



MAULANA MAZHARUL HAQUE ARABIC & PERSIAN UNIVERSITY, PATNA

RFP No.: 01/2023-24

Date: 05/02/2024

Notice Inviting Tender

Pre and Post-Examination Process for (All Courses)

One UG & Corresponding PG Cycle

for

Maulana Mazharul Haque Arabic & Persian University, Patna

The Registrar, acting on behalf of the Vice Chancellor of Maulana Mazharul Haque Arabic & Persian University (MMHA&PU), is inviting tender through an open tender process. Eligible government firms/agencies that are authorized are invited to participate in the Pre and Post examination process for all courses, one UG & corresponding PG cycle, etc., at MMHA & P University, Patna. The tender details are outlined in the Tender Document. The University is seeking tenders in a Two Bid System, comprising Technical and Financial bids, from parties interested in this opportunity. Specific details about the bid areas are provided below: -


A	Designation of officer inviting RFP	Registrar, MMHA&P University, Patna
B	Advertisement of RFP	05/02/2024
C	Period of purchase of RFP document with Time and place	From 05/02/2024 on 3:00 PM to 23/02/2024 on 5:00 PM at Registrar Office, MMHA & PU University
D	Place, Time & Date of Pre-Bid Meeting	MMHA&P University, Patna at 3.00 PM on 13/02/2024
E	Place, Time & Last Date of submission of response to RFP	Upto 5:00 PM on 27/02/2024 in Registrar's office
F	Last date of submission of EMD	Office of The Registrar, MMHA&P University, Patna up to 5.00 PM on 27/02/2024
G	Place, Time & Date of opening of Technical Bid of RFP	At 3:30 PM on 28/02/2024 MMHA&P University, Patna
H	Place, Date & Time of document verification on Technical aspects (Only Turnover and Experience Document in Original form other documents will be verified on online in the presence of bidder)	MMHA&P University, Patna at 3:30 PM onwards on 28/02/2024
I	Place, Date & Time of Presentation and demonstration of technical aspects by valid bidders	Venue and date will be communicated after evaluation of Technical bid.
J	Place, Time & Date of opening of Financial Bid of RFP	Date and time will be communicated later.
K	Place of opening of RFP Response	MMHA&P University, Patna

For
05/02/24

L	Validity of RFP	180 Days from Opening of Financial Bid of Tender Document			
M	Approximate cost of the work	Will be determined after Pre bid Meeting			
Sr. No.	Description of Work	Cost of tender Paper (₹)	Earnest Money Deposit (₹)	Security Deposit at the time of Agreement (₹)	Time of completion
1	Notice Inviting Tender for Pre and Post Examination Process for (All Courses) One UG & Corresponding PG Cycle for Maulana Mazharul Haque Arabic & Persian University, Patna	5,000/-	3,00,000/-	5% of Contract Value	02 Months

- The tender will be obtained from the Office of The Registrar, MMHA&PU University, Patna.
- EMD: The EMD must be paid and deposited along with bid documents in the form / shape of Demand Draft or Banker's cheque of any Scheduled Bank drawn in favour of the Registrar, MMHA&P University, payable at Patna or Fixed Deposit Receipt (FDR) of Scheduled Bank. EMD can also be paid through e-payment mode i.e. "Internet payment gateway, (Credit/Debit Card), Net Banking and Transaction Receipt must be submitted.
- Tender Document: The Bidder will have to furnish documentary proof for each of the eligibility criteria as mentioned in Tender document duly attested by its authorized person and must be submitted.
- Any changes/corrigendum/addendum w.r.t. this tender will be notified through website.
- At the time of pre-bid of tender only authorized representative (valid with Identity card of agency) will be allowed to be present.
- All the matter subject to the jurisdiction of Patna High Court.

The undersigned reserve the right to accept or reject any or all the quotation without as-signing any reasons.


 Registrar
 MMHA&P University, Patna



**MAULANA MAZHARUL HAQUE ARABIC & PERSIAN
UNIVERSITY**

PATNA, BIHAR(INDIA)

Email: registrar-mmhu-bih@nic.in Website: www.mmhapu.ac.in

**TENDER
DOCUMENT**

FOR

**Pre and Post Examination Process for
(All Courses)
One UG & Corresponding PG Cycle**

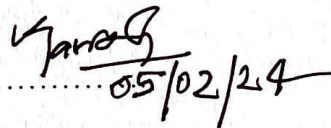
**TENDER DOCUMENT No.-01/2023-24
Dated 05/02/2024**

Issued by

Registrar

**MAULANA MAZHARUL HAQUE A & P UNIVERSITY,
Patna, Bihar (INDIA)**

Signature of Authorized Signatory


05/02/24

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V. Prasad
25/02/24



**MAULANA MAZHARUL HAQUE ARABIC & PERSIAN
UNIVERSITY**

PATNA, BIHAR(INDIA)

Email: registrar-mmhu-bih@nic.in

Website: www.mmhapu.ac.in

SECTION-1

**Notice Inviting Tender (NIT) TENDER FOR
Pre and Post Examination Process for One UG & PG Cycle**

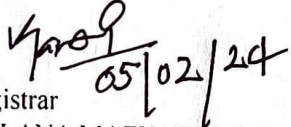
No.- 01/2023-24

Dated:05/02/2024

Tenders are invited in two parts(Technical and Financial bid) for **Pre and Post Examination Process for One UG & PG Cycle** of Maulana Mazharul Haque Arabic & Persian University, Patna from Year, 2024 onward .The tender document along with the details of the works, terms and conditions can be downloaded from the University website, www.mmhapu.ac.in and may be procured from University Office as per details below. Tenders shall be received only through speed post/registered post/Courier. The undersigned reserves the right to cancel/amend the tender at any stage without assigning any reason thereof.

Last date of sale of forms	:	23/02/2024 till 5:00 P.M.
Last date of submission of Tender	:	27/02/2024 till 5:00 P.M.
Date of Opening of Tender	:	28/02/2024 at 03:30 P.M.
Cost of Tender Document	:	Rs 5000.00 (Rupees Five thousand only)
Earnest Money Deposit	:	Rs 300000.00(Rupees Three lakh only)
Venue of the Opening of the Tender	:	Office of Registrar, Maulana Mazharul Haque A & P University, Patna

Only Government Organization / Government Undertaking firm having experience of similar work at minimum one University in India in the last five years in the desired fields should submit their bids along with all supporting documents and a non-refundable A/c payee draft of Rs.5000.00 as cost of tender documents and Rs.300000.00(Rupees Three Lakhs only) as Earnest Money deposit (Refundable) From a nationalized bank in favour of the Registrar, Maulana Mazharul Haque A & P University, Patna payable at Patna till the date not if finalized above. Price bid of successful bidders will be opened immediately after evaluation of technical bid by the tender committee.


Registrar
MAULANA MAZHARUL HAQUE A & P
UNIVERSITY,
Patna, Bihar

SECTION-2
Bid Information
Pre- Examination

Maulana Mazharul Haque A & P University, Patna (Bihar) is spread over many districts of Bihar offering undergraduate and postgraduate traditional and Professional courses in various disciplines. The University has over 75 thousand students enrolled in different programs and the numbers are expected to increase over the years. Apart from providing quality education, the Maulana Mazharul Haque A & P University, Patna (Bihar) wishes to achieve excellence with transparency in the admission process, application examination result preparation, answer-script processing and evaluation as a complete automation of the departmental processes. To address the above concerns and scenario, the Maulana Mazharul Haque A & P University, Patna (Bihar) wishes to adapt to technology as a first step towards automating end-to-end student related activities for Maulana Mazharul Haque A & P University, Patna (Bihar). On reviewing the various activities, the Maulana Mazharul Haque A & P University, Patna (Bihar) has identified the below activities that are human intensive but if automated will lead to better quality of admission, examination processing, and result processing. The activities that the university wishes to automate and/or adapt to ready-made solutions are below mentioned:

With a view of automation to maintain secrecy, accuracy and timely **Admission & Registration**, the University proposes to outsource the **Pre-Examination Process for one UG & PG Cycle**, processing work to only reputed and experienced agencies.

The bid pertains to inviting proposals for appointment of a credible competent and trustworthy Agency to design, develop, customize, implement and maintain a robust, integrated University Pre-Examination Process Management System. While intensive efforts have been made to provide comprehensive and accurate background information and requirements and specifications, yet bidders through their meticulous observations and survey may suggest requisite solutions needed to meet the requirements. All suggestions/information provided by the bidder may be treated as contractually binding on the bidders. No commitment of any kind, contractual formal written contract has been executed by or on behalf of Maulana Mazharul Haque A & P University, Patna. Any notification of preferred bidder's status by any of the University/Institutions or entity under scope, shall no give rise to any overarching/enforceable right to the bidder. The University (Maulana Mazharul Haque A & P University, Patna) may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the university. In order to have full implications of the documents, prospective bidders are advised to study careful all instructions, terms and conditions as well as requirements.

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Bid Information Post- Examination

Maulana Mazharul Haque A & P University, Patna (Bihar) is a state university and is spread over many districts of Bihar offering undergraduate and postgraduate traditional and vocational courses in various disciplines. The University has over 75 thousand students enrolled in different programs and the numbers are expected to increase over the years. Apart from providing quality education, the Maulana Mazharul Haque A & P University, Patna (Bihar) wishes to achieve excellence with transparency in the admission process, application for examination, result preparation, answer-script processing and evaluation as a complete automation of the departmental processes. To address the above concerns and scenario, the Maulana Mazharul Haque A & P University, Patna (Bihar) wishes to adapt to technology as a first step towards automating end-to-end student related activities for Maulana Mazharul Haque A & P University, Patna (Bihar). On reviewing the various activities, the Maulana Mazharul Haque A & P University, Patna (Bihar) has identified the following activities that are human intensive but if automated will lead to better quality of admission, examination processing, and result processing. The activities that the university wishes to automate and/or adapt to ready-made solutions are below mentioned:

With a view automation to maintain secrecy, accuracy and timely delivery of Exam Management, the University proposes to outsource the **Post-Examination Works for one (All Courses) UG & Corresponding PG Cycles in above time frame**, processing work to only reputed and experienced agencies.

The bid pertains to invite proposals for appointment of a credible competent and trustworthy Agency to design, develop, customize, implement and maintain a robust, integrated University Post-Examination Process Management System. While intensive efforts have been made to provide comprehensive and accurate background information and requirements and specifications, yet bidders through their meticulous observations and survey may suggest requisite solutions needed to meet their requirements. All suggestions/ information provided by the bidder may be treated as contractually binding on the bidders. No commitment of any kind, contractual formal written contract has been executed by or on behalf of Maulana Mazharul Haque A & P University, Patna. Any notification of preferred bidder status by any of the University/Institutions or entity under scope, shall not give rise to any overarching/enforceable right to the bidder. The University (Maulana Mazharul Haque Arabic & Persian University, Patna) may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the university. In order to have full implication so for the documents, prospective bidders are advised to study careful all instructions, terms and conditions as well as requirements.

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SECTION-3
SCOPE OF WORK

Pre-Examination Process for One UG & PG Cycle

1. Online Centralised Admission Management System

University needs Online Centralized Admission Management System software(UMIS), designed to manage the entire online admission process of all courses offered by university and its affiliated colleges. The said module should have following cycles -

- Online submission of Admission application form. It should be validated with eligibility criteria and seat matrix of respective courses and colleges/Madrasa/KRC. Online application facilitate student to apply in various colleges and courses in a single online application for different Colleges on universities portal.
- Online Admission application fee payment depending on Caste/Category of students through payment gateway provided by university.
- Student Login to update, view and download their submitted application. It should be integrated with SMS or E-mail gateway. So that login credentials, merit status and other notifications can be sent on their mobile and email.
- Generation of various Merit lists for all courses and colleges in accordance with seat matrix, eligibility criteria and reservation policy of state government.
- Cut-off declaration of Merits for all course wise college wise categories wise.
- SMS or E-mail or both to all selected candidates of merits.
- Generation of Offer letter for selected candidates in Merits, consisting of merit index, cut off in their category, confidential code for admission, Starting & end date of admission, Course, Selected college etc.
- Dynamic Notice Board should be available on portal.

2. Registration (Enrollment) of Students

- Admitted students should be provided a SID/unique registration (Enrollment) number University Code, year of Registration & Sl. No. in accordance with university rules. This unique registration number consists of year of admission, should be same during the academic tenure of student in university.
- All the generated registration number should be verified by colleges through their college login and fee of the same must be paid online.
- Course wise registration slips of all admitted students should be available in their respective admitted college login. Design the registration card; on validation print and issue registration card; Save the data into database; in addition, design and maintain student register.
- However, any change in the registration number, the same will be communicated by the university to firm for implementation. However, any change in the format of the Registration number, the same will be communicated by the university to firm for implementation.

3. Pre-Examination Works

Online Submission of Examination form of various UG, PG and Professional courses through a web portal. Only valid students of the university can submit their online examination form. Examination fee should be paid online and every examination form should be verified by respective college through their college login. This web portal should have facility to

V. Prasad
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➤ **Exam Portal High Level Features**

- Academic Session, Schemes, Faculty, Examination Pattern
- Courses, Subjects, Subject Grouping
- Exam Ordinances, Grace Rules, Grade Rules
- Online Exam form filling by Students/college/Madrasa/KRC
- Scrutiny of Examination Forms
- Extract Backlog Subject data
- Roll number & Centre allotment to Eligible Students
- Online Admit Card
- Roll Sheet & Attendance Sheet
- Various Reports for analysis and execution of Examination process

➤ **Exam Portal – Landing Website**

After entering the URL Candidate will get all the options in particular selective options with the proper guidance.

- Examination Forms submission
- Notifications
- Admit Card- Annual/ Semester wise
- Form Number search option
- Results
- Form Prints
- College Login

➤ **Individual College Login**

- Creating the individual login of all Colleges/Madrasa/KRC of the University.
- A unique college login and password will be provided to every college.
- Online Examination Forms filled by Students will appear in every particular login panel of college.
- College will verify its student and if needed will make corrections in it within time limit given by the University. College can download Checklist, Roll list, Admit cards, Attendance sheets and other reports through it.
- Uploading of circulars in individual College login.
- Uploading/Publishing/Downloading of Admit cards in individual College login.
- Circulating letters in individual College login.
- Roll list, verification with attendance sheet
- Online Verification will be available in College login.
- College can download it course wise, Subject wise of individuals or in bulk. Verification will be generated of only verified Students by the College.
- Change password facility for individual college login.

➤ **University Login: Verification/Processing of Online Applications (Pre-exam)**

- Verification for Application forms at individual College login.
- Generation of course wise and subject wise list in proper indexing for the verified student list.
- Automatic fee summary generation with the respective courses in the college.
- Uploading of Examiner list on examination bases.

➤ **University Login: Examination Center Allotment**

- Generation and Allotment of the Exam Centre as per the University norms.
- Publishing of Admit card/Verification documents and scrutiny form on Online portal
- Publishing of Online Admit card with all necessary parameters such as Name, Father's Name, Mother's Name, Roll No., Centre, College, photograph, signature, choice of subject, etc.

K. Anand
05/02/24

- After verification a roll list will be generated and accordingly Admit cards and Verification cards too.
- **University Login: Online Examination Form Creation Process**
- An Online Examination Form has to be designed for various courses offered by University like Traditional Courses (Annual & Semester), Professional courses (Annual & Semester), Campus courses and other degree and diploma/Certificate courses.
 - The Online Examination forms for Regular, Ex, Non-Collegiate, Back, Improvement students should be filled with university existing database and integrated with courses and rules of examination forms of the University.
- **Student Login: Online Examination Form Submission Process**
- A student will select his/ her course, type of student, session and submit his/ her enrolment or roll number, after validating provided information a format of online Examination form should appear in University prescribed format having facility to select papers of subject opted by student.
 - Details of the student's verified through details provided by the university and 1st year students verified through admission portal or their Unique Registration Number.
 - Next process will be to fill his/her personal particulars, academic information and online submission of photo & signature.
 - The student will submit his/her online Examination form and proceed to fee submission.
- **Student Login: Fee Submission**
- Fee will be calculated in accordance with Student type, Course type, and other information provided by Maulana Mazharul Haque A & P University Patna (Bihar).
 - University fee varying from courses to courses and type of student, like fees different for Regular, Non-Collegiate, Ex, Back & improvement student as well as for different courses like Traditional, Professional, self-Finance, Campus etc.
 - As mentioned above after submitting online Examination Form, a page of fee will appear on the screen and student will pay his/her fee through this payment gateway only.
 - The payment gateway should accept all debit card, credit card, UPI and net banking of all banks. Maulana Mazharul Haque A & P University Patna (Bihar).
 - University will tie up with service provider but vendor should have to integrate with his web application.
 - No other mode of payment will be accepted.
- **College Login: Check List/ Roll List/ Attendance Sheet**
 - Online Check List and Roll List will be generated based on the Examination Form filled by the Student in every College login.
 - College will download these lists by course wise, subject wise, Paper wise, Category wise, Year Wise etc.
- **Admit Cards Generation Process**
- Online Admit Card will be available for College/Madrasa/KRC.
 - Any student can download it after providing his/her Enrolment/Roll/Form no, whereas College can download it individually or in bulk. Only Verified Student's Admit card will be generated.

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➤ **University: Admin login**

- This module enables the admin to control the entire Examination Portal Process.
- A Control Panel will be designed for Admin in which administrative control of Online Examination Forms such as college Login generation, Seat Verification & allotment, Fee Verification & customization, Check List /Roll List generation, Nominal Roll generation, Admit Card generation, Attendance Sheet and Report will be provided. Admin will generate Officers/ Staff Login User id and Password for employee. Using that login credentials Officers/ Staff can perform their tasks assigned to them.
- Admin will verify the Fee submitted by the Student in Bank through Online payment mode.

➤ **Reports**

Various Reports will be generated as per requirement of the University like Fee Reports, number of Students in Particular Course, number of Students in Particular Subject and Category Wise Students Count etc.

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Post-Examination Work:

Final marks will be available for all the enrolled candidates on university portal. Gazette will be published on college logins. Result to be shown in individual student's login. Mark sheet with at least 5 security features and TR Chart shall be printed of all the students. The students migrating to other educational institutes shall be awarded with Migration certificates with at least 5 security features.

- OMR Copy Based Examination
- Copies are secured by Unique Bar codes
- Online Exam Marks Entry of Internal Practical Examination & theory Examinations
- Centralized Marks validation
- Formulation of Automated Tabulation Register with photograph of students
- Publishing Online Result
- Press Release and printing of several result related reports
- Online Scrutiny Application (Re-Totaling, Revaluation and Panel Evaluation)
- Printing of Marks Sheet with marks-sheet number (Unique)
- Printing of Provisional etc.
- Online application and approval of Degree, Duplicate Mark sheet and Migration
- Uploading Degree and Mark sheets to Digi -Locker

TR & Marks Generation

As the university approves the award list of a particular student is gathered for all the paper and result is processed after applying all the rules as provided by the university and a rough chart is generated and sent to the university. A digitized soft copy of the Tabulation chart is also to be provided to the University for Future Preservation and references.

Student's practical/viva/internal marks submission

College's submission of their practical/viva/internal marks online. Only authenticated departments and colleges can submit their practical/viva/internal marks because the entire system will be validated with university result database. Practical/viva/internal marks updating consists of Enrolment number, Roll number, academic session, college name, and course. After submitting above mentioned information, a result of that student will be updated and a webpage to submit Practical/viva/internal marks and its description will open. After filling those fields Practical/Viva voce/internal marks application number will be submitted to that particular student. That number will be used for further result with university.

Colleges will prepare a list of Practical, Viva-voce and Internal Assessment of the subjects operated in the Department of the University and the College. After clicking on the Fill Online link, the list of the students available in the above-mentioned subject who have filled online examination forms) will be displayed in the department or college. Online absentee submission during examination by the Center.

An exam center has to submit absentee during examination tenure through their login online. Only authenticated exam centers should submit their absentee because the entire system will be validated with university examination database.

Result Processing

After obtaining awarded numbers by scanning of award sheet and by online internal, Practical / Viva voce numbers, a result of every individual student should be processed in accordance university passing rules/ regulations with duly marked absentee.

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OMR barcoded answer books

Supply of OMR barcoded 32 pages, answer books for each student of each paper of the concerned exam to the University Head Quarter, Patna, in consultation of Controller of Examinations. The information and specifications are as given below:

1. Size of OMR barcoded answer books should be 27 cm x 22 cm of 100 GSM with 32 pages (110 GSM for OMR cover page)
2. Approximate numbers of students of all exams may vary up to 60,000 or more.
3. Total numbers of exam are more than 100 types which include Semester also.
4. In UG level exam each student will be required minimum 06 OMR barcoded answer books while in PG level minimum 08 OMR barcoded answer books will be required.

Specification for printing of different documents


1. Paper of OMR barcoded answer sheets should be of 100 GSM with 32 pages. OMR cover page should be of 110 GSM. Space for giving different data on cover page should be provided in consultation with Controller of Exams. It should be perforated and its making should be Maulana Mazharul Haque A & P University, Patna, Bihar
2. Paper of admit card, provisional certificate, migration certificate, mark sheet should be of 110 GSM along with water mark of Maulana Mazharul Haque A & P University, Patna, Bihar & handmade paper with water marks for original degree certificate.
3. Paper of TR (in A3 size), Roll sheet, Attendance sheet, dispatch memo should be of 70 GSM. Sample of each paper should be enclosed with technical bid.
4. Dispatch of marksheet to the individual student at their respective choice of place will be ensured on actual material, labour cost and postage.

Handwritten signature and date: 05/02/24


SECTION-4

GENERAL TERMS AND CONDITIONS


1. The cost of the Tender form is 5000.00(non-refundable) .The Tender forms along with terms and conditions may be downloaded from the Maulana Mazharul Haque A & P University, Patna (www.mmhpu.ac.in).In this case, the cost of the Tender form of Rs.5000.00/- (Non-refundable) shall be submitted through DD in favour of the Registrar, Maulana Mazharul Haque A & P University, Patna; otherwise, the tender will not be accepted. This DD shall be kept in the envelope of TECHNICAL BID.
2. Tender shall be accompanied by an Earnest Money of Rs.300,000.00 (Three Lakhs). The amount shall be deposited in the form of a Demand Draft in favour of Registrar, Maulana Mazharul Haque A & P University, Patna; otherwise, the tender will not be accepted. DD for Earnest money shall be kept in the envelope of TECHNICAL BID.
3. Refund of Earnest Money: The Earnest Money of unsuccessful Tenderers shall be refunded within 30 days after finalization of the tender.
4. The agency should be a Government Organization / Government Undertaking company. It must have at least preceded 5 years of experience of Pre and Post Examination or Online Admission & Registration (Enrolment) processing working at least one University in India. Self-attested copies of work orders must be kept in the envelope to TECHNICAL BID.
5. The Signed & sealed tender shall be addressed to the Registrar, Maulana Mazharul Haque A & P University, Patna. Envelope should be duly marked Pre and Post Examination Process for One UG & corresponding PG Cycles and shall reach the Registrar, Maulana Mazharul Haque A & P University, Patna by Registered/Speed post/ Courier only on or before notified date and time.
6. Any tender received after due date and time shall not be accepted and shall be liable to rejection.
7. All tenders received within the specified due date and time shall be opened on 28/02/2024 at 3:30 p.m. at University Office.
8. Tenderer must have experience of OMR technology in designing, printing and scanning. Enclose experience certificates of OMR based work of One University. Self-attested copy of the certificates shall be kept in the envelope of TECHNICAL BID.
9. Tenderer must also have experience of online payment provisions.
10. The Tenderer must possess a profit-making agency in last 5 years. For evidence of this Self-attested copy of the audited balance sheet shall be kept in the envelope of TECHNICAL BID.
11. As the work is of confidential nature, there must be proper security arrangements inside the work place round the clock.


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12. Tenderer shall furnish affidavit stating at the Tenderer has not been blacklisted in any of university/organization/State or Central Government Offices or Institutions. This affidavit shall be kept in the envelope named TECHNICAL BID.
13. Tenderer must fill up PER STUDENT RATES PER YEAR for Pre and Post Examination Processing work. The rates quoted must be the consolidated rates inclusive of all charges including stationery and deployment of hardware. Taxes will have to be mentioned in the Bills separately and the same will be deducted by the University from the Bills as per the Govt. rules. No other charges shall be demanded by the firm. The rates quoted of a bidder must include all costs including the cost of insurance for the contract period travel/stay daily allowance or any other allowance with respect to their staff deployed for execution of this project before or after the award the contract. The charges for processing Rates quoted be kept in Envelope titled as "FINANCIAL BID".
14. After accepting the Tenderer's bid & contract signed by the Tenderer, the Company shall perform the works as per university order. Payment will be made to the Company only for the works performed by it as per approved rates and terms & conditions of the bid and contract signed by the Company. The works performed by the Company shall be verified by the university.
15. Payment will be made after the completion of work and its verification by the University through crossed cheque or NEFT/RTGS and the taxes as per rules shall be deducted. Partial Payment will be negotiated with the winner of the Bid and will be mentioned in the agreement.
16. The Registrar, Maulana Mazharul Haque A & P University, Patna does not bind himself to accept the lowest or any other offer and reserves all the rights to accept or reject any or all the offers without assigning any reason. The Registrar, Maulana Mazharul Haque A & P University, Patna, also reserves the right to reject any bid which in his opinion is violating any of the conditions and statutory provisions without any liability to any loss whatsoever it may cause to the tenderer in the process. Preference may be given to experience of the related work over rates and negotiation may be arrived at for accepting the lowest quotes by another bidder.
17. The contract shall be for a period of five years only. However, it will be reviewed after one year and will be continued only if the work done is satisfactory.
18. The successful Tenderer will have to execute an agreement on a non-judicial stamp paper of Rs. 1000/- in the prescribed form with the Registrar, Maulana Mazharul Haque A & P University, Patna within 10 days. After executing the agreement, workorder shall be issued to the Tenderer.
19. The University will not pay any interest on the EMD and security deposit as per rule.


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20. Earnest Money shall be forfeited in case the selected Tenderer does not start/complete the work within specified time as mentioned in the work order by the Registrar, Maulana Mazharul Haque A & P University, Patna. Under such circumstances the University shall be free to award the contract to any other Company and the excess money, if any, will be deducted/ adjusted from the EMD deposited/Bills due to the Tenderer.
21. The Company has to maintain secrecy at all levels and throughout the execution of the work; after successful examination of the period or surrendering of contract by the bidder, for all data/information/content/any information generated during this period, the University shall own exclusive intellectual property Right of the same.
22. The Company has to provide all data online as per the University instruction.
23. In case of change of contractor (in future) the working contractor shall be liable to transfer all the data online& otherwise to the new contractor.
24. The time specified for performing Online Admission & Registration (Enrolment) work and accuracy shall be deemed to be the essence of the contract and the successful tenderer must arrange to perform Online Admission & Registration (Enrolment) work within the specified period as directed by the University in work order. In case of delay in performing Pre and Post Examination Process for One UG & PG Cycle work within prescribed time penalty shall be imposed. If the Company submits considerable reasons for any delay or discrepancies, the Vice-Chancellor may accept the submission and may waive or reduce the penalty.
25. In the event of dispute arising out of this agreement, the Vice-Chancellor, Maulana Mazharul Haque A & P University, Patna shall be the sole arbitrator and his decision shall be final and binding on both the parties.
26. Legal proceeding, if any, arising out of the Tender/Contract shall have to be lodged in the court of Law situated in the Patna, Bihar only.
27. The Registrar, Maulana Mazharul Haque A & P University, Patna reserves the right to modify/change/delete/add any further terms and conditions at any stage of the contract.
28. It is expected and assumed that all documents, certificates, declarations made by the Tenderers are true and correct and on the basis of this assumption evaluation of technical Bid will be made. If the information given by any Bidder is not correct and subsequently comes to the knowledge Maulana Mazharul Haque A & P University, Patna, even the awarded contract may be liable for cancellation at the discretion of Maulana Mazharul Haque A & P University, Patna.
29. TECHNICAL BID should also contain:
 - I. Copy of PAN No. Issued by Income Tax Department,
 - II. Copy of the Certificate of Registration/Provisional Registration No. under GST issued by concerned tax department as applicable.
 - III. Copy of registration as registered firm/certificate of incorporation from Registrar of a Companies in case of company as applicable,
 - IV. Copy of the audited balance sheet along with audit report of the company for the previous three financial years mentioning turnovers (2019-20,2020-21 & 2021-22)


05/02/24

- V. Copy of the Income Tax Return of the company for the previous two assessment years.
- VI. Copy of the experience certificates as required,
- VII. Enclose all relevant samples
- VIII. Signed Tender Document
- IX. DD of Cost of Tender Document
- X. DD of EMD

30. The Envelope of FINANCIAL BID should contain: Financial bid B duly signed and with seal of the company.

Handwritten signature
5/02/24

SECTION-5

Corrupt or Fraudulent Practices

Maulana Mazharul Haque A & P University, Patna requires that the Bidder under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the University defines for the purposes of this provision, in the terms set forth as follows:

- a. Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of any.
- b. Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or execution of a contract to detriment of MMH A & P University and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the University of the benefits of free and open competition.
- c. Will reject proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- d. Will declare affirm ineligible, either in definitely or for a stated period of time, to be awarded a contract if it at any time determines that he firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
- e. The past performance of the Bidder will be crosschecked if necessary. If the facts prove the same to be dubious, the Bidders tender will be ineligible for further processing.
- f. In the event of any claim asserted by at hired party of infringement of copyright, patent, trademark or industrial design right arising from use of the solution or any part thereof, the bidder shall expeditiously extinguish such claim. The bidder shall be responsible for compensation (if any) including all expenses, court costs and lawyer fees.

Handwritten signature
05/2/24

SECTION-6

UNDERTAKING

It is certified that my firm/agency/tenderer has never been blacklisted by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on-
.....

Signature of the Tenderer

Place:

Name of the Signatory

Date:

Name of the Firm/agency

Seal of the Firm/Agency

✓
05/02/24

SECTION-7

PROFORMA: A

No.....

Dated:.....

To,

The Registrar

Maulana Mazharul Haque A & P University, Patna , Bihar

Subject: Tender for Pre and Post-Examination process.

Reference: Your;Dated / /2024

Respected Sir,

As per your Notice Inviting Tender cited above in Reference, this firm submits that the Terms and Conditions of the Tender Document are acceptable to it and agree to abide by the same. Particular so for the Firm is as given here under:

Name of the Firm

Address

1	Tender Document received from Website/Office	
2	Tender Document Fee	
3	Earnest Money	Demand Draft No: Dated:
4	PAN Card No.	Demand Draft No: Dated:
5	GST Registration No/ Provisional No.	Annexure No.
6	Valid Registration of the Firm/Company	Annexure No.
7	Income Tax Return for the last Three Years	Annexure No.
8	Annual Turn Over of last Three Financial year	Annexure No.
9	Work Experience related documents	Annexure No.
10	All relevant samples	Annexure No.
11	Proforma 'A'	Placed in Envelope titled "TECHNICAL BID"
12	Proforma 'B'	Placed in Envelope titled "FINANCIAL BID"

Self certified photocopy of the original copy will be presented at the time of bid opening.

Signature of Authorized Signatory

Seal of the Firm

Mobile/ Phone No.

Mazhar
05/02/24

SECTION-8
ELIGIBILITY

The Technical bid would be evaluated on basis of methodology as tabulated below:

S.N	Technical Criteria	Documentary Evidence to be
1	The bidder should be a Government Organization / Government Undertaking	Relevant documents to be attached.
2	The bidder must submit ROC, PAN, GST, ITR and balance sheet of last three financial year 2020-21, 2021-22 and 2022-23	Relevant documents to be attached.
3	The bidder needs to have a minimum turnover of Rs 750 Crores in the last three (3) financial years and should be profit making company (profit after tax)	Last 3 years audited balance sheet (i.c.F.Y.2020-21, 2021-22 and 2022-23)
4	The organization should have worked with a minimum of one Universities/Board/any state Government organization providing Pre and Post examinations related works.	I. Purchase Orders or Agreement Copies/Proof of payment/copy of form 26 AS II. University/Organization name III. Scope of Work & value IV. Contact person's name and contact details
5	The bidder should have experience of Exam Project in any 3 Universities in different department's modules in last 5 years along with admission, Counselling and Examination work	I. Purchase Orders or Agreement Copies II. University/Organization name III. Scope of Work IV. Contact person's name and contact details
6	The bidder should have experience of minimum of 50000 student's Pre and Post examination or any University/ Govt. Department.	I. Purchase Orders or Agreement Copies II. University/Organization name III. Scope of Work IV. Contact person's name and contact details
7	The bidder should have 9001:2015, ISO 14001:2015, CMMI Level 3 certified.	Certificate/ supporting documents to be enclosed
8	Bidder to submit non- blacklisting certificate on a non-judicial stamp of Rs. 1000/.	Supporting documents to be enclosed
9	Bidder should have a Local office in Bihar.	Supporting documents to be enclosed
10	Bidder to submit no fraudulent activities certificate.	Undertaking should be submitted.
11	The tenderers have their own Software professional with relevant experience.	Self-attested copy from authorized person
12	Details of infrastructures, technical staffs Available for the said work.	Self-attested copy from authorized person should be submitted
13	A right reserve to place the order of specific works only as per requirements.	

[Signature]
05/02/24

**SECTION-9
PROFORMA B**

No.

Dated- / /2024

To
The Registrar
Maulana Mazharul Haque A & P University, Patna

Subject: Tender for Pre and Post Examination Works

Reference: YourNo.....dated.....

Respected Sir,

As per your Notice Inviting Tender cited above in the Reference, this firm submits that the Terms and Conditions of the Tender Document are acceptable to it and agrees to abide by the same. The Financial Bid for the Tender is as given hereunder:

Name of the Firm:

Address

Brief Description of the Work	Rates in Rupees per Student per year
Pre-Examination Process for UG & PG Students Year wise	
Post examination Works including all reports in soft and hard copies Activities, Result Processing of Semester/ Annual Exams, Hosting on Website and National Academic Depository, Installation of all the needed Hardware & Software Exam Work includes 02 Semesters of the Year, Annual Examinations.	

Note: Rates should be for all the activities during the whole academic session till completion of all the activities as detailed in the Tender Document. The price related to stationaries inclusive of exam papers, marksheet, certificates are not included in the price bid or any other paper related works.

Signature of Authorized Signatory

Seal of the Firm

Mobile/ Phone No.

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Handwritten signature and date: 05/02/24