



Veer Kunwar Singh University, Ara, Bihar
Notice Inviting Tender for

Digitization of Tabulation Registers

Memo No-222/Estab/2023.

Dated-19/09/2023

The Registrar

Veer Kunwar Singh University, Ara, Bihar

Ara, Bihar – 802301

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ABOUT Veer Kunwar Singh University, Ara, Bihar

Veer Kunwar Singh University, Ara named after the well known national hero and legendary freedom fighter Veer Kunwar Singh, is a public university in the city of Ara in the state of Bihar, India. It was established by the Bihar University Act 1976.

Ranked among the Top Universities of Bihar, university has earned recognition as a hub of higher learning and research in the frontier disciplines of science, humanities and social sciences. Over the years, through its progressive academic and extension activities, the University has played a vital role in the generation and dissemination of knowledge, and in enhancement of human skills.

Veer Kunwar Singh University, Ara, Bihar invites "Notice Inviting Tender (NIT)" for "**Digitization of Tabulation Registers**" from leading, reputed, professionally & financially sound and duly registered companies/agencies/organizations which have Minimum 05 years of experience in relevant and similar execution for Development, Supply, Implementation, and Maintenance of complete project in Central/State Universities.

The Estimated Volume of work is of about Eight Lakh to ten Lakh candidates. It may be varied (+)/ (-) 30%


Procedure for Submission of NIT

Vendors, willing to submit NIT, may download full document of NIT containing details of Scope of Work and the desired prerequisites by visiting University Website <https://www.vksu.ac.in> Any amendment/ update to the NIT or its Terms & Conditions will be uploaded on official website of the University. The NIT must be submitted in the prescribed format along with all supporting documents and Demand Draft of Rs. 5000/- in favour of Registrar, Veer Kunwar Singh University, in compliance with the requirements of NIT and The companies/firms/organizations will be shortlisted after detailed presentations by them before the designated Committee.

Note:

- 1 NIT (two bid system) may be sent in triplicate in a sealed envelope duly super scribed. "Notice Inviting Tender Digitization of Tabulation Registers" either by registered /speed post or directly addressed to the Registrar, Veer Kunwar Singh University, Ara, Bihar- 825301 by 01.30 PM on 06/10/2023.
2. The bids will be opened on 06/10/2023 dated 03.30 P.M. in the V.C's Conference Hall of the University. In case holiday happens on the date of opening of the bids, the same shall be opened on next working day.
3. Cost of Tender Document - Rs. 5,000/- (Non Refundable) + GST
4. Earnest Money - Rs. 5 Lakh only

The EMD of **Rs. 5, 00,000 - (Rs. Five Lakh)** and should be submitted in the form of a crossed demanddraft in favour of Registrar, Veer Kunwar Singh University, Ara, Bihar, payable at Ara, Bihar from any Scheduled Bank **with Technical BID**. The tender without EMD will be summarily rejected. The EMD should be valid for 120 days. Earnest Money Deposit of all bidders except successful bidder shall be returned after finalization of tender

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ANNEXURE 1: SCHEDULE

Document Name	"Notice Inviting Tender" for Digitization of Tabulation Registers
Date of issue of NIT notice	19.09.2023
Last date for submission of NIT	06.10.2023 latest by 01.30 P.M.
Opening of NIT	06.10.2023 by 03.30 P.M.
Cost of NIT	Rs. 5,000/- (Rs. Five thousand only)
Detail of Cost of NIT	Demand Draft of any scheduled Bank payable to "The Registrar Veer Kunwar Singh University, Ara, Bihar" at Ara, Bihar
Earnest Money	Rs. 5,00,000 (Rs. Five Lakh only)
Details of EMD	Demand Draft of any scheduled Bank payable to At "The Registrar Veer Kunwar Singh University, Ara, Bihar" Ara, Bihar
Bid Validity	Up to 120 days from the last date of submission of NIT

Note: The parties must submit the offer both (Technical & Financial bid) in hardcopy in sealed envelope through registered post /speed post or directly addressed to The Registrar, Veer Kunwar Singh University, Ara, Bihar- 825301 so as to reach us on or before the mentioned date and time of submission.

The **Sealed** envelope containing the NIT Response should be super scribed with the title of the tender "Notice Inviting Tender Digitization of Tabulation Registers". The NIT Envelope should contain two separate **sealed** envelopes, the Technical bid and financial bid **sealed** separately in the main envelope containing the aforesaid title. The Financial bid of only those organization(s)/firm(s) shall be opened once they qualify the Technical bid. The organization(s)/firm(s) failing to qualify the Technical bid shall not be allowed for presentation and their financial bid shall be repealed.

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1.0 Scope of Work:

a	Required Hardware Necessities (SERVER)
b	Creation of "Document Management System" (DMS) with implementation
c	Security Audit of Web Based Application
d	Unbinding and Binding of Tabulation Registers
e	Scanning of records Above A3 Paper Size(per page)
f	Scanning of records A3 Paper Size(per page)
g	Scanning of records Legal Size /A4/Letter Page (per page)
h	Lamination of Records Paper Size Above A3 (per page)
i	Lamination of Records Paper Size A3 (per page)
j	Lamination of Records Paper Legal Size/A4/Letter (per page)
k	Digitization of Records per field/ attribute(per entry of each student records)
l	Database & Indexing Generation (per record)
m	Barcode Sticker (per sticker)
n	Conversion & Compression to searchablePDF
o	Register Preservation with LDPE (per register)
p	Annual Maintenance of " Document Management System" (DMS)

2.0 Advantages of Digitization:

The basic advantages of getting the documents digitized are:

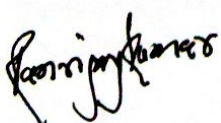
- (a) Immediate response to queries made by Students, Colleges and University Authorities.
- (b) Accessing old document without handling/damaging them.
- (c) Overcome storage space shortages.
- (d) Flexible and fast retrieval regardless of archive size.

Overview:

- It is proposed to digitize the Tabulation Registers by scanning of the documents, data entry and data creation of referral fields for searching, without leakage of data, manipulation of data, theft of data.
- In this document digitization means scanning of Tabulation Register and data entry of students records.
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3.0 Document Preparation:

- Documents Preparation to be done by the concerned firm in university premises.
- Documents will be received from the university authorities in counted numbers.
- Unbinding/Un-stitching of document will be done if required followed by fanning of documents and making them dust free for smooth scanning.
- Straightening will be done to enhance the quality of creased 'dog-eared' documents, if required?

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4.0 Scanning, Lamination and Data Entry: (By the concerned tender)

- Scanning to be done by the concerned firm in university premises, in consultation and supervision of the concerned authorities appointed by the University.
- A setup of Computers of high Storage Capacity and High-Resolution Document Scanner, Flat Bed Scanner and wide format Scanners will have to be installed in the concerned sections of the University by the bidder.
- Lamination of each pages of Tabulation Register to be done by the concerned firm in the university premises.
- Secured working space with furniture and un-interrupted power supply will be provided by the University.
- The Documents will be received from the concerned section by a Supervisor.
- Numbering will be done for the document. This number will help in identifying the document set later in the process of scanning etc.
- The Document will then be passed to the Scanner Operator who will receive the documents and start the scanning process.
- The Scanner Operator will name the digitized file in the pre-decided file naming format based on document number, type and size.
- After completing the scanning of a batch, the scanner operator will commit the batch and hand it over to Quality Control operator.
- The document will then be sent to the Data Entry Section where Data Entry will be done for referral fields, like academic year, Student's Roll Number, Enrollment number, College Name, Class/program/ course/ Student's Name and Father's Name PDF Page No. The entry will be done against the document code provided while numbering of the document.
- Print outs will be taken and data entered is checked again for any correction by checking team. Corrections are marked in the data and it is finalized to be linked to the scanned image.
- The images of the documents generated through scanning will be in TIFF/JPG group 4 image format, which is an ISO standard image format in document imaging.
- If any document is not found fit for scanning, it will be noted and further action will be taken after discussing with University Authority.

5.0 Quality control and Indexing:

The scanned batches will automatically appear on the Scan Quality Control workstation. The operator will receive the files along with the batch of scanned documents. At this stage an operator will be required to check and verify the following:

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○ Scan Quality is up-to-the mark or not. If any discrepancy is found, re-scanning will be done. If the image has some spots or patches, it will be cleaned. Images will be cropped to size, if required.

○ The number of documents scanned - should match the number of pages mentioned in the scan batch. If the number of pages scanned, are less and the pages whose image is missing is found in the packet, he will insert the image at the correct place in the batch by using scan-insert option.

○ The sequence of the documents scanned - if it is not correct, he will correct the image sequence electronically.

- After passing the images through Image QC, the image batches will come to Indexing Stage from Scan Quality Control Stations.
- The Document code shall be entered against the entered data and document will be indexed with the soft data.
- The Indexed Document will get linked with the Data entered by the Data Entry Section
- Once the Scanned Image is Indexed and linked with entered data, final Quality Control will be done by randomly checking the records. After final data verification accuracy level of 100% shall be assured.

6.0 Post Scanning Activities:

- After completion of the digitization process (scanning, QC and indexing) the physical records will be rearranged in the similar condition in which the records were received from Record Room keeper that includes binding of the un- binded records without additional cost on the University.
- They will be marked with a sign to indicate that they have been scanned. No record will be accepted back unless it is signed by the authorized signatory of the organization/firm

7.0 Software Application - Data base Generation:

- A web-based application will be developed that will help in Searching for a particular Record. The authorized user will put in the year, college name, enrolment no, roll no, class/program/ course, Student's name and father's, PDF Page No, name to search the record or any 3 to 4 combinations. The search results will show the matching results. When the user clicks on the required record, the image will opens where further details can be viewed.
- Regular back up will be taken on daily/weekly/monthly basis along-with data and the images in the computer system

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Architecture of the Software:

The system will be three tier and web-based system, as stated below:

Client or Front End:

This tier will have browser to access the application. Suitable rich and web clients would be selected based on the usability needs.

Middle Tier:

This Tier will have the application server where the core logic for the application will be hosted and will also be responsible for transaction management authentication and data protection.

Back End:

This tier will have the database where the data of the application will be hosted.

Software Interfaces will be protected by username and password, which will have different levels of authentication.

All the data will be entered or modified in the central database server in real time. This will enable the authorities to view real time reports.

Development Platform of Software:

The Application will be developed in Java/J2EE. The front end will web browser and the application will be in English. The application will run on Web Server.

MS SQL 2008 Server or higher / Postgres SQL

: Java/J2EE, FLASH, HTML and JAVA Script, SQL Server.

Front-end : ASP. NET Windows 2008 advance server
(recommended)or Higher / Cloud Server.

Server O/S : Windows NT/ 9x/XP/98/ Windows XP Pro/ VISTA/
Windows2008/ Linux.

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Architecture of Hardware:

a	T3650 Intel CoreTM i7-11700(8 core)/8GB/1TB/ Windows10 Pro/ No Monitor/ DVDRW 3 years+ 3 years ADP/ 460W with 5D Card R /21.5" Monitor
b	21.5 Dell LED Monitor
c	Win STD server 2022
d	SQL STH Server 2022
e	Synology Nas 8 Bay Rs 1221RP+ with 10TB*7 Enterprise drive, rail kit
f	42U rack

Guiding Principles

Being an institution, Veer Kunwar Singh University, Arra has created and adopted best practices across its organizational operations. It expects from all its partners to follow the same.

In view of this, Veer Kunwar Singh University, Ara has framed the following guiding principles to be adhered to by interested participants. The best practices may be more than what are specified below:

The proposed solution should be an Integrated, Scalable, Modular and User-friendly.

The proposed solution must implement a multi-level security across various tiers and software layers of the IT platform.

Best practices from the industry must be implemented across the tiers and layers of the proposed solution and across various phases of the software development lifecycle.

Software Support and Maintenance Practices

Software support and maintenance for a period of five years post go-live of the software platform is mandatory and part of the scope of work of the proposed program. The selected bidder must ensure that the technology / platform of the proposed software (application and system included) be of the latest version as published by the OEM (where applicable) and made available at no extra cost to the University.

Setup and Commissioning

Installation, Setup and Commissioning of the system to host the software servers along with the portfolio applications will be part of the scope of work. Ensure that all non-functional requirements are catered to and will be part of the design and the proposed solution. The server infrastructure and connectivity requirements along with the data center details will be provided by Veer Kunwar Singh University, Ara, Bihar to the selected bidder for configuration.

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Documentation & Training

Providing all design, documents, user and operational manual in hard and soft copy form. The bidder will provide necessary training and hands-on to the university employees for a requisite period until and unless they are well acquainted with the software.

Integration

Some of the software systems are running in the University for its smooth functioning but need to integrate these systems with proposed solution.

Security and Vulnerability

Solution provided must be secure and free from any type of Vulnerabilities and Attacks. Regular up-gradation in view of Security and Vulnerability is required. The up-gradation for the coming 5 years shall be the responsibility of the selected organization/firm.

Eligibility Criteria/Prequalification for Technical Bid (Failing which Tender will be SUMMARILY REJECTED)

The bidder must possess the requisite experience, strength and capabilities for providing the services necessary to meet the requirements, as described in the NIT document. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the IT applications, systems and support services sought by Veer Kunwar Singh University, Ara, Bihar. The bids must be completed in all respect and should cover the entire scope of work as stipulated in the NIT document. The invitation to bid is open to all bidders who qualify the eligibility criteria as given below. Eligibility criteria are mandatory and binding on the organization/firm and **any deviation in the same will attract bid disqualification**

S.No	Criteria	Document to be provided
1.	The bidder should be a company registered under the Companies Act- 1956/Registered under Multi State Cooperative Society Act- 2002	Certificate of Incorporation.
2.	The bidder must have successfully implemented minimum two Projects in the Universities (run by State and Central Government)	Documentary proof from earlier institute/university where the project was completed. List of successfully completed projects indicating customer name & address.
3.	Bidder must have minimum ISO -27001 and 9001. The certificate must be issued before the date of this tender.	Valid Copy of Certificate issued before the date of this tender.
4.	The Bidder must have an annual turnover of up to Rs.10 Crore (Rs. Ten Crore) or above, Consortium of two companies are applied, if the directors are same.	Practicing Chartered Accountant Certificate for Net worth and Copy of the audited balance sheet of the company for last 05 years.

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5	The Bidder should not be under a Declaration of Ineligibility or black listed with any of the Government/ Public sector unit Agencies	Self Declaration from Authorized Signatory of the Bidder
6	The responder shall be the single point of contact for Veer Kunwar Singh University, Ara, Bihar and shall be solely responsible for all the warranties, upgrades and guarantees etc. Offered by the OEM etc. An undertaking to this effect should be Submitted	Self-certification
7	Audited Balance Sheet of Three Financial Years	Self-certification
8	Able to provide total integration & solution	Self-certification
9	The successful Bidder should be registered for GST in and other such requirements as stipulated by the Government.	Documentary Proof alongwith GST number
10	Time of Completion of work	Within one year from the Date of issue of work order
11	Maintenance and up gradation of all the system for the job.	Five years from the date of completion of work (It should be maintained and upgraded by the

NIT Submission

The bidder must submit a Demand Draft (DD) of any scheduled Bank for the value of **Rs.5 thousand (Five thousand) as Cost of tender** and another DD for the value of **Rs. 5 lakh (Five Lakh) as Earnest Money** along with the Technical Bid. Technical Bid without Cost of Tender and EMD will be **SUMMARLY RELECTED**. The DD should be in favor of **"Registrar Veer Kunwar Singh University Ara, Bihar"** payable at Ara, Bihar. The cost of Tender is a non- refundable amount.

Bid Evaluation process

All offers including the proposed solution(s) received by Veer Kunwar Singh University, Ara, Bihar shall be evaluated by an Evaluation/Tender Committee duly constituted by Veer Kunwar Singh University, Ara, Bihar, on the basis of eligibility criteria mentioned in this document.

Firms who qualify and are shortlisted by the Tender committee, only their financial bids will be opened, Veer Kunwar Singh University, Ara, Bihar shall be at liberty to reject any response received from any company or consortium for the Notice Inviting Tender in reply of notice inviting this Notice Inviting Tender

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General Terms and Conditions

- The bid from those bidders who have failed to submit information as given in the Eligibility criteria as well as that given on the tender form **will be summarily rejected** and their financial bid also will be repealed. Technical Bid must contain required documents. The bidders are required to submit both Technical bid and financial bid in separately sealed covers kept on a bigger envelope mentioning the title of the NIT at the time of submission. Financial bid of **only those bidders shall be entertained** who qualify the Technical bid and subsequently present a satisfactory solution before the authorized Tender committee.
- Technical Bid will be opened on the prescribed date of the tender in the presence of representatives of the bidders either physically or virtually depending upon the covid-19 scenario. All tenders without EMD will be **summarily rejected**.
- In case the bids are not received from sufficient number of firms up to the stipulated date and time, last date for receiving and opening the tenders can be extended by the University and no further communication shall be entertained in this regard. The university reserves all rights in this concern.
- If the bidder resizes from his offers and puts forward new terms after opening of the tender, his earnest money is liable to be forfeited.
- The submission of more than one tender for one and same category and under different names is prohibited. If, at any time it is discovered that this condition has been violated, all the tenders of the firm shall be rejected or contract(s) cancelled and the earnest money or security deposit(s) will be forfeited to the University.
- Refund of Earnest Money: The earnest money of unsuccessful bidders shall be refunded soon after final acceptance of tender/bid
- Forfeiture of Earnest Money: The earnest money shall be forfeited in the following cases:-
 - i. When the bidder withdraws or modifies the offer after opening of tender/bid but before acceptance of the tender/bid.
 - ii. When he does not execute the agreement, if any, prescribed within the stipulated time.
 - iii. When he fails to commence the supply of the items as per work order within the prescribed time frame.
 - iv. When the bidder does not deposit the security money after the work order is given.
- Forfeiture of Security Deposit: Security Deposit shall be forfeited in the following cases:

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- i. When any terms and conditions of the contract is infringed or deviated;
- ii. When the bidder fails to provide services/carry out work satisfactorily.

Notices will be given to the bidder with reasonable time before earnest money or security deposit forfeited.

- The tendered rates must be valid for at least a period of six months from the date of opening the tender. If the rates quoted are not valid for the above period, the bidder should mention the same explicitly in their offer. However, in the event of downward trend in the rate, university reserves the right to negotiate the rate or reduce the validity of the rate.
- The Registrar, Veer Kunwar Singh University, Ara, Bihar reserves the right to accept any tender, not necessarily the lowest, reject any tender without assigning any reason and accept any tender for all or any one or more items for which tender has been submitted.
- In case the rates quoted by all the bidders are very high, or do not suit the University, negotiation can be conducted as per rules.
- The contract can be repudiated at any time by the Registrar, Veer Kunwar Singh University, Ara, Bihar (If the work order is not executed in time and/or to satisfaction after giving an opportunity to the contractor (bidder) for being heard.
- The tender must be submitted accurately in accordance with the conditions of the tender and all the enclosures (duly signed and stamped) must be attached along with the tender as demanded. Otherwise the tender will be rejected.
- Legal proceedings, if any, arising out of the tender documents shall be under the jurisdiction of District Court Ara, Bihar, and not elsewhere.

Payment Terms

- i) No advance payment will be released by the University
- ii) The Bidder should submit the digitized data along with its list to Archives in the first week of every month.
- iii) Bills will be raised by the Bidder after checking and acceptance of the digitized data by and payment will be released thereafter. The bill will be raised only after completion of the work related to one complete year.
- iv) All payments are subject to statutory and other deductions in force and as modified in future by the enforcing authorities.
- v) Penalties, if any, under the contract shall be recoverable from the payment due to the Bidder.
- vi) The successful Bidder will be responsible for liabilities of all kind including local and other

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taxes. Deductions will be made from each bill towards all applicable taxes as per Income Tax provisions.

- vii) If the successful Bidder is not able to fulfil its obligations under the contract/which includes non-completion of the work order, the reserves the right to get the work accomplished by another Bidder and Performance Guarantee / EMD / Security Deposit of defaulting Bidder shall be forfeited. Such a Bidder shall be liable to pay any or all costs, damages/compensation, etc. resulting out of the non-performance by the defaulting firm.
- viii) If the successful Bidder fails to do satisfactory work in the initial week contrary to the provisional requirements stipulated in the tender, the will have the option to cancel the contract immediately. No compensation will be paid for cancellation of the contract. It may result in awarding the contract to another Bidder at the discretion of the University
- ix) No interest will be payable on any delayed payments and all the payments will be made through RTGS/NEFT to the Account of the selected Bidder

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TECHNICAL BID

SERVICE PROVIDER APPLIED DIGITIZATION OF TABULATION REGISTER

1. Particulars of Applicant Company/Organization			
Name of the Company/Organization			
Registration No. of Company/Organization			
Date of incorporation of Company/Organization			
PAN No. of Company/Organization			
GST Registration No. & Date			
Registered Address	Whether premises Owned/Leased/On rent (Please specify)	STD Code	
		Tel.No.1	
	(owned by Two of the Director)	Tel.No.2	
		Fax No.	
	City	e-mails:	
	PIN		
	State		
Website Address			
Type of Company/Organization (Please Tick)	Government	Public Sector Undertaking	Public Limited
	<input checked="" type="checkbox"/> Private Limited	Partnership	Proprietorship
Strength of Personnel	No. of Marketing Personnel	No. of Technical Personnel	No. of Supporting Personnel

2a. Details of Tender Processing fee (Non-refundable)

Demand Draft/RTGS/NEFT	No. : No. : No. :	Date: Date: Date:	Amount: Amount: Amount:
Drawn on	Bank:	Branch:	

3. Whether the aforesaid company/Organization/their Directors/Partners/Promoters/Subsidiary

Units Tried/Under trial by the court/Govt. Investigating Agencies?

If yes, furnish the details otherwise mention as "No", below

(If at any stage, it is found to be false or the facts concealed, the empanelment of the Applicant Company/Organization will be cancelled automatically)

Particulars of Case/Trail	Court/Investigating Agency Name	Brief Description
NO	NO	NO

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4. Particulars of Managing Director/CEO/Proprietor/Managing Partner			
Name & Designation	Address		STD Code
			Tel.No.1
			Tel.No.2
			Fax No.
	City		Mobile
	PIN		e-mails:
	State		

5. Particulars of Contact Person			
Name & Designation	Address		STD Code
			Tel.No.1
			Tel.No.2
			Fax No.
	City		Mobile
	PIN		e-mails:
	State		

6. Location of other offices in Uttar Pradesh and other parts of India					
S.No.	Name & Designation of Head of the Office	Address		Numbers	
				STD Code	
				Tel.No.1	
				Tel.No.2	
				Fax No.	
		City		Mobile	
		PIN		e-mails:	
		State			
2				STD Code	
				Tel.No.1	
				Tel.No.2	
				Fax No.	
		City		Mobile	
		PIN		e-mails:	

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3			STD Code	
			Tel.No.1	
			Tel.No.2	
			Fax No.	
	City		Mobile	
	PIN		e-mails:	

7. Turnover of the Company/Organization for last three financial years (Rupees in lakhs only)					
Year	Period		Total Turnover of the Company/Organization	Out of Total Turnover, the Turnover from IT/ITES only	
	From	To		Rs.	Rs.
2020-2021			Rs.	Rs.	Rs.
2021-2022			Rs.	Rs.	Rs.
2022-2023			Rs.	Rs.	Rs.
8. Certifications, if any			Yes/No.	Valid up to	
(Please specify)					
(indicate the level)					
Any other (Please specify)					
(indicate the level wherever it is applicable)					

9. Whether applicant Company/Organization already Empanelled with Other Corporations/Organizations under I.T. & Electronics Department, Government of Uttar Pradesh

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Name of Corporation/Organization	Empanelment period (from-to):
1. NIL	1. Empanelment date:
2. NIL	2. Empanelment date:

10. Any other relevant information that Applicant Bidder may like to mention.

In requirement of Contact person and Contact number of Client as per Annexure-1, we have to inform you that our project work being of confidential nature and as per the conditions of the agreement under Official Secrets Act 1923 with our customers, we are bound to not disclose the nature of work and details thereof. **However all our credentials can be verified in-person, by any of your senior officer, and we can provide the phone number of the concerned head of institutions/Senior officers for verification of our work and projects.**

Date-

Signature, name and designation of authorized signatory

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FINANCIAL BID

S.No.	DESCRIPTION	QTY	UNIT Rate Amount in Rs.	PO Value Amount in Rs.
a	Server			
b	Creation of "Document Management System" (DMS) with implementation			
c	Security Audit of Web Based Application			
d	Unbinding and Binding of A4 Paper Size Tabulation Registers			
e	Unbinding and Binding of A3 Paper Size Tabulation Registers			
f	Unbinding and Binding of above A3 Paper Size Tabulation Registers			
g	Scanning of records Above A3 Paper Size(per page)			
h	Scanning of records A3 Paper Size(per page)			
i	Scanning of records Legal Size /A4/Letter Page (per page)			
j	Lamination of Records Paper Size Above A3 (per page)			
k	Lamination of Records Paper Size A3 (per page)			
l	Lamination of Records Paper Legal Size/A4/Letter (per page)			
m	Digitization of Records per field/ attribute(per entry of each student records)			
n	Database & Indexing Generation (per record)			
o	Barcode Sticker (per sticker)			
p	Conversion & Compression to searchable PDF			
q	Register Preservation with LDPE (per register)			
r	Annual Maintenance of " Document Management System" (DMS)			

Signature-

Name-.....

Designation of authorized signatory

(.....)

Date-

Abhinav Kanyasulkar

TECHNICAL EVALUATION			
Sl No.	Eligibility Criteria	Documents Required	Marks (out of 100 Marks)
1	Company average annual turnover for last 3 Financial years Rs. 10Cr=<15 Cr - 10 Marks Rs. 15Cr=<20 Cr- 15 Marks Rs 20 Cr=<above - 20 Marks		
2	Company should have executed projects for Central Govt. / State Govt./ PSUI /other Govt. Institution having minimum value of Rs. Lakh or above. 2 Projects - 10 Marks 3 Projects- 15 Marks 4 or above -20 Marks		
3	Company's should be ISO or CMMI Certification ISO 9001:2008 or CMMI Level 3- 05 Marks ISO 27001:2013 or CMMI Level 5 -10 Marks		
4	Presentation of Project 10-50 Marks		

TOTAL MARKS-

Signature-

Name-.....

Designation of authorized signatory

(.....)

Date-

Authorized Signatory of University

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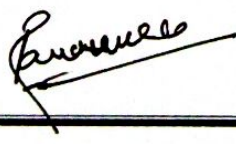
UNDERTAKING BY THE BIDDER

FORMAT FOR CERTIFICATE TO BE SUBMITTED / UPLOADED BY TENDERER ALONGWITH THE TENDER DOCUMENTS

I (Name and designation)** appointed as the attorney/authorized signatory of the tenderer.

M/s (hereinafter called the tenderer) for the purpose of the Tender documents for the work of as per the tender No. of (Veer Kunwar Singh University, Ara)**, do hereby solemnly affirm and state on the behalf of the tenderer including its constituents as under>

1. I/we the tenderer (s) am/are signing this document after carefully reading the contents.
2. I/We the tenderer(s) also accept all the conditions of the tender and have signed all the pages in confirmation thereof.
3. I/We hereby declare that I/we have purchased the tender documents from Veer Kunwar Singh University, Ara. I/we have verified the content of the document and there is no addition, no deletion or no alteration to the content of the tender document. In case of any discrepancy noticed at any stage i.e. evaluation of tenders, execution of work or final payment of the contract, the master copy available with the Veer Kunwar Singh University, Ara shall be final and binding upon me/us.
4. I/We declare and certify that I/We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
5. I/We also understand that my/our offer will be evaluated based on the documents/credentials submitted along with the offer and same shall be binding upon me/us.
6. I/We declare that the information and documents submitted along with the tender by me/us are correct and I/we are fully responsible for the correctness of the information and documents, submitted by us.
7. I/We certify that I/we the tenderer(s) is/are not blacklisted or debarred by any university or any other Ministry/Department of Govt. of India from participation in tender on the date of submission of bids, either in individual capacity or as a HUF/ member of the partnership firm/LLP/Society/Trust.

A Kumar 



8. I/We understand that if the contents of the **certificate** submitted by us are found to be forged/false or incorrect at any time during process for evaluation of tenders, it shall lead to forfeiture of the Bid Security besides banning of business for a period of upto five year. Further, I/we (*insert name of the tenderer*)** _____ and all my/our constituents understand that my/our offer shall be summarily rejected.
9. I/We also understand that if the contents of the **certificate** submitted by us are found to be false/forged or incorrect at any time after the award of the contract, it will lead to termination of the contract, along with forfeiture of Bid Security/Security Deposit besides any other action provided in the contract including banning of business for a period of upto five year.
10. I/We have read the clause regarding restriction on procurement from a bidder of a country which shares a land border with India and certify that I am/we are not from such a country or, if from such a country, have been registered with the competent Authority. I/we hereby certify that I/we fulfil all the requirements in this regard and am/are eligible to be considered (evidence of valid registration by the competent authority is enclosed)

SEAL AND SIGNATURE
OF THE TENDERER

Place :

Dated :

**The contents in Italics are only for guidance purpose. Details as appropriate are to be filled in suitably by tenderer.

A Kumar

Ranjit Kumar