

# TENDER DOCUMENT

FOR

POST EXAMINATION WORK  
For BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY,  
Muzaffarpur, Bihar (INDIA)



Proposed By: -

BABASAHEB BIMRAO AMBEDKAR  
BIHAR UNIVERSITY,  
Muzaffarpur, Bihar (INDIA)

*End -*  
*10/01/25*  
*10/01/25*  
*10/01/25*  
*10/01/25*  
*10/01/25*

## **INSTRUCTIONS TO BIDDERS**

1. Tender document can be downloaded from the University Website only.
2. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process.
3. All offers should be written in the English and price should be written in both, figures and words. The offer should be typed or written by ink pen or ball pen. Offer in pencil will be ignored.
4. The agencies/bidders/firms are advised to read carefully the tender documents and terms and conditions before quoting/submitting their bid.
5. All the pages of the tender documents should be signed and stamped by bidders for their acceptance of all terms and conditions of the tender.
6. Cost of Tender Document/B.O.Q- ₹10,000/- Non-refundable.
7. Bid Security (Earnest money) ₹10,00,000/- (by only/DD)
8. Submit the proposal within 15 days..
9. Agreement may be terminated before 180 days if satisfactory report not comes.
10. Agreement will be for 3 years and may be extended after satisfactory report.
11. All DD should be in the name of Registrar, B.R.A. Bihar University, Muzaffarpur.
12. Address seeking clarifications & Communication: -

### **Address for Communication:**

The Registrar  
B. R. Ambedkar Bihar University,  
Muzaffarpur,  
Bihar – 842001

Sd/-

Memo No.....

Dated, the

Registrar

**Copy forwarded to:** Advertisement Manager, Muzaffarpur, Times of India, Hindustan for publication on the tender notice in their journal in minimum single space and single issue and submission of bill in Duplicate for payment in due Course/University Website.

*CP Rai*  
*10/01/25*  
*10/01/25*  
*10/01/25*  
*10/01/25*  
*10/01/25*  
*10/01/25*

## TABLE OF CONTENTS

<u>Sr.No.</u>	<u>Contents</u>	<u>Page no.</u>
1.	IMPORTANTAT DATES	2
	a) Date of downloading of Bid Documents	
	b) Date of Pre-Bid Meeting	
	c) Closing Date & Time of Submission of Technical & Financial Bid	
	d) Date & time of Presentation of Technical Bid	
2.	Earnest money	3
3.	Tender details	4-6
4.	Student's life cycle (Post Exam)	7-9
	1.1 Post examination work	
	1.2 Scanning of Answer copies	
	1.3 Provisional Certificate Process	
	1.4 Pass Out Degree Certificate	
5.	Bid Eligibility Criteria	10
6.	Instructions for Submission of Technical & Financial bids	11-12
7.	Evaluation Process of Bid & Important Points	12-15
8.	Annexure I (Financial bid)	16
9.	Annexure II (Undertaking by the bidder)	17
10.	Check List	18


*[Handwritten signatures and dates]*  
10/01/25- 17/01/25  
Sp Rai 10/01/25  
Shunav 10.01.2025  
P. 1


**BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY,  
Muzaffarpur, Bihar (INDIA)**

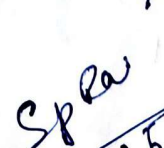
- A. Date of downloading of Bid Documents: - 16/01/2025
- B. Date of Pre-Bid Meeting: - N.A.
- C. Closing Date & Time of Submission of Technical & Financial Bid: 06/02/2025
- D. Date & time of Presentation/opening of Technical Bid: 10/02/2025
- E. Subject: Short Term Tender Enquiry for the work of Implementation and Processing "Examination Management Information System."

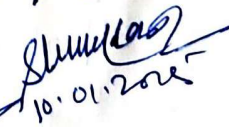
**Implementation and Processing  
"EXAMINATION MANAGEMENT INFORMATION SYSTEM."**


1. Cost of Tender Documents: Rs.10,000/-
2. Bid- Security (Earnest Money): Rs. 10,00000/-
3. Contract Performance Security: Rs. 100000/-
4. Financial Bid: Annexure-I
5. Undertaking: Annexure-II

  
10/01/25

  
10/01/25

  
10/01/25

  
10.01.2025

  
10/01/25



## OBJECTIVES

**The Agency** will facilitate to have Application for Examination Management Information System. Proposed Web application should have the facility of-

**Students Life Cycle:** Will includes, Post Examination Work, Result Processing, Online Result Publish, Generation of Tabulation Register and Marks-sheet.

## INVITATION OF BID

**BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY, Muzaffarpur (Bihar) invites tenders for "Post Examination Work ".**

Through this solution, Education Department wishes to automate **Students Life Cycle** like result preparation, passing out Degree, migration & etc. to achieve excellence in the conduct of student's activities. The Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) feels that through this initiative the university can work towards transparent, error free and accelerated examination processing, and result declaration by reducing the redundant laborious activities and processes.

Please refer to the below mentioned information and guidelines for submission of the tender.

### 1. General Instructions, Terms and Conditions:

The tender Document can be purchased from 16/01/2025 The tender document fee of Rs.10,000/- (Rupees Ten Thousand) only is non-refundable, non-adjustable-and-non-transferable and is pay able through a DD on any nationalized bank drawn. in favour of the "Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur" payable at Muzaffarpur and it should be submitted along with EMD of Rs 10,00,000/- (Rupees Ten Lakh) only and tender documents as per the instructions given below in this tender. The signed tender papers (Technical bid and financial bid) should reach in the office of the Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur latest by dated 06.02.2025

1. Incomplete bids, over writings in tender bids shall not be accepted. Delayed and late tenders shall be liable to be summarily rejected.
2. The bidder shall be responsible for the delivery of the material('s), its successful demonstration, and providing training as required, as per specifications listed in the tender and at the site-allocated by the university.

SP Rai — \_\_\_\_\_ — M. K. —  
10/01/25 10/01/25 10/01/25  
10/01/25 10/01/25 10/01/25

4.A. Demand Draft for Rs.10,00000/- (Rupees Ten lakh Only) drawn in favour of the "Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur, payable at Murzaffarpur should be submitted towards **Earnest Money Deposit (EMD)** which must accompany the bid. Bids without EMD will be rejected. The EMD will be re- funded to all the unsuccessful bidders only after the work order are placed to the successful bidder. The successful bidder's EMD will be converted to security deposit upon the bidder's acceptance of the award of contract

5. The bidder Security may be forfeited

(a) If the bidder withdraws his bid during the period of bid validity specified in contract/agreement.

(b) If the successful bidder has to sign contract/agreement within 45 days of issue of letter of intent/acceptance.

6. The prices must be quoted in the format as specified in the tender document and should be inclusive of duties and taxes.

7. All items, deliverable and price mentioned in the tender document should be valid for acceptance up to a period of 3 months. The bidders should be ready to extend the validity, if required by the university.

8. Printed terms and conditions of the bidders will not be considered as forming part of the bid.

9. The selected bidders shall be responsible for the supply, installation testing and commissioning and all service deliveries as listed in this tender document.

10. The bidder should commence work as per the scope mentioned in the tender document within 2 weeks from the date of issue of final order and/or entering into contract.

11. Bidders should enclose their bids with full details of all latest software and/or solutions pro- posed for the scope of work with full documentation/descriptive literature/leaflets indicating all features proposed.

12. Project tenure is of 3 years (three years) from the agreement date may be extended after satisfactory report.

Sp. Rai  
10/01/25  
R. S.  
10/01/25  
Shankar  
10.01.2025  
M. S.  
10/01/25  
4  
Alpesh



13. Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) reserves the right to select certain items (in single or multiple units) and reject the other mentioned in the tender document without assigning any reasons whatsoever. Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) also reserves the right to revise or modify or cancel the specifications of the items before the acceptance of any bids.

The sealed bids should be addressed and delivered by registered speed post/ courier / by hand to:

Registrar,  
Babasaheb Bhimrao Ambedkar Bihar University,  
Muzaffarpur,  
Bihar (INDIA)

The corresponding sealed envelopes should be titled as **INVITATION OF BID FOR PROCESSING FOR EXAMINATION MANAGEMENT INFORMATION SYSTEM (POST EXAMINATION WORK)**" and address mentioning the notification number to "Registrar, Babasaheb Bhimrao Ambedkar Bihar University, **Muzaffarpur (Bihar)**, and all the bids must reach on or before 06/02/2025(**by 03.00 PM.**). Bids received or submitted after the specified time will be rejected and no intimation will be sent in this regard.

The Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) is accept the lowest bid on any bid and the bidder shall supply the same at the rate quoted The Registrar, on behalf of Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

Acceptance of the bid shall be communicated through email/speed post to the successful bidders.

Sp. Rai  
10/01/25  
R. S. — 10/01/25  
Shukla 10.01.2025  
5  
Albany

Any specific queries/clarification of the documents may be asked from the Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) in writing not later than 5 days before the proposed submission date. Any request for clarification in writing or by any other suitable medium of communications must be sent to the Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar). They will respond by e-mail only to such requests.

The bidder must enclose a copy of **GST Certificate, PAN Card, income tax clearance certificate and last 03 years' financial statement** and all other details required under eligibility criteria. All bidders should give a **warranty declaration** of their firm/company's letterhead, in their bids as detailed below:

**"We shall abide by all the specifications, terms and conditions listed in the tender document.**

**We warrant all deliverable to be supplied by us as part of the tender shall be free from all defects and faults in material, workmanship. All products and services shall be of the highest quality, material and services of the type ordered, shall be in full conformity with the specifications therein.**

**We accept that any deviations in the material and/or solutions/software and/or services from that specified in the tender document and the accepted terms are liable to be rejected. The bidder will be bound to supply all the goods in the specified form to the specifications as per the order/contract and demonstrate the same at their own cost."**

## **2. GENERAL INFORMATION**

To address the above concerns and scenario, the Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) wishes to adapt to technology as a first step towards automating end-to-end student related activities for Babasaheb Bhimrao Ambedkar Bihar University in Muzaffarpur (Bihar). On reviewing the various activities, the Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (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 adopt to ready-made solutions are below mentioned:

Sf Rai  
10/01/25  
R. S.  
10/01/25  
10/01/25  
10/01/25



## **Students Life Cycle**

The Module of Student Life Cycle on portal will facilitate Post Examination Task, Certificates, Degree Generation, Creation of transcript, verification of certificates/degrees and Migration of the Students.

### **1.3 Post Examination Work**

Final marks will be available for all the enrolled candidates on university portal. Gazette will be published on college logins. Result shown in individual student's login. Mark sheet with at least 5 security feature 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 Barcodes
- Online Exam Marks Entry of internal and Practical Examination
- 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 Provisional
- Online application and approval of Degree, Duplicate Marks sheet and Migration
- Uploading Degree, Provisional Certificates and Mark Sheets to Digi – Locker.

### **Result Processing, TR & Marks Generation**

As the university approves the award list of a particular student is gathered for all the paper 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 provided to the university for future preservation and references

### **Student's practical/viva/internal marks submission**

Colleges to submission of their practical/viva/internal marks online. Only authenticated departments and colleges can submit their practical/viva/internal marks because the entire

*Sp. Ben*  
*01/01/25*  
*Ans*  
*10/01/25*  
*10.01.2025*

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 web page to submit Practical/viva/internal marks and its description will open. After filling those fields Practical/viva/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-voice 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.

Exam centers has to submit absentee during examination tenure through 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 numbers, a result of every individual student should be process in accordance with university passing rules with marked absentee.

**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, Muzaffarpur, in consultation of Controller of Examination. The information and specification are as given below-

1. Size of OMR barcoded answer books should be 27 cm x 22 cm of 65 GSM with 32 pages (105 GSM for OMR cover page) with 8 Pages answer book from Practical and Internal exam.
2. Approximate numbers of students of all exams may vary up to 200000 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: -

SP Bui 12/01/25  
10/01/25  
17/01/25  
10.01.2025



- I. Paper of OMR barcoded answer sheets should be of 65 GSM with 32 pages. OMR cover page should be of 105 GSM. Space for giving different data on cover page should be provided in consultation with Controller of Exam. It should be perforated and its making should be Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur, Bihar
- II. Paper of admit card, provisional certificate, migration certificate, mark sheet should be of 105 GSM along with water mark of Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur, Bihar & handmade paper with water marks for original degree certificate.
- III. Paper of TR (in A3 size), Roll sheet, Attendance sheet, dispatch memo should be 115 GSM. Sample of each paper should be enclosed with technical bid.

*Sp Rai*  
*10/01/25*

*Sp Rai*  
*10/01/25*

*Sp Rai*  
*10/01/25*

*Sp Rai*  
*10/01/25*

## ELIGIBILITY CRITERIA

Below mentioned are the minimum Eligibility criteria decided by the university to identify suitable/pro-elective bidders; whose technical criteria bids then financial bid will be opened

SLNO.	Eligibility Criteria for the Bidder	Documentary evidence to be Attached
1	2	3
1.	Should be a proprietorship, Partnership & PVT Company	Relevant Documents are to be Enclosed.
2.	Bidder must submit PAN, GST, ITR and Balance sheet of Last 3 FY 2021-22, 2022-23, 2023-24	
3.	The organization need to have a minimum turnover of Rs.15 Crore in the last three (3) financial years and should be profit making company (profile after tax)	I. Purchase Order/ Agreement copies. II. Last 3 years audited balance sheet III. (i.e.F.Y.2021-22,2022-23,2023-24)
4.	The organization should have worked with a minimum of 1 University/ Board/ any state Government organization provided examination related works.	I. Purchase order/Agreement Copes/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 9001:2015, CMMI Level 3 certificate	Certificate /supporting documents to be enclosed.
6.	Bidder to submit non- blacklisting certificate on a non- judicial stamp of Rs. 1000/-	Certificate /supporting documents to be enclosed.
7.	Bidder should have a Local office in Bihar	
8.	Bidder to submit no fraudulent activities certificate.	Undertaking should be submitted.
9.	The tenderers have their own Software professional with relevant experience.	Self-attested copy from authorized person.

SP Rai  
 1-1-125  
 10/01/2020  
 1-9-115  
 10-01-2025



10.	Details of infrastructures, technical staffs Available for the said work.	Self-attested copy from authorized person should be submitted.
11.	Paper of Mark sheet, Provisional certificate, Migration certificate, Attendance sheet, Dispatch Memo, Marks foil, TR, Barcoded Answer sheet as specification in NIT.	Sample With seal & signature of the bidder should be enclosed.

i. **Envelope-1:-**

It should contain two envelopes; one small envelope containing DD towards cost of tender documents Rs 10,000/- (Ten thousand) only as well as EMD Rs. 10,00,000/- (Rs. Ten Lakh only.) The Envelop should be written on top as "Tender Cost + EMD". The other envelop shall contain all material, documents as stated above like credential, turnover, reports, etc. in a sealed cover. The bid document along with its annexure downloaded from website shall be duly signed. on each page by the bidder and should be enclosed along with the envelope should be written on top as "Documents for Technical Bid". Both these envelopes should be placed in a cover envelope which should be written on top as "**Envelop-1: Technical Bid**". In case of no deposit of EMD, the technical bid of the firm shall not be evaluate and the firm shall be kept out of consideration in further bid process.

ii. **Envelope-2:**

Financial bid as per the format enclosed in the Annexure-I should be packed in a separate envelope and sealed and written on top as "Envelop-2: Financial Bid". Financial bid of only those firms shall be opened who qualify in the technical bid and presentation evaluation.

iii. **Envelope-3:**

This will contain Envelope-1 and Envelope-2 and shall be sealed. This envelope should be super scribed with the name of the project, date & time of submission and either hand delivered at the Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) sent by Regd. Post/Speed Post/Courier to reach Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) which should reach within prescribe time of submission.

SP Ravi  
10/01/25  
10/01/25  
10/01/25

The babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) is accept the lowest bid on any bid and the bidder shall supply the same at the rate quoted the Registrar, on behalf of Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason.

### Evaluation Process (Technical Bid)

Sl. No	Particulars	Maximum Marks	Marks Scored	Remarks if any
1	2	3	4	5
1	Bidder must be a proprietorship, partnership & Pvt Company only. Must submit ROC, PAN, GST, ITR, Balance sheet and Turnover above Rs 15 crores in last 3 financial years.	15		Supporting documents are to be enclosed
2	The organization should have worked at universities/Board/any State Government organization with minimum students count 100000, providing examination related works.	10		Supporting documents are to be enclosed
3	The bidder should have ISO 9001:2015, CMMI 3 certificate.	5		Supporting documents are to be Enclosed.
4	Demonstration of the proposed software/Process	70		PPT and Briel document of Implementation plan.
Total		100		

SP Rao  
12/01/25  
10/01/25  
10/01/25  
10/01/25



**Note: A technical proposal should score at least 70 points out of 100 to be considered for financial evaluation. Financial offers of Agencies whose technical proposal score is less than 70 points may not be opened.**

**(B) Financial bid:** Before opening of financial bids of those successful bidders in the technical evaluation their marks obtained shall be made public before them or their authorized representatives.

### **Important Points**

#### **(A) Disqualification**

The Tender Committee may disqualify bids on account of, but not limited to, the following reasons:

- If received after the last date and time.
- If the bidder disregards any of the terms & conditions of the bid and/or leaves any ambiguity in calculation of the consultancy fee.
- If the participant's attempts to influence any member of the selection committee
- Receipt of Conditional bids.

The decision of the Selection Committee in the matter of disqualification shall be final and binding and no further correspondence shall be entertained from the disqualified bidders thereafter. Miss behavior is considered as disqualification.

The decision of the tender Committee in the matter of disqualification shall be final and binding and no further correspondence shall be entertained from the disqualified bidders thereafter.

#### **(B) Termination of the bid**

- Against all expectation entertained by Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar), if none of the participating firms could be declared by the tender committee as the winner of the bid, the bidding will be regarded as terminated.
- Vice chancellor, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) reserves right to accept or reject any/ all bidders with-out assigning any reason (s) thereof.

*Sp Bai*  
*12/01/25*  
*10/01/25*  
*10.01.2025*

### (C) Award of work

The work of will be awarded as per recommendation of the Tender Committee Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur Bihar basis of evaluation criteria mention earlier. The Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) have to do an Agreement with the selected agency by Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) for University work

#### **(D) Settlement of Disputes**

The decision of the tender Committee shall be final & binding on participating firms. In the event of any dispute related to the judging procedure or the recommendation of the Tender Committee the settlement will be done by sole arbitration of the Vice Chancellor, of Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar), or by any arbitrator appointed on his behalf without recourse to the legal authorities.

- (E) (i). Babasaheb Bhimrao Ambedkar Bihar University shall take services in phases as per the requirement within a year from the date of contract.

(ii) Firm shall provide portal/Work activities within 25 (twenty-five) days from date of work order.

**(F) Penalty Clause:**

Company/firm should maintain safety, accuracy, confidentiality and secrecy while executing the job. For any laps in security, inaccuracy or mishandling/misuse, if any, penalty equal to 5% of the contract value payable will be imposed on the company/firm and contract will be terminated entailing forfeiture of Performance Security Deposit or will warrant any other action as deemed fit by Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar).

**(G) Payment Terms:**

- Payment will be made after successful completion of the work of the concerned exam within target dates

Sp Rui  
10/01/25

2nd

14

1701/25

summer  
10.01.2025



- 100% payment will be made after completion of post examination work of the concerned exam.

**(H) Other Terms & Conditions:**

- (A). Printed terms and conditions of the bidders will not be considered as forming part of the tenders. No deviation shall be acceptable in the terms and conditions of the contract applicable to this invitation to tender.
- (B). Hypothetical and conditional tenders will not be entertained.
- (C). The Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) reserves the right to accept or reject all or any of the tenders without assigning any reason. There shall be no commitment of minimum quantity which can be ordered during currency of the contract. Work orders shall be placed on the firm against the Contract for such quantities as may be decided by the Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar).

*Order*  
1-9-01/15

*10/01/25*

*Sp Rev*  
10/01/25

*10/01/2025*

*15*

**ANNEXURE - I**  
**COMMERCIAL PROPOSAL**

Sl. No.	Particular	Units	Amount (INR)	Amount ( In word)
1	Data Entry of Each Student's Records of Refferal Fields (per record)			
2	Indexing and Database Generation (per record)			
3	Barcode Sticker (per sticker)			
4	Supply of Answer copy 32 pages with OMR cover with 2 perforation inner pages 65 GSM and 80% brightness cover 105 GSM , with 8 Pages answer book.			
5	Scanning and processing of OMR Answer Sheets			
6	Supply of University Degree with at least 7 security features on 275 GSM Ivory paper. The Degree printed must have features of online verification.			
7	Supply of University Degree with at least 7 security features on 175 Micron Non tear able material. The Degree printed must have features of online verification.			
8	Supply of Provisional printing Paper (105 GSM)			
9	Supply of TR (in A3 Size) of printing Paper. 115 GSM.			
10	Supply of Blanck Mark Sheet of printing Paper 105 GSM.			
11	Uploading Degree, Provisional Certificate and Mark Sheet to Digi-Locker.			
<b>TOTAL</b>				

**(Note):-** Above quoted rate should be inclusive of entire items including stationeries, printing Transporting. TA/DA etc. required for execution of the aforesaid work.

Signature with date

Name in block letters

Seal of the Company

**Note:** The offer will remain valid for 180 days from the due date of submission of the tender.

SP 16/11/25  
16.01.2025

17/11/25  
10/01/25

**ANNEXURE-II**  
**UNDERTAKING TO BE SUBMITTED BY THE BIDDER**

To,

Registrar,  
Babasaheb Bhimrao Ambedkar Bihar University,  
Muzaffarpur, Bihar (INDIA)

**Sub: Tender for Processing Examination Management Information system regarding,  
Provisional certificate, Pass out certificate, Post Examination work.**

Dear Sir,

I hereby confirm having read and understood the tender documents and the requirements of work under this tender.

I agree to abide by all the terms and conditions of the tender documents, in case the job is awarded to me

I declare that none of my sister/group/partnership concerns is participating in this tender. It is further declared that our firm / company has not been disqualified during last five years by any other company/ organization in the past for participating in the tender process for any reason and we have no legal disqualification and nothing have been concealed in this regard. Declaration is to be given on Rs.1000 non-judicial stamp paper.

I agree to cancel the contract and to debar me from future participation in this tender, in case any concealment of facts on my part is detected at any stage after the award of the contract.

I agree to carry out the work as per instructions of and to the full satisfaction of the University administration.

I agree to setup Centre in the universities for support and scanning work too.

I shall have no objection to the forfeiture of security deposit amount, in case I fail to execute the contract faithfully and the contract is terminated as per contract conditions.

I shall fulfill all applicable statutory requirements for and in connection with the execution of the contract.

I have fully acquainted myself / ourselves with the work conditions at the work place and have been fully satisfied.

Thanking you,

Yours faithfully,

(Bidder's Signature)

Along with seal

Sp Rev  
10/01/25  
10/01/25  
10.01.25



### CHECK LIST

1. Cost of tender documents: By Demand draft of Rs. 10,000/-
2. Bid Security (Earnest money): Demand draft of Rs. 10,00000/-
3. Contract Performance Security: Demand draft of Rs. 1,000000/-
4. Relevant document in case of exemption from deposit of cost of Tender document and EMD.
5. Annexure-I Financial Bid with supporting documents.
6. Annexure-II undertaking by the Bidder
7. Copy of Pan Card.
8. Copy of GST number.
9. P/L & audited, Balance Sheet of last three financial year 2021-22, 2022-23, 2023-24.
10. Registration Certificates of the Certified Organization, ISO, CMMI 3.
11. Valid documents in case of exemption from deposit of tender Documents Cost and EMD.
12. Non- blacklisting Certificate on a non-judicial stamp paper of Rs. 1000/-
13. No fraudulent involvement undertaking.
14. Related work order/PO/Agreement and satisfaction letter.
15. Office Location in Bihar.
16. Turnover Certificates duly audited by CA for the last 3 FY.
17. ITR of Last 3 FY. (2021-22, 2022-23 & 2023-24)
18. Technical Proposal.

Sp. Rai  
10/01/25

10/01/25  
10/01/25  
10/01/25

10/01/25  
18