



# **TAMIL UNIVERSITY, THANJAVUR**

**Tender Document**

**for**

**Installation of Server Software for e-dispatch and  
question paper printing for May 2017 DDE  
Examination**

**Tender Ref No: RC.No. C2/480/2017**

**2017**

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# **TAMIL UNIVERSITY, THANJAVUR**

**Name of Work: Installation of Server software for e-dispatch and question paper printing for May 2017 DDE Examination**

## **1. INVITATION**

On behalf of the Tamil University, Thanjavur, Tender is invited for the Installation of Server software for e-dispatch and question paper printing for May 2017 DDE Examination under two cover tender systems (Pre-Qualification Bid & Financial Bid) from reputed firms/ Service Providers / Agencies by the Registrar, Tamil University, Thanjavur. One cover shall contain EMD & Pre-Qualification Documents and the Second Cover shall contain Financial Bid. The Tender submission date is 13.04.2017 at 15.00 Hrs.

## **2. PRE-QUALIFICATION CRITERIA**

- a) The Bidder should have previous experience in installation of Server Software for e-dispatch and question paper printing for the correspondence course examination centers to the Government departments/Universities/other educational institutions/agencies
- b) The bidder should have got their firm registered with either Service Tax Directorate or with the Commercial Taxes Department or any other Government Department.
- c) The bidder should have recorded an average annual turnover of Rs.50 Lakhs in the last two (2) financial years. (2014-2015 & 2015-2016)
- d) The bidders should have not been Black listed by any of the Government Agency in the past years for any reasons whatsoever.
- e) See paragraph No 17.2 for further details.

### **3. SCOPE**

The scope of this tender is to install Server software for e-dispatch and question paper printing for May 2017 DDE examination at various examination centers throughout Tamil Nadu and Pondicherry. The responsibilities of the selected tenderer are given below:

1. Developing and implementing QP Up loader Service Module at Our University System
2. Developing and implementing QP Downloader Service Module at our University System
3. Developing and sending the QP Client Service Module.exe to the Examination Centers through e-mails. Your company should help in installing the same by using Team Viewer software.
4. Your Team should support all of our queries and our activities regarding this task as and when needed.
5. During examination, your technical person should be available at our University DDE Examination centers.

### **4. PERIOD OF COMPLETION**

The work should be completed before **25.04.2017** and released the question paper to each examination centre by e-dispatch at the date and time specified by the Additional Controller of Examination (i/c) or any other University official who is authorized by the University , Tamil University, Thanjavur. This work and other related materials should be kept strictly confidential.

### **5. EARNEST MONEY DEPOSIT**

- An Earnest Money Deposit of Rs.12,000/- (Rupees Twelve thousand only) should be accompanied along with the Pre-Qualification tender.
- The Earnest Money Deposit should be remitted in the form of Demand Draft issued by any Nationalized or Scheduled Banks drawn in the favour of "The Registrar, Tamil University, Thanjavur 613 010.

- NOTE: The EMD in the form of Bank Guarantee/ Cheque or other form will not be accepted.
- Pre-Qualification Bid without the requisite Earnest Money Deposit will be summarily rejected and treated as Non-Responsive tender.
- The Tenderer should not withdraw from the work after acceptance and received the work order from the university at any cost. Such withdrawal if any, is subject to legal proceedings by the university and cost of damage should be claimed from the tenderer.

## **6. EMD forfeit**

If the successful tenderer fails to install the software's within the stipulated period, the Earnest Money Deposit amount remitted by the Tenderer along with the Pre-Qualification Bid will be forfeited and legal procedures by the University and the cost of the damage should be claimed from the Tenderer.

## **7. LANGUAGE OF TWO COVER TENDER SYSTEM**

Tenders shall be offered in the prescribed forms in ENGLISH Language only.

## **8. VALIDITY OF BID**

The Bids shall be valid for a period of 60 days (Sixty days) from the date of opening.

## **9. SUBMISSION OF BIDS**

- a. Tenders should be submitted only through Post (or) in person in the Tender Box placed at the Registrar, Tamil University, Thanjavur –613 010.
- b. A two stage bidding procedure will be followed. Cover-1 shall contain the EMD, Pre-Qualification Bid, Signed Tender Conditions and Bidding document. The Cover-2 shall contain only the Financial Bid i.e., the cost of the components as in the Schedule C.

## 10. OPENING OF TENDERS.

The Cover-1 containing the original copy of the EMD, Pre-Qualification Bid and Tender Conditions and Bidding document will be opened by The Registrar, Tamil University, Thanjavur at 16.00 Hours on 13.04.2017 itself, in the presence of the Tenderers (or) their Authorized Representatives, who choose to be present. The Pre-Qualification Bids of the Tenderers will be evaluated. The Financial Bids i.e., Cover-2 of the Tenderers will be opened only for the Tenderers, who have cleared Pre-Qualification criteria. The date and time of opening of the Financial Bids will be informed to the qualifying Tenderers, in the Pre-Qualification bids.

## 11. PAYMENT, SEHEDULE

S.No	Milestone	Payment
1.	Installation of Server software for e-dispatch and question paper printing for May 2017 DDE Examination	100% after the examinations with the recommendation of the Additional Controller of Examination(i/c) Tamil University, Thanjavur

## 12. NEGOTIATION

If it is felt that the price quoted by the lowest Tenderer is exorbitantly high with reference to the prevailing market rate, negotiation of rates will be made with the lowest Tenderer, for reducing the quoted rates to the reasonable levels. If the tender contains unbalanced items/rates the lowest tenderer must be prepared to furnish the detailed cost break up and other clarifications to the proposals submitted by them, as may be required to adjudge the reasonableness of their price proposals.

## 13. LIQUIDATED DAMAGES

Liquidated damages will be imposed on the contractor for the lapses/short fall in achieving the rate of progress as per existing schedule.

#### **14. LEGAL JURISDICTION:**

Jurisdiction of all legal proceedings, if necessary, relating to the above tender shall be the appropriate court in Thanjavur only.

#### **15. ARBITRATION**

Any fact or condition, which may not have been mentioned in Terms & Conditions and may arise after issuing work order, shall be decided as per the State Government policy/rules. In case rules/policies do not provide such situation, the issue will be referred for arbitration. Arbitration for any such dispute shall be conducted in accordance with the provisions of Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof.

#### **16. WHOM TO CONTACT**

For any clarifications regarding tendering, the bidders shall contact the Registrar at the following address.

The Registrar,  
Tamil University  
Thanjavur – 613 010.  
Telephone: 04362-226720

Email: registrar@tamiluniversity.ac.in/  
tamilunivreg@gmail.com

Dated Signature of applicant with Seal

## **17. INFORMATION AND INSTURCTIOINS**

### **17.1 FOR SPECIAL ATTENTION**

Bids are invited in accordance with Tamil Nadu Transparency in Tenders Act, 1998 & Tamil Nadu Transparency in Tenders Rules, 2000.

### **17.2 PRE-QUALIFICATION CRITERIA**

The bidding tenderer should be and IT based company registered under Indian Compay's and in existence for more than three years and should comply with the following eligibility criteria:

- i. Should have TIN/VAT registration issued by Commercial Department, Government of Tamil Nadu.
- ii. Should be an Income Tax Assessee with PAN Card.
- iii. Should have supplied software to any State University in Tamil Nadu.
- iv. Should have executed an IT based Integrated End to End Automation solution with any State University in Tamil Nadu and must be completed it successfully.
- v. Should have printed the electronically dispatched of question papers on exact exam date and session time without connecting internet to minimum of 70 exam centers within Tamil Nadu for any one semester exam & minimum of 40000 question papers were printed for any one semester exam to any State University in Tamil Nadu.
- vi. Should have executed the printing & electronically dispatched of question paper for at least two semesters to any State University in Tamil Nadu.
- vii. Should be ready to provide a satisfactory demonstration of the actual working of the software/solution relevant to university examination processes with sample data.
- viii. Should be an ISO 9001-2008 or latest version certified company for IT, ITES, Software Development, Website Development and Security printing. The Certificate must be valid on the date of opening of tender.



### **DOCUMENTS TO BE PRODUCED**

Copy of the work order and the issued by the concerned Government Department / Agency.

2. The bidder should have got their Firm registered with either Service Tax Directorate (or) with the Commercial Taxes Department or any other Government Department.

### **DOCUMENTS TO BE PRODUCED**

- a) Copy of the Service Tax Registration Certificate issued by the competent authority.
- b) Copy of the Certificate of Registration with the Tax Payer Identification Number (TIN) issued by the competent authority.

3. The bidder should have recorded an average annual turnover of Rs. 50 Lakhs in the last two (2) financial years (2014-15 & 2015-16).

### **DOCUMENTS TO BE PRODUCED**

Copy of the Audited Balance sheet with associated documents duly certified by a Chartered Accountant.

4. The bidders should have not been Black listed by any Government Agency in the past years for the reasons whatsoever.

### **DOCUMENTS TO BE PRODUCED**

A self-declaration in form of an undertaking to the effect that they have not been Blacklisted by any Government Department to be given in Rs.20/- valued India Non – Judicial stamp paper duly notarized.

## 18. METHODS OF TENDERING

- i. If the Qualification Application is made by an individual, it should be signed by the individual with his full name and his current address.
- ii. If the Qualification Application is made by a sole Proprietary Firm, it shall be signed by the Proprietor along with his full name and full name of the Firm with its current address. Document with regard to Registration as FIRM by the Registrar of Firms should be produced.
- iii. If the Qualification Application is made by a FIRM in partnership, it shall be signed by all the partners of the Firm with their full names and current address or by a PARTNER authorized by the Firm (either as per Articles of the Deed of Partnership or by Power of Attorney) for signing in Tenders, Agreements etc., In which case, certified copy of the Registered Deed of Partnership along with the current address of all the partners and a certified Photocopy of the Registered Power of Attorney issued in favour of the Signatory, should be produced.
- iv. If the Qualification Application is made by a "Limited Company" it shall be signed by a duly authorized person holding the power of attorney for signing the application, in which case, the certified copy of the power of attorney shall accompany the application. Such limited company or Corporation shall also furnish satisfactory evidence of its existence along with the Pre-Qualification Application.
- v. Qualification application from joint ventures is not acceptable.
- vi. All the Signatures in the Pre-Qualification Bid Application and all the Signatures in the Documents produced **shall be dated.**
- vii. All the originals of the documentary evidences produced shall be produced, if asked for, for verification at the time of opening of **Pre-Qualification tender** or subsequently.
- viii. Any clarification on the documents submitted by the bidders may be called for by the Commercial Taxes Department.

## **19. CAPABILITY OF APPLICANT**

The Applicant shall include with the Pre-Qualification Application, details in the prescribed Performa vide Schedule 'A' and 'B'.

- |                      |   |  |
|----------------------|---|--|
| (i) Schedule – 'A'   | - | Affidavit                                      |
| (ii) Schedule – 'B'  | - | Self-Declaration on –Black Listing Certificate |
| (iii) Schedule – 'C' | - | Commercial Quote                               |

## **20. OPENING OF BIDS**

- i. Bids received in sealed cover up to 15.00 hours on 13.04.2017 will be opened on the same day at 16.00 hours by the Registrar, Tamil University, Thanjavur in the presence of the Applicants or their authorized representative.
- ii. The Pre-Qualification bid and Financial Bid received belatedly on account of any reasons whatsoever, will not be opened or considered and will be returned unopened to the applicant.
- iii. Telegraphic Applications will not be entertained.
- iv. The date of opening of Financial Bid will be notified to the qualified applicants after evaluation of Pre-Qualification Bid well in advance.

## **SCHEDULE "A"**

### **AFFIDAVIT**

**(To be furnished in Twenty Rupees Non – Judicial Stamp paper duly certified by Notary public)**

- 1) I/WE the undersigned solemnly declare that all the statements made in the documents records etc., attached with this application are true and correct to the best of my knowledge.
  
- 2) I/WE, the undersigned do hereby certify that neither our firm/company nor any of its constituent partners have abandoned any work / works of similar nature and magnitude in India, during the last "FIVE" years.
  
- 3) I/WE, the undersigned do hereby certify that any of the contracts awarded to me / us has not been terminated rescinded, due to breach of contract on my / our part, during the last "FIVE" years.
  
- 4) I/WE, the undersigned authorize and request any bank / person/ firm/ Corporation / Government departments to furnish pertinent information deemed necessary and requested by the Registrar, Tamil University, Thanjavur to verify the statements made by me / us or to assess my / our competence and general reputation.
  
- 5) I/WE, the undersigned, understands that further qualifying information / clarification on the statements made by me / us may be requested and agrees to furnish such information / clarification within "**Five Working days**" days from the date of receipt of such request from the  
The Registrar, Tamil University, Thanjavur -10.

Dated Signature of Applicant with Seal.

(To be signed by the officer authorized by the Firm  
company to sign on behalf of the Firm/Company  
with Company's Seal)

Note: In case of sole proprietary concern, affidavit should be signed only by the sole Proprietor.

(Title of the Firm/Company)

(Date)

The above named deponent has understood the contents well and solemnly and sincerely declared and affirmed by the deponent in my presence at and signed before me on this day of

(Seal)

(Signature of the Notary public)

**SCHEDULE "B"**

Self - Declaration on Black Listing Certificate.

**SCHEDULE “C”**

**COMMERCIAL QUOTE**

Name of the Work : Installation of Server Software for e-dispatch and question paper printing  
for May 2017 DDE Examinations

Sl. No	Name of the item with specifications	Unit	Rate per question paper without taxes	Rate per question paper with all Taxes
1	a) Server to bulk uploads the question paper to the server with a special protection  b) Question Paper Downloader to make the CD/DVD/USB storage device for e-dispatch  c) Client software to open the secured / protected question paper and print at the exam centers.  d) OTP Generation software to receive the SMS and send the OTP to log-in the client software	Each Question Paper		

Note: (1) If there is any correction it should be counter signed.

(2) Rate should be quoted in figures and words.

Signature of the Bidder