining the time schedules as required by the University with proper controls and uploading the scanned images to the servers for the On-screen Evaluation of answer books. The activity includes providing the technical & non-technical manpower, scanning operators and managerial staff for scanning, and digitizing answer books useful for the on-screen evaluation.	Service Provider
4	Provide an evaluation server with back server for the on-screen evaluation with all cyber security features	Service Provider
5	Appointment of the examiners/moderators at the University / Evaluation Centre for the on-screen evaluation of the answer books and providing data to the service provider in required formats. Providing timetable, etc, and other data in the desired format.	University
6	Allocation of the answer books to the examiners/moderators as per the guidelines issued by the University.	Service Provider
7	Removal of all markings about the evaluation done by the examiners and moderators in the evaluated answer books for the facilitation of challenge evaluation.	Service Provider

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8	Providing web service for making available scanned copies to interested students upon receipt of their application for a scanned copy of the answer book after the declaration of results and payment of fees to the University.	Service Provider
9	Selection of the Evaluation Centres for the evaluation of answer books using on-screen evaluation will be provided by the university. The desired infrastructure such as laptops, software, and Internet connectivity will be provided by the University.	University
10	Approval of the allotment of answer books for the examiners or work-from-home facility (if required) by the University.	University
11	The service provider should own the evaluation software. Any modifications to the evaluation software as required by the University should be incorporated by the Service Provider in the time frame given by the University.	Service Provider
12	Training of examiners/moderators and University staff on the process of evaluation and utilization of evaluation software.	Service Provider
13	Training of the technical team at the Evaluation Centre	Service Provider
14	To provide unique usernames/passwords to the examiners/moderators appointed for the on-screen evaluation of answer books. **AI-based authentication** for evaluators at evaluation centres/homes.	Service Provider
15	To maintain a log of all activities of examiners/moderators appointed for evaluation of answer books. To generate evaluator summary as & when required remuneration payable to the evaluators day-wise as required by the University.	Service Provider
16	To provide the dashboard on the evaluation activities to the competent authorities of the University. It will customised as per the requirement of the university.	Service Provider
17	To export the evaluation data in an encrypted format to the central server for further processing. The data is to be given also in the electronic media to the Controller of Examinations, Sambalpur University	Service Provider

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18	To submit the certificate to the examination section that confidentiality of data is maintained by the service provider and log records of stakeholders for each activity	Service Provider
19	Printing of all degree certificates, provisional certificates, mark sheets etc., is to carried out by the Service Provider. University will provide the high security feature based blank paper for printing of such certificates and mark sheets to the service provider.	Service Provider University
20	Integration of results with National Academic Depository (NAD) and Academic Bank of Credits (ABC)	Service Provider

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Part A: Technical Evaluation-Pre Qualification Criteria

Minimum eligibility criteria for submission of bid

S No	Pre-Qualification Criteria	Compliance (Yes/ No)	Page No.	Remarks
1	The bidder should be an Indian Company registered under The Companies Act 1956/2013 with a minimum of five (5) years of experience in providing e-Examination solutions (as defined in nature of work para1) in Govt. Affiliated University(s)/ Board(s) / Council(s). The company should be an ISO 9001-2015, ISO 27001:2013, ISO 20000-1:2018 and CMMi level 5 certified company **The bidders have to submit the relevant certificate to this effect.**			
2	The bidder should have Cert-In & SOC 2 complaint certification for the proposed solution. The Software / Web Application code should have multiple backup systems in place so that anytime source code can be recovered in case of any disaster **The bidders have to submit the relevant certificate to this effect.**			
3	The bidder should be willing to host the solution in state data centre in Odisha or any other cloud data centre to be provided by the university or host DC/DR with Meity Empaneled Cloud Service Provider **The bidder should submit a self-declaration on the Bidder's Letterhead.**			
4	The bidder should be willing to share the Complete Source Code of the Examination and digital Evaluation System with the University after the completion of the 5-year contract period. **This declaration will be provided on the Bidder's Letterhead.**			
5	The bidder should have a minimum annual turnover of Rs.5 Crores for the last three financial years of operation in India. The Service provider must submit Audited Balance sheet, Profit and Loss account duly certified by Charted Accountant and the balance sheet/audited report with acknowledgment of submission by the competent authority for the last three financial years			
6	The bidder should have adequate experience to migrate and integrate all the current and old students' examination records of 10 years related data of continuing on-line pre-			

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	& Post e-Examination solutions (as defined in nature of work) Examination System. There should be proper linkage & synchronization capacity with another backup / recovery site. **The bidders have to produce the relevant certificates for the same from the concerned institutions**			
7	The bidder should have experience of executing online pre & post examination services including online Question Paper transmission, examination management, student services, and material management in Govt. affiliating University /Board / Council with at least 100 institutions covering at least total student strength of minimum 50000 per semester / 1.2 lakhs per year **The bidders have to submit the certificate to this effect from the concerned client.**			
8	The bidder should have experience in providing operational special on-line modules for management of collection and distribution of university / boards answer booklets, certificates, student fees / fines, teacher registration, appointment of examiners, generation of examiner remuneration and center charges, students admit cards etc. **The bidders have to submit the certificate to this effect from the concerned client.**			
9	The bidder should have experience in developing customized software with scope to modify as per university requirement with high security layers for generation of Academic Records of students including Provisional Pass Certificate / Grade Sheet / Tabulation Registers, Transcript Migration Certificate etc. **This declaration will be provided on the Bidder's Letterhead.**			
10	The bidder SaaS product should be able to integrate with the NAD portal for the seamless integration and automation of academic data uploading process along with the bulk ABC id generation as per NEP-2020. Additionally, a dedicated mobile app should be there for the learner to search their certificate and share it with the employer or social media platforms in the wallet if bidder can provide additional features for the learners, it would be appreciated. **This declaration will be provided on the Bidder's Letterhead.**			

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11	The bidder should have the following experience during any of the last Five (5) years Should have conducted AI based online examination with remote proctoring delivered for regular examination (Annual / Semester) for 25,000 students at a time with minimum of 02hrs duration in any Govt. affiliating University(s) /Board(s) / Council(s). and Should have conducted book scanning & onscreen evaluation (without cutting/de-threading the answer-book) with a minimum volume of 5 lakhs Answer Scripts per semester/ 10 lakhs per annum with having experience of conducting examination 50000 students in a semester / 1.2 lakhs students in a year in any Govt. affiliating University(s) /Board(s) / Council(s). **The bidders have to submit the certificate to this effect from the concerned client.**			
12	The bidder should be willing to install the application in the state or client data center provided by the university and should make a replication of database in University server.			
13	The bidder should have on their payroll minimum thirty (30) fulltime technical employees as on the tender publishing date. **The bidder must submit details of its employee on the letterhead.**			
14	The bidder must not have any instances of EMD forfeiture or blacklisted by any government (state, central, or universities) for inability to perform their duties under any contract. **The bidder must submit a self-declaration on their letterhead and Form-T2.**			
15	The bidder shall submit a declaration regarding any court case pending or disposed off in any court of Republic of India. **The bidder must submit Form-T3**			
16	The bidder should be registered with appropriate tax authorities such as Income Tax/ GST. The bidder should have filed last three-year ITR's and last six-month GST returns before the tender publishing date, if applicable. The bidder should submit separate certificates copy of ITR registration, GST registration; ITR and GST paid certificate (if applicable) and PAN Card.			
17	The bidder should be in readiness and willing to integrate old students' data of the university to be received from the university and continuing service provider in the existing			

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	format to be made available within one month from the award of the contract to all stake holders with approval of the University. **The bidder must submit a self-declaration on their letterhead**			
18	The bidder should present the solution (Proof of Concept-POC) with cloud space and Data Center requirements they are proposing to deliver the work sought through this tender to the university committee as part of the bid evaluation process. The bidder should present POC on the day of Technical Presentation.			
19	The Bidder shall be solely responsible for the execution and delivery of work without subletting or engaging in sub-contracting of any examination related activity. **The bidder must submit a self-declaration on their letterhead**			
20	**Non-Disclosure / Confidentiality Agreement:** The selected vender shall have to enter Non- Disclosure Agreement with the University for the Examination Data and other data and processes of the University which are part of examination process of Sambalpur University.			
21	During the tenure of the contract, the agency as and when required by the university should be willing to make necessary customization or changes to any components of the proposed solution. The same should be certified by submitting a self-declaration. **The bidder must submit a self-declaration on their letter head**			
22	The vendor shall not use any pirated software. The university shall not be held responsible for any liability out of the use of pirated software, if any. The university shall not be held responsible for any suit or demands on account of infringement of copy right and other laws by the firm selected for the purpose **The bidder must submit a self-declaration on their letterhead**			
23	Digital credential issuance and verification backed by Blockchain Technology **The bidder must submit necessary supporting/ relevant document in this connection**			
24	The selected bidder should be willing to deploy a minimum team of 08 members at university premises for the contract period consisting of one project manager, two developers,			

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	05 technical to meet the ongoing activities including report returns at their own risk and cost.			
25	The bidder should have capacity of minimum number of good quality scanning machines with provision of operators in two shifts (as per requirement) with good resolution of book scanning of examination booklet & its additional copy (if any) and capacity of scanning 20 to 30 thousand answer booklets in a day.			
26	The intending bidder shall ensure a single point of contact exclusively for the university to coordinate with during the execution of the work and also to provide required support (to students, examiners, proctors, evaluators etc) whole year including during the examination processing like helpdesk, SMS, Email etc. **The bidder must submit the details of the contact official on their letterhead.**			
27	In case of termination/end of the contract, the service provider should continue the work till selection of another firm and handover all the data/source code to Sambalpur University. **The bidder must submit an undertaking to this effect on their letterhead.**			
28	There should be a suitable emergency management plans towards any crisis situations relating to servers and other cloud infrastructure. The vendor has to clearly indicate these plans in the technical proposal.			
29	The bidder shall carry out the decision to hold examination in offline or online mode at any point of time as to be decided by the University.			
30	The bidder has to submit the relevant documents in support of each of the above items duly self- attested.			

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Part B: Technical Evaluation

Proposal of Technical Evaluation-

Sl. No.	Criteria	Score	Awarded Score
1	Overall Experience in e-Exam Processing in Govt. University/ Public sector/Govt. department Segment for • more than 5 years continuously – **15 Points** • 5 years continuously- **10 Points** *[Bidder have to submit the relevant certified document from Client]*	**15**	
2	Past experience in handling the online evaluation process along with blockchain backed digital credential portal for degree, diploma, mark sheet, transcript etc., in a single year in a single Govt client/University in the last 5 years. • No. of Students > 2,00,000 - **10 Points** • No. of Students >75000 but less than 2,00,000 - **05 Points** *[Bidders have to submit the relevant certified document from Client]*	**10**	
3	Bidder should have at least one complete End-to-End Examination (e-Exam) Process Experience in any Govt. University in India from Registration to Degree including Digital Evaluation in the last 3 years. • >1,00,000 students -**10 Points** • 75000 to < 100000 students - **5 Points** *[Bidders have to submit the relevant certified document from Client]*	**10**	
4	Digital Evaluation with Scanning using Book Scanner Experience in a single year in single Govt. Universities / Academic Institutions in the last three years: • 15 Lakh Answer Booklets Per Year- **10 Points** • 10 Lakh to 15 Lakh Answer Booklets Per Year- **5 Points** *[Bidders have to submit the relevant certified document from Client]*	**10**	
5	Bidder should have at least one complete End-to-End Examination Process Experience in any Govt. University in India from Registration to Degree including Digital Evaluation and credential issuance and management using blockchain/latest technology in the last 3 years. 1 University : **5 points** Odisha State University: **2 points (Additional)** Above 1 University: **3 Points (Additional)** *[Bidders have to submit the relevant certified document from Client]*	**10**	

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6	Experience of having minimum Annual average Turnover for last three years [FY:2021-22, FY:2022-23 and FY:2023-24] - Must be certified by CA –Refer **Form T6** Up to 5Cr Turnover: **5 Points** Additional turnover in the range i.e., 5Cr-10Cr: **1 Points** 10Cr-15Cr: **1 Points** 15Cr-20Cr: **1 Points** 20Cr-25Cr: **1 Points** Above 25Cr :**1 Points**	**10**	
7	Net worth of the bidder as on 31.03.2024. Must be certified by CA – Refer **Form T6** Up to 5Cr Net worth: **2 Points** Additional Net worth in the range, 5.1Cr-8Cr: **1 Points** Above 8Cr: **2 Points**	**05**	
8	Bidder should have its technology patented (Patent Certificate should be submitted by the bidder)	**05**	
9	People in organization (Number of persons employed in ICT projects in Payroll –Submit copy for verification) Minimum 30 no's of technical staffs: **2 points** Additional Technical Staff in the range: 31-100: **2 points** More than 100: **1 points**	**05**	
10	Implementation Methodology - Prototype Demo &Technical Presentation. To be evaluated during presentation/demonstration by the technical panel	**20**	
	Total	**100**	

Note:

(i) The bidder has to submit the relevant documents in support of each of the above items duly self-attested.

(ii) The total score obtained by the bidder above shall be the technical score (T) of the bidder.

(iii) Applicants should satisfy basic criteria of experience and other requirements as mentioned in pre-qualification criteria. Applicants should score **at least 75 marks** for being considered for opening of financial bid. The financial offers of unsuccessful applicants will be returned without opening.

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Part C: Financial Evaluation

The financial proposals of the bidders qualifying the technical evaluation only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

1. **Bid Evaluation Process:**
   - **Quality-Cum-Cost Based System** (QCBS) will be followed during the overall process.
   - The **technical proposals** will be allotted **weightage of 70%** while the financial proposals will be allotted **weightages of 30%.**
   - Proposal with the lowest cost will be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices.
   - The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.
   - **Highest points basis:** On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. Theproposal obtaining the highest total combined score in evaluation of quality andcost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked. H-1 will be invited for negotiations, if required and shall be recommended for award of contract.

As an example, the following procedure will be followed. In a particular case of selection of consultant, It was decided to have minimum qualifying marksfor technical qualifications as 75 and the weightage of the technical bids and financial bids was kept as 70: 30. In response to the NIT, 3 proposals, A, B & C were received. The technical evaluation committee awarded those 75, 80 and 90 marks respectively. The minimum qualifying marks were 75. All the 3 proposals were, therefore, found technically suitable and their financial proposals were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

Proposal	Evaluated cost
A	Rs.120.
B	Rs.100.
C	Rs.110.

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Using the formula LEC/EC, where LEC stands for lowest evaluated cost and EC stands for evaluated cost, the committee gave them the following points for financial proposals:

A: 100/120 = 83 points

B: 100/100 = 100 points

C: 100/110 = 91 points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

Proposal A: 75x0.70 + 83x0.30 = 77.4 points.

Proposal B: 80x0.70 + 100x0.30 = 86 points

Proposal C: 90x0.70 + 91x0.30 = 90.3 points.

The three proposals in the combined technical and financial evaluation were ranked as under:

Proposal A: 77.4 points @ **H3**

Proposal B: 86 points   @ **H2**

Proposal C: 90.3 points @ **H1**

Proposal C at the evaluated cost of Rs.110.00 was, therefore, declared as winner and recommended for negotiations/approval, to the competent authority.

*Note: **In the event, both bidders secure the same marks after combined evaluation of both technical and financial bid, and then selection will be made on the basis of higher average turnover for the last three financial years (2021-22, 2022-23, & 2023-24)***

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SUBMISSION OF CHECK LIST

Sl No	Description	Submitted Yes/ No	Page No. (From/to)
	TECHNICAL BID (ORIGINAL)		
1	Covering letter in the Bidders letter head		
2	Bid Processing fee		
3	EMD		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy of the PAN		
6	Copy of GSTIN		
7	Copy of Balance sheet and IT Returns certificates for three financial year (FY:2021-22, FY:2022-23 and FY:2023-24)		
8	Copy of the valid EPF & ESI Certificate		
9	Technical Bid duly filled in (covering letter , Form T1 to T8)		
10	Copy of documents related to Pre-Qualification criteria (Refer Part-A)		
11	Copy of documents related to Technical Evaluation(Refer Part-B)		
	FINANCIAL BID (ORIGINAL)		
16	Covering Letter in Bidders Letter Head (Form- F1)		
17	Duly Filled in Financial Bid (Form- F2)		

It is to be ensured that:
1. All information has been submitted as per the prescribed format only.
2. Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.
3. All pages of the proposal needs to be sealed and signed by the authorized representative.

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation:_____

Address of the Bidder:_____

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FORM-T1
Covering letter for Technical Bid
(On the Bidder's Letter Head)

To,

The Registrar.

Sambalpur University,

Jyoti Vihar, Burla-768019.

Sambalpur, Odisha

Sub: Application for submission of Technical Bid of Tender for E-Examination for End-to End Activities, Processes & Services of Sambalpur University i.e., <u>Pre-Post Examination, Onscreen Evaluation, Remote Proctored (AI & HUMAN) Online Examination Solution, and Migration of Existing Database for Pre-Post Examination and Digital Credential issuance & verification backed by Blockchain Technology.</u>

Dear Sir,

With response to your Notice Inviting Tender for E-Examination of Sambalpur University, Jyoti Vihar, Burla, (No._____, Date_____), I have examined all relevant documents and understood their contents, hereby submit our Technical Bid for the proposed E-Examination solutions of Sambalpur University.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the Tender document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation:_____

Address of the Bidder:_____

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Information about the Bidder
(On the Bidder's Letter Head)

1	Name of the Firm/Company	
2	Name of the Director/ Proprietor	
3	Full Address of Registered Office	Postal Address Telephone No.: Fax No.: E-mail :
4	Address of offices in the state of Odisha, if any	
5	Details of Bid Processing Fee	DD No. : Date : Amount : Drawn Bank :
6	Details of EMD	DD No. : Date : Amount : Drawn Bank :
7	Year of Incorporation (Copy of Certificate of Incorporation or any other relevant document)	**Refer page no._____**
8	Year of commencement of business	
9	Copy of Balance sheet and IT Returns certificates for three financial years (FY:2021-22, FY:2022-23 and FY:2023-24)	**Refer page no._____**
10	Name & telephone number of authorized person signing the bid	Name & Designation: Mobile No.
11	Authorized Point of Contact Person with telephone no. & e-mail ID	
12	Particulars of registration with various Govt. Bodies/ Tax authorities a. Registration no b. Date of Validity	
13	Bank Name	Account Number Bank & Branch Name IFSC Code
14	PAN No. (attached the self-attested copy)	**Refer page no._____**
15	GSTIN No. (attached the self-attested copy)	**Refer page no._____**
16	EPF Registration No. (attached self-attested copy)	**Refer page no._____**
17	ESI Registration No.	**Refer page no._____**

Reg____
Sambalpur University
Jyotivihar, Burla

		(attached self-attested copy)	
18	Acceptance to all terms & conditions of the Tender (Yes/ No)	
19	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous bodies/ Reputed Educational Institutes in India. If yes, please furnish details. If No, attach an undertaking in regards to not being blacklisted. **(FORM- T2)**	**Refer page no.**_____
20	Submit an undertaking that no criminal case is pending with the police at the time of submission of bid. **(FORM -T3)**	**Refer page no.**_____
21	Declaration **(FORM -T4)**	**Refer page no.**_____
22	Power of Attorney **(FORM- T5)**	**Refer page no.**_____
23	Summary of Financial Strength**(FORM- T6)**	**Refer page no.**_____
24	Technical Manpower Deployment Plan(TMDP) and Standard Operating Procedure **(FORM- T7)**	**Refer page no.**_____
25	Similar Experience of the Bidder**(FORM -T8)**	**Refer page no.**_____
26	People in organization (Number of persons employed in ICT projects in Payroll)	**Refer page no.**_____
27	Mention the total number of pages in the tender document	
28	Any other information considered necessary but not included above	

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: _____

Address of the Bidder:_____

Sambalpur University
Jyotivihar, Burla

FORM-T2

UNDERTAKING

(On the Stamp Paper of Rs.10/- value in shape of affidavit from the Notary regarding non-blacklisting)

I, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Department / Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation:_____

Address of the Bidder:_____

Registrar
Sambalpur University
Jyotivihar, Burla

FORM-T3

UNDERTAKING

(On the Stamp Paper of Rs.10/- value in shape of affidavit from the Notary regarding not having any pending judicial proceedings for any criminal offences)

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor / Partner / Persons to be deployed by our company.

I/we further certify that Proprietor / Partner / Persons to be deployed by our company/ of my company have not been convicted of any offences in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation:_____

Address of the Bidder:_____

Registrar
Sambalpur University
Jyotivihar, Burla

FORM-T4
DECLARATION
(ON NON-JUDICAL STAMP PAPER OF RS. 10/-)

I/we _____Partner(s)/ Accredited Representative(s) of M/s _____solemnly declare that:

1. I/we_____ are submitting tender for_____ against Tender Notice No. _____ dated _____.

2. All information furnished by me/us in respect of fulfilment of eligibility criteria and information given in this tender is complete, correct and true. All documents/ credentials submitted along with this tender are genuine, true and valid.

3. My/our bid shall remain valid for a period of 90 days from the last date fixed for the bid submission in accordance with the Bidding Documents and shall be binding upon us and may be accepted at any time before the expiry of the period.

4. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".

5. If any information or document submitted is found to be false/ incorrect, Sambalpur University may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money (EMD) and blacklisting of my/our firm and all partners of the firm etc.

6. I/we also declare that the Government of India or any other Government body has not issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/ lapses of serious nature.

7. I/We understand that the decision of Sambalpur University will be final for the evaluation of Technical Bids.

8. I/We have gone through all terms & conditions of the tender documents before submitting the same and accept the same along with the technical specification and all other conditions mentioned in the documents; including the condition that Sambalpur University is not bound to accept the lowest bid.

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation:_____

Address of the Bidder:_____

Registra
Sambalpur University
Jyotivihar, Burla

FORM-T5

Power of Attorney

(On non-judicial stamp paper of Rs. 10/- regarding power of attorney for authorized signatory)

Know all men by these presents, we_____ (name, and address of the registered office) do hereby constitute, appoint and authorize Mr. /Ms. _____(name and address of residence) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for Complete E-Examination Solution for End-to End Activities, Processes & Services of Sambalpur University i.e., Pre-Post Examination, Onscreen Evaluation, Remote Proctored (AI & HUMAN) Online Examination Solution, and Migration of Existing Database for Pre-Post Examination & Digital Credential issuance and verification backed by Blockchain Technology of Sambalpur University, Jyoti Vihar Burla-768 019, Sambalpur, Odisha

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of attorney and that all acts deeds and things done by our aforesaid attorney shall and shall be deemed to have been by us.

Executant

Signature of Attorney
(Name, Title and Address of the Attorney) Attested

Executant

Registrar
Sambalpur University
Jyotivihar, Burla

FORM-T6

Summary of Financial Strength

(To be duly certified by CA)

Name of the firm:

Sr.No.	Financial Year	Turnover of firm/company in INR	Average Annual Turnover for Last 3 FY.
1	2021-22		
2	2022-23		
3	2023-24		

Sr.No.	Financial Year	Net worth of firm/company in INR
1	As on 31.03.2024	

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation:_____

Address of the Bidder:_____

Registrar
Sambalpur University
Jyotivihar, Burla

FORM-T7

Proposed Technical Manpower Deployment Plan (TMDP) and Standard Operating Procedure(SOP) for E-Examination Services of Sambalpur University

(In this format the bidder shall submit their proposed work plan and standard operating procedure for the required services as per the Scope of Work within 3-4 pages)

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation:_____

Address of the Bidder:_____

Registrar
Sambalpur University
Jyotivihar, Burla

FORM-T8

Similar Experience of the Bidder

(On the Bidder's Letter Head)

Name of the Bidder:

Details of similar assignments undertaken / completed.

Sl No	Client Name (State Govt Affiliating University / Educational Boards / Councils	Nature of the Exam	No. of candidates	Cost of Project	Start Date & End Date	Client Contact Details incl. Name, Phone No. & Email	Completion Certificate Attached
1							Yes/ No
2							Yes / No
3							Yes/ No
4							Yes/ No
5							Yes/ No
6							Yes/ No
7							Yes/ No
8							Yes/ No
9							Yes/ No
10							Yes/ No

Note: Self attested Copies of work orders / completion certificates from the respective authorities needs to be furnished by the Bidder along with the technical proposal as proof of evidence.

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation:_____

Address of the Bidder:_____

Registrar
Sambalpur University
Jyotivihar, Burla

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING
(BIDDER LETTER HEAD)

To

The Registrar,
Sambalpur University,
Jyoti Vihar, Burla-768 019
Sambalpur, Odisha

Sub: **Authorization for attending tender bid opening**

Ref No. Tender Call Notice no._____ Date._____

Dear Sir,

In inviting kind reference to the subject mentioned above, following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of M/s._____
(Name of the Firm)

Sl.No.   Name   Signature

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation:_____

Address of the Bidder:_____

Note:

1.   Only one representative shall be allowed.

2.   Permission for entry to the hall where bids are to be opened may be refused in case authorization as prescribed above is not produced.

Registrar
Sambalpur University
Jyotivihar, Burla

FORM-F1

Covering letter for Financial Bid

(On the Bidder's Letter Head)

To,

The Registrar.

Sambalpur University,

Jyoti Vihar, Burla-768 019

Sambalpur, Odisha.

Sub: Application for submission of Financial Bid of Tender for E-Examination for End-to End Activities, Processes & Services of Sambalpur University, Jyoti Vihar i.e., <u>Pre-Post Examination, Onscreen Evaluation, Remote Proctored (AI & HUMAN) Online Examination Solution, and Migration of Existing Database for Pre-Post Examination & Digital Credential issuance and verification backed by Blockchain Technology.</u>

Dear Sir,

I/We, the undersigned, is pleased to provide our financial offer for Tender for E-Examinations of Sambalpur University, Jyoti Vihar, Burla, in accordance to your Tender No. _____ Dated _____ and our Technical Proposal. Having gone through the Tender Document and having fully understood the scope of work for the captioned assignment as set out in the Tender Document; we are pleased to quote as per **Form-F2** for the proposed service.

Note:

1. Tax/GST will be paid as per prevailing applicable rates.

2. All payments to the service provider will be subjected to deduction of taxes at source as per applicable laws.

I/ We understand you are not bound to accept any Bid you receive.

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation:_____

Address of the Bidder:_____

Registrar
Sambalpur University
Jyotivihar, Burla

FORM-F2

Financial Bid

(On the Bidder's Letter Head)

Description	Quote Unit Price in Rupees per Script
End-to-End e-Examination Management System that includes deployment of: i) Examination Result Processing software, question bank and paper making software with necessary hardware, networking and system utility tools. ii) Cloud hosting with active active disaster recovers along with Project management/operations, maintenance and support services. iii) Manpower and support systems to deliver the mandated services as per the scope of work The bidder has to carry out Semester wise End-to-End E-Examination and all related services of Sambalpur University as contained in the scope of work and in the NIT. The financial quote shall be for per Answer Booklet Onscreen Evaluation.	

Note: Rate should be quoted in Indian Rupees only. Inclusive of all Taxes.

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation:_____

Address of the Bidder:_____

Registrar
Sambalpur University
Jyotivihar, Burla

PERFORMANCE BANK GUARANTEE FORMAT

To

NAME & ADDRESS OF THE

TENDER INVITING AUTHORITY

WHEREAS_____ (Name and address of the Service Provider) (hereinafter called "the Service Provider) has undertaken, in pursuance of Contract No._____ dated _____ to undertake the service _____ (Description of services) (here in after called "**the contract**").

AND WHEREAS it has been stipulated by _____(Name of the Authority) in the said contract that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Service Provider such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the _____ day of _____ year. Our branch at _____ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ branch a written claim or demand and received by us at our _____ branch on or before Dt_____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank & Branch

Registrar
Sambalpur University
Jyotivihar, Buda