

कार्यालय कुलसचिव



रानी अवंतीबाई लोधी विश्वविद्यालय  
सागर (म.प्र.)

Website- ralvv.mp.gov

E.Mail- hegc.newraniavsag@mp.gov.in

Phone No.-07582299604

कबीर घाट आश्रम के सामने, केन्द्रीय विद्यालय नं. 03 के पास, राजघाट रोड,  
सागर म.प्र.

क्रमांक / RALVV- 844 / कु.स. / 2025

सागर, दिनांक : 07/02/2025

**Online E-Tender Notice**  
**For Pre & Post Exam Result Processing**

Rani Awantibai Lodhi Vishwavidyalaya Sagar (M.P.) invites E-Tender through website [www.mptenders.gov.in](http://www.mptenders.gov.in) for Pre & Post Examination and Result Processing work.

Cost of tender form	Rs. 3000/- (Non Refundable) to be paid on line on <a href="http://www.mptenders.gov.in">www.mptenders.gov.in</a>
Earnest Money Deposit	Rs. 40,000/- to be paid online on <a href="http://www.mptenders.gov.in">www.mptenders.gov.in</a>
Sale of Tender Documents	07/02/2025 to 21/02/2025 at 5:30 P.M.
Pre Bid Meeting	13/02/2025 at 11:30 A.M.
Last Date of Bid Submission online	21/02/2025 at 5:30 P.M.
Opening Technical Bids	24/02/2025 at 12:00 P.M.
Opening Financial Bids	24/02/2025 at 12:00 P.M.
Place of Opening of Bids	Office of Registrar, Rani Awantibai Lodhi Vishwavidyalaya Sagar (M.P.)
Address for Communication	Registrar, Rani Awantibai Lodhi Vishwavidyalaya Sagar (M.P.)

For further details please visit on website [www.mptenders.gov.in/ralvv.mp.gov.in](http://www.mptenders.gov.in/ralvv.mp.gov.in).

*Shah* 07.02.25

Registrar  
Rani Awantibai Lodhi Vishwavidyalaya  
Sagar (M.P.)

# Rani Awantibai Lodhi Vishwavidyalaya Sagar (M.P.)

## E-TENDER FOR PRE& POST EXAM RESULT PROCESSING

Rani Awantibai Lodhi Vishwavidyalaya Sagar (M.P.) is a State university in the state of Madhya Pradesh, it has been imparting state of art education to the students. The university has a large jurisdiction and conducts a number of examinations every year.

With a view to maintain secrecy, accuracy and timely processing of results, it proposes to outsource the examination processing work to only reputed and experienced agencies.

**SCOPE OF WORK** : There are a number of examinations conducted at various levels such as Diploma, Graduate level, Post Graduate level, Annual/Supplementary/Semester/ ATKT examination and profession examinations. The number of students varies of each examination. Total number of students for Pre & Post Examination work shall be approx 30 Thousand.in year 2025 and will increase every year subsequently The detailed scope of work is given below–

- A) Annual/Supplementary/Semester/Nep: B.Sc./B.A./B.Com./B.H.Sc./BBA/B.LI/B.C.A etc
- B) Semester Exams: MA/M.Sc./M.Com./M.H.Sc./PGDCA/BA.BED/BSC.BED/BA.LLB etc
- C) Professional Exams: MBA/BED/MED/BPED/LL.B/LL.M./B.J.C. etc
- D) Diploma / P.G. Diploma Exams : PG Diploma in Tourism/ PG Diploma in Public Administration/ PG Diploma in Yoga/ UG Diploma Interior Designing etc

### INPUT TO THE SYSTEM

1. Scheme of examination
2. Exam wise subject wise coding
3. College code list
4. Exam center list
5. Data sheet, online data of candidates appearing at various examinations.
6. Marks & carry forward marks.
7. Marks obtained by each candidate in each subject/ paper/ practical/ sessional in the form of foil/counter foils/online.
8. UFM List, absentee list, withheld list-exam wise/subject wise.



## OUT PUT TO THE SYSTEM

### Pre Examination(Annexure–A1)

Sr. No.	Particulars	Type of Stationery
1.	Printing of Basic Roll List (Enrollment Register) in two copies & Final Roll List along with Subject wise/ center wise/category wise numerical returns (for semester, main and supplementary examination separately)	75 GSM paper
3.	Any other statements or reports as required by the university	

### Post Examination(Annexure–A2)

Sr. No.	Particulars	Type of Stationery
1.	Scheme of examination 2 copies	75 GSM paper
2.	Statistical summary of Result in 2 copies	75GSM paper
3.	Tabulation Register in two copies For Main and Supplementary/Semester ATKT Examination separately	Two copies Final TR on 100 GSM
4.	Result sheets in 2 copies College wise Result sheet in 2 copies	75 GSM paper 75 GSM paper
5.	Merit list in 2 copies for each examination	75 GSM paper
6.	Subject wise, Roll No. wise and bundle no. wise Marks Foil Details to be provided	--
7.	The data of all results will be given to the university in a Pen drive in required format	--
8.	The firm has to upload the results on RALVV website (ralvv.mp.gov.in) Tabulation Register PDF Files Exam Wise/College Wise	--
9.	After the examination result process the firm will have to provide data in the following formats. (i) Data format as desired by RALVV Result Portal. (ii) Data format as desired by M.P.Online Portal. (iii) Data format as desired by Digi Locker data for Display Results on National Portal (iv) Data format as desired by ABC Digi Locker portal for Credit Transfer Data.	--
10.	Marksheet Designing, Printing (As per University Requirement) & Supply Print variable data of candidate of each examination in approved mark sheet format with each candidate's photo with security features (Preprinted stationary will be provided by University)  <b>Security Features</b> 1. UV – Invisible ink 2. Microline Border 3. Serial no. at back side of marksheet 4. Hologram 5. Multi Colour Printing 6. Void pantograph 7. Instruction back side of marksheet 8. Any other features	Size of sheet 8.5 "X 12". Non Tearable 250 GSM Thickness Paper.
11.	Any other statements or reports as required by the university	--

## GENERAL TERMS AND CONDITIONS

### 1. Earnest Money Deposit

- i) The tender form along with terms and condition may be downloaded from Rani Awantibai Lodhi Vishwavidyalaya Sagar (M.P.) website (ralvv.mp.gov.in)
  - ii) Tender shall be accompanied by an earnest money of 40,000 (Three percentage of estimated project cost) without which tenders will not be considered.
  - iii) Refund of earnest money– The earnest money of unsuccessful bidder shall be refunded within 15 days after finalization of tender.
2. The agency should be a government or an agency registered as private or public limited company and should have at least 3 years experience of pre and post examination related data processing work in any two universities. Self attested copy of the certificate and copy of work orders must be enclosed.
  3. Enclose sufficient proof of 3 years continuous result processing experience for minimum 1 lakh students per annum and at least one university.
  4. Enclose two successful completion certificates from any two universities. Self attested copy of the certificates must be enclosed.
  5. All tenders received within the specified due date and time shall be opened on the date mentioned in the tender notice.
  6. The agency should have experience in preparing the university exam results as per the New Education Policy (NEP). Enclose experience certificate of any university for NEP result processing work
  7. The Bidder should have ISO certificate from any reputed institution The self attested copy of this certificate should be enclosed.
  8. Successful bidder will prepare scheme of tabulation of examination results in accordance with existing rules and regulations of the university. Two copies of the scheme for each examination result shall have to be submitted and got approved before starting with post examination process.
  9. Bidders are requested to fill up per student total rates for all works as stated in financial bid. The rate quoted must be for rates inclusive of all charges including stationery.
  10. As the work is of confidential nature there must be proper security arrangements of the premises round the clock.
  11. Bidder should have minimum permanent staff strength minimum of 30 persons (submit ESIC and PF returns) Self attested copy of the certificate should be enclosed.
  12. The bidder must have a turnover of at least 1 crore per year in preceding three financial years. For evidence of this self-attested copy of chartered accountant certified turnover certificate should be enclosed.



13. The agency's net worth minimum 1 crore as on 31<sup>st</sup> March 2023. For evidence of this self attested copy of the certificate of Chartered Accountant must be enclosed.
14. Enclose copy of PAN no. issued by Income Tax department, copy of GST Registration No. issued by concerning tax department, copy of the registration as registered firm certificate of incorporation from Registrar of companies in case of company. Self attested copies of these documents must be enclosed.
15. Enclose copy of the Income Tax return of the company for the previous three assessment years. (2021-22, 2022-23, 2023-24)
16. Enclose copy of the experience certificates as required,
17. Enclose copy of the complete list of the hardware infrastructure and layout.
18. The firm should submit sample TR based on previous data. After satisfaction by the university final work order will be issued, failing to which work order will be issued to next in order.
19. Bidder will collect the require data such as roll list, schemes, marks foil etc. require for the result processing and will provide all reports example roll list, sample TR, final TR, notifications, mark sheets and other reports directed by the university to the confidential section within stipulated time.
20. The firm is supposed to do the result processing of UG/PG etc. examination being run in Annual/Semester/Supplementary/ATKT. The firm will also process results of Revaluation, Re-totaling etc. The firm will be given a time of 5 days to process and complete the results and the days will be counted from the date the complete data is given to the firm.
21. Required data i.e. soft copy / hard copy and counter foils of the marks will be provided by the university.
22. Responsibility of data backup and security will be of the firm.
23. All corrections / conversions of data will be the responsibility of the firm including handling of ATKT, Supplementary exam students and their brought forward marks.
24. Preparation of with held / revaluation cases will be prepared when marks / notification provided to the firm.
25. Bidder shall furnish affidavit stating that the bidder has not been black-listed in any of university/organization/state or central government offices or Institution since last three years.
26. Technical write-up on the examination process should be enclosed.

27. Enclose all relevant samples.
28. After accepting the bidder's bid & contract signed by the bidder, the contractee shall perform the work as per university order. Payment will be made to the contractee only for the works performed by him as per approved rate and term & conditions of the bid and contract signed by the contractee. The works performed by the contractee shall be verified by the university confidential/examination department.
29. Payments will be made after audit and the taxes as per rules shall be deducted.
30. All bidders are requested to read the tender document carefully before quoting rates and submission of tender.
31. Conditional tenders shall not be accepted in any case.
32. The firm should be ready to start the processing within 2 week from the issuance of the order from the university.
33. All the documents uploaded should be clear and legible otherwise the tender may be disqualified.
34. At the time of agreement the concern firm has to submit bank guarantee as per rule to the university.
35. Physical inspection of the infrastructure and availability of the competent man power maybe made by a committee constituted by the university.
36. The Registrar, Rani Awantibai Lodhi Vishwavidyalaya Sagar (M.P.) does not bind itself to accept the lowest or any other offer and reserves all the rights to accept or reject any or all the offers either in full or in part without assigning any reason. The Registrar, Rani Awantibai Lodhi Vishwavidyalaya Sagar (M.P.) 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 causes to the proposer in the process.
37. The contract shall be for a period of one years only. However, under certain circumstances the running contract may be renewed for one year and another one years on mutual agreement between the contractor and the university.
38. After depositing security deposit amount the successful bidder will have to execute an agreement on a non judicial stamp paper of 1000/- in the prescribed form with the registrar, Rani Awantibai Lodhi Vishwavidyalaya Sagar (M.P.) within 10 days. After executing the agreement work order shall be issued to the bidder, through Registered Post/Speed Post only.
39. The university will not pay any interest on the EMD and security deposit.
40. Earnest money shall be forfeited in case the selected bidder does not start the work/complete the work within specified time as mentioned in the work order by the Registrar, Rani Awantibai Lodhi Vishwavidyalaya Sagar (M.P.). Under such circumstances the University is free to reward the contract to the second lowest bidder and the excess money will be deducted/adjusted from the EMD deposited by the bidder.



41. The tendered shall have no right to sub-let, assign the work / part of work in any manner to any third party or authorize any other person to complete the contract awarded to him.
42. The contractor has to maintain secrecy at all levels and throughout the execution of the work.
43. The contractor has to provide all data online as per the university instruction.
44. In case of change of contractor in future, the working contractor must be liable to transfer all the data (online & otherwise) to the new contractor.
45. Penalty for Delay–
  - (i) The time specified for performing examination work, shall be deemed to be the essence for the contract and the successful tendered must arrange to perform examination work within the specified period as directed by Rani Awantibai Lodhi Vishwavidyalaya Sagar (M.P.)
  - (ii) In case of delay in performing examination work within prescribed time penalty shall be imposed on contractor on the basis of following.
  - (iii) if the examination results is not supplied by the firm as per the period given in point number 20, 2% of payment will be deducted for delay results up to 7 days, 5% deduction for delay of results 8 to 15 days, 7% deduction for delay of results 16 to 23 days and 10% deduction for delay of results 24 to 30 days.
  - (iv) apart from this the right of deduction will be reserved with the university if the conditions of the tender are not followed.
46. In case of delay / violation of condition, the Hon'ble Vice Chancellor may deduct amount from 5% to 10 % of total payable amount of affected cases and if required the university may cancel the agreement in the interest of student / university. In this case the university may also forfeit the security deposit.
47. Legal proceeding if any arising out of the Tender shall have to be lodged in the court of Law situated in the Sagar City only.
48. In the event of dispute arising out of this agreement, the Vice Chancellor, Rani Awantibai Lodhi Vishwavidyalaya Sagar (M.P.) shall be the sole arbitrator and his decision shall be final and binding on both the parties.
49. The Registrar, Rani Awantibai Lodhi Vishwavidyalaya Sagar (M.P.) reserves the right to modify/change/delete/add any further terms and conditions prior to issue of the contract.
50. It is expected and assumed that all documents, certificates, declaration made are true and correct on the basis of which technical evaluation will be made. If the above information is not correct and subsequently has come to the knowledge of Rani Awantibai Lodhi Vishwavidyalaya Sagar (M.P.) then the awarded contract may be liable for cancellation at the discretion of Rani Awantibai Lodhi Vishwavidyalaya Sagar (M.P.)
51. Technical Documents should be submit Offline to the Address (Infront of Kabir Dham Asharam, Near Kendriya Vidhalaya No.3, Rajghat Road, Sagar) of the University Before 21/02/2025 Till 5:30 P.M.

**52. Procedure for submission of the tender document.**

Tenders have to be submitted in online two bid system as indicated in <https://mptenders.gov.in>.

Envelope A shall contain covering letter, technical bids and other documents as indicated in Annexure B. Envelope B shall contain financial bid in the format given in Annexure C.

All the documents shall be submitted online (in the form of PDF Format) and Technical Documents should be submit Offline to the Address (Infront of Kabir Dham Asharam, Near Kendriya Vidhalaya No.3, Rajghat Road, Sagar) of the University Before 21/02/2025 Till 5:30 P.M.

. Original copies shall be kept ready at the time of bid opening. The date and time for online submission of envelopes shall strictly followed in all cases. The tenderer should ensure that their tender is prepared before the expiry of the scheduled date and time and then submitted online before the expiry of the scheduled date and time. No delay on account of any cause will be entertained .Tender(s) not submitted online will not be entertained. If for any reason, any interested tenderer fails to complete any online stages during the complete tender cycle, University shall not be responsible for that and any grievance regarding that shall not be entertained. Due to high end technicality of the work, the financial bid will be opened only for those Firms who qualify the terms of Technical Bid.

After scrutinizing the technical bids, the tenders, who are found qualified as per the technical parameters and conditions laid down in this document, their financial bids shall be opened, in the office of Registrar, Rani Awantibai Lodhi Vishwavidyalaya Sagar (M.P.) Qualified Tenderer or their duly authorized representatives are requested to be present at the time of opening the financial bids whose date and time will be announced later. The Tenders, which have not been found technically qualified, their financial bids shall not be opened and their tenders shall be summarily rejected.

A handwritten signature in blue ink is written over the date 07.02.2025. The signature is slanted and appears to be 'S. S. S.'.

Registrar  
Rani Awantibai Lodhi Vishwavidyala  
Sagar (M.P.)



## TECHNICAL QUALIFICATION CRITERIA (AnnexureB)

1. The agency should be a government or an agency registered as private or public limited company and should have at least 3 years of current continuous experience of pre and post examination related data processing work in any two universities.
2. Enclose sufficient proof for 3 years continuous result procession experience for minimum 1 lakh students per annum.
3. The agency must have a turnover of at least 1 crore per year in preceding three financial years. For evidence of this self-attested copy of chartered accountant certified turn over certificate for last three years.
4. The agency's net worth minimum 1 crore as on 31<sup>st</sup> March2024. For evidence of this self attested copy of the certificate of Chartered Accountant must be enclosed.
5. Agency shall furnish affidavit stating that the bidder has not been black-listed in any of university/organization/state or central government offices or Institution since last three years.
6. Agency should have minimum permanent staff strength minimum of 30 persons (submit ESIC and PF returns) Trained work force for executing work including data entry, processing and support systems.
7. Samples to be submitted as per AnnexureA-1, AnnexureA-2,
8. The Agency should be ISO Certified.
9. The agency must have experience of ICR / OMR technology in designing, printing, scanning and evaluation of OMR sheets. Enclose experience certificate of any university of ICR / OMR scanning work.
10. Enclose complete list of Hardware Infrastructure and Layout maps.
11. Enclose copy of experience certificates as required.
12. Enclose copy of PAN no, GST Registration No. copy of the registration as registered firm certificate of incorporation from Registrar of company in case of company.
13. Enclose copy of the Income Tax return of the company for the previous three assessment years.
14. The agency should have experience in preparing the exam results as per the New Education Policy (NEP). Enclose experience certificate of any university for NEP result processing work

I have read the terms and conditions mentioned above in this tender document and undertake to abide by as specified in the terms and conditions sections of this document in case of award of the contract of the Pre and post examination work to me.

SIGNATURE OF THE BIDDER.....

SEAL.....

FULL NAME.....

ADDRESS.....

TELEPHONE NUMBER.....

E-MAIL ID .....

MOBILE NUMBER.....

**Signature of Bidder with official seal**



# Rani Awantibai Lodhi Vishwavidyalaya Sagar (M.P.)

## Bidders Profile (For Technical Bid)

Name of bidder (Firm/Company) :-

Address:-

Tel Nos:-

E-mail:-

Status PSU/P.Ltd.:-

Name of CEO:-

Contact Person:-

GST No:-

PAN No.:-

Sales Tax No.:-

Service Tax No.:-

Bankers Details-

Date:-

Place:-

Signature of Bidder with official seal

## FINANCIAL BID (Annexure–C)

S.No	Details of Work	Unit	Rate in Rupees
1	Pre Examination (as per Annexure-A1)	Per Student	
2	Post Examination (as per annexure-A2)	Per Student	

### **TERMS&CONDITIONS:**

1. The Rates are inclusive of all pre-printed and blank stationery. Files, media etc.
2. The agency shall quote the rate inclusive of all taxes, duties, etc. other than service tax. Service tax will be paid extra if University is liable to pay the same and its rate will be applicable as imposed by Central Govt., from time to time.
3. The rate should be inclusive of transportation cost for delivery outputs.

Date:.....

Signature of Bidder with official seal