



I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

**JALANDHAR-KAPURTHALA HIGHWAY,
KAPURTHALA**

E-TENDER DOCUMENT

2018

FOR

**SCANNING AND ON SCREEN MARKING (OSM)
OF ANSWER BOOKS**

**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY, KAPURTHALA**

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E-TENDER NOTICE

E-Tender No. –I.K.G. PTU/2018-19/

The I.K.Gujral Punjab Technical University invites bids from interested and qualified firms for providing **On Screen Marking of Answer Books** to manage their examination related activities in a scientific and secured manner in order to bring in transparency, ease of operations and value to all stake holders.

Online tenders are invited as detailed below:-

Name of Item		Cost of Tender Document	Earnest Money	Tender Processing Fee
1.Scanning of Answer Books	1A. after cutting of Answer Books	Rs. 1000/ - (GST Extra @ 18%)	Rs. 75000/-	Tender Processing Fee shall be paid online (as mentioned on Web Portal https://eproc.punjab.gov.in)
	1B. without cutting of Answer Books			
2. On Screen Marking (OSM) of Answer Books				

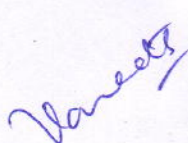
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Important Dates:-

Last Date of submission of online Tender	Date and Time of opening of Technical Bid	Date and Time of opening of Financial Bid	Venue
14 days after the date of advertisement in the news papers	Next working day after the last date of submission of online tender at 11:00 am	To be intimated later to the bidders who will qualify technical bid.	O/O Controller (Examination) I.K.G. PTU Jalandhar- Kapurthala Highway Kapurthala.

1. The tender document can be downloaded from website <https://eproc.punjab.gov.in> Tenders shall be opened at above mentioned places in the presence of parties or their representative who may like to be present. For participating in the above e-tendering process, the suppliers/bidders shall have to get themselves registered with <https://eproc.punjab.gov.in> and get user ID and password Class three Digital signatures is mandatory to participate in the e-tender process. For any clarification/difficulty regarding e-tendering process flow, please contact us on 0172-2791326 and 0172-2791226 & email.
2. All bids (both Technical and Financial) should be uploaded in E-procurement portal(<https://eproc.punjab.gov.in>) .No manual bids will be accepted.
3. The tender document fee, Tender Processing Fee and EMD as mentioned in table at page no. 2 of tender document should be deposited /pay by online mode (Net Banking,NEFT/RTGS) only. No other modes will be accepted.
4. Corrigendum/Addendum/Corrections/notice, if any will be published on the website NIC & I.K.G. PTU website.Bidders are advised to visit web page and update themselves. Corrigendum/addendum are the part of tender documents and bidder are supposed to upload the same, duly signed as per guidelines given in tender document.
5. Bids must be submitted online through <https://eproc.punjab.gov.in> before the time specified in the above table (as per system clock). Department/Service provider does not take any responsibility for the delay caused due to non availability of internet connection or net work traffic for online bids.



6. Bidders shall upload scanned copy of all the papers i.e. proof of Earnest Money, Tender Form Fee, PAN Card, GST No. and other documents mentioned in the subsequent pages.
7. Uploaded documents of valid successful bidders may be verified with the original documents. The valid successful bidder has to provide the originals to the concerned authority on receipt of such letter, which will be sent through registered post/e-mail.
8. Bid(s) once submitted online, can be resubmitted before last date and time of submission.
9. Prospective Vendors are advised to start uploading process well on time and not leave it to the last minute as same shall take time because of the data involved.
10. If the date of opening of tenders happens to be a public holiday, then the tenders will be opened on next working day at the same time and place.

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1. INTRODUCTION

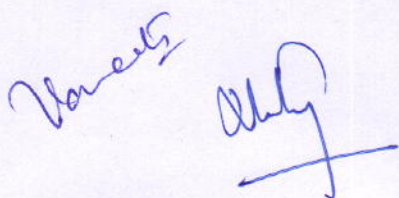
1.1. About I.K. Gujral Punjab Technical University

I.K. Gujral Punjab Technical University (I.K.G. PTU) was established by an Act of State Legislature on 16th January, 1997, to promote technical, management and pharmaceutical education in the state at degree level and above. It was established as Punjab Technical University and renamed as I.K.Gujral Punjab Technical University by State Government in the honour of Late Sh. Inder Kumar Gujral, Former Prime Minister of India, in 2015. The University has the mandate to set up centres of excellence in emerging technologies and for promoting training, research and development in these areas. The University has undertaken the task of training students to help in the development of skilled manpower in this sector in the country in general and in the state in particular. With this goal in mind, the university is promoting a number of courses in different streams in regular as well as distance education programmes. At present University have 121 AICTE and 65 UGC Colleges affiliated with it. I.K.G. PTU is undertaking and supervising the instructions and award of 30+ bachelor's degrees in Engineering & Technology & 20+ in non-AICTE & UGC courses. The University has a land area of 78.16 acres & it owns more than 10 campuses throughout the state of Punjab.

University started its journey with 09 Engineering & 05 Management colleges. I.K.G. PTU has its own learning centers under Distance Education Programme. The University has a rich strength of lakhs of students, which also includes 1,500+ international students from 30+ countries.

I.K.Gujral Punjab Technical University (I.K.G. PTU) has bagged the much coveted Best Technical University Award for the year 2013. The Award, instituted by Indian Society for Technical Education (ISTE) and Kalinga Institute of Industrial Technology (KIIT), Bhubaneswar, encourages technical universities to enhance their performance and to serve the community as well as stakeholders by improving quality and maintaining the standard of the programs offered. Earlier, University had bagged an award in the "Best University Promoting High Quality Research at Master's and Doctoral Thesis Work" category in the CCI Technology Education Excellence Awards 2013. This award was instituted by a Consortium of Co-Chairpersons-Industry (CCI) of Gujarat Technological University (GTU), jointly with the Communication Multimedia and Infrastructure Association of India (CMAI).

I.K.G. PTU has also been conferred upon eINDIA 2010 Award of the Year as "ICT Enabled University of the Year" and "Open and Distance Learning Initiative of the Year Award" by the Ministry of Information and Communication Technology, Govt. of India, at Hyderabad on August 5, 2010. I.K.G. PTU is offering a number of schemes for students like SC/ST welfare schemes, in which no fee is to be paid by the SC/ST students, and also is successfully executing the schemes of Punjab Government. The university also offers free schemes for needy & scholar students. It also offers various scholarship schemes like GATE Scholarship, JRF and SRF scholarships, UGC/NET Schemes and Scholarships, research grants, research and development.



1.2. On Screen Marking of Answer Books (OSM) – Benefits to Stakeholders

The proposed OSM is expected to bring in the following benefits to all stakeholders of the University.

Stakeholder	Benefits
Students	On time processing and delivery of exam results
Colleges	Online and on time publication of student results
Faculties	Instant access of student data, online evaluation of Answer Script (AS), option for comments and feedback while evaluating the AS and payment system for online evaluation
Exam Section	Work Flow mechanism with AS evaluation, final result processing, option for online moderation & scientific analysis of exam results and MIS reports / dashboard for instant decision making
University	Online status update with all stakeholders, generation of various MIS reports for decision making and value creation for all stakeholders viz., students, faculties, colleges etc. by way of bringing in transparency, ease of operations and reduced stress on the evaluation process

1.3. Consortium

Consortium of upto 2 parties is permitted with following conditions:

1. One party shall be termed as Primary bidder and the second shall be Secondary bidder.
2. A Consortium agreement shall be submitted along with Tender Application defining the roles of both parties along with their company registration details.
3. The Consortium agreement must define only one of the above two parties as Single Point of Contact who will sign the agreement with the client, receive payments and coordinate for all purposes.
4. The qualification criteria are to be met by the Primary bidder only.

5. For the purpose of scoring marks in the technical bid, credentials of both the parties shall be considered.

2. OVERALL SCOPE OF WORK

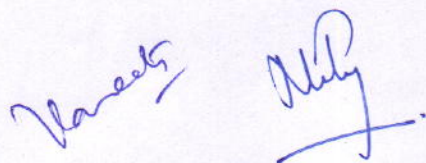
2.1. General Scope for OSM Services

The University conducts its exams on semester basis and processes around 6-7 Lakh answer books in each exam. However, of the November-December 2018 examination approx. 50,000 answer books will be covered under this technology of On Screen Marking and shall be scaled up only after its successful implementation by the bidder. The figures given above are tentative and may vary to an extent of 25% either way.

The proposed OSM solution for the University would involve implementation, operations and maintenance services to automate the Examination processes of the University for Secured Scanning of AS, Onscreen Marking of AS and Handling over of reports.

The Bidder shall be responsible to ensure that all the underlying hardware, software and services are installed and managed by them to ensure conformance to service levels as per the scope of work provided in the TENDER. An indicative infrastructure resources, technology solution delivery and continued support to the project, according to the considered opinion of the University include the following. This list is not exhaustive and the University shall not be responsible for completeness of the resources listed herein and, therefore, the bidder is expected to have the required professional expertise and experience to ensure conformance to the requirements of the solution as per the TENDER.

1. Implementation of a robust Application Software for handling the proposed Onscreen Marking System configurable to the University requirements with necessary system applications and utility tools.
2. Handling of Complete Project Management of the proposed OSM solution.
3. Setting up of required Computer Hardware such as servers, desktops, scanners etc along with required networking infrastructure at the scanning Centre.
4. Providing Managed services support in a distributed environment covering the affiliated colleges, evaluation centres etc to ensure optimal performance.



5. The proposed solution should cater to the current and future demands of the University w.r.t. to the increase in the number of students, colleges and faculties etc.
6. The proposed solution should have the ability to seamlessly integrate and function across various devices such as desktops and, laptops
7. The proposed OSM solution shall have suitable quality and data security control systems tightly integrated including data protection, intrusion detection and log report generation etc for enhanced security of the crucial data pertaining to evaluation process.

2.2 IT infrastructure and Services

1. All required IT infrastructure will be installed and managed by the Bidder. Some of the indicative IT infrastructures are given below and it's the responsibility of the Bidder to deploy the IT infrastructure as deemed fit to ensure "the scope of services" as per the TENDER is delivered:
 - a. Suitable and required number of Computer Servers, desktop computers, networking, storage and system utility tools should be installed in the University campus to act as Nodal centre (NC) connecting the University with any no. of different locations/colleges for the Onscreen Marking System during the evaluation cycle.
 - b. Required systems, scanning facility and system utility tools should be installed by the Bidder at University campus for AS scanning and to enable distributed evaluation by registered faculties.
 - c. Required Standard Operating Procedures (SoP) should be put in place by the bidder to continually maintain the said project with 100 % uptime
 - d. Required software application module should ensure 100% compliance to the evaluation life cycle for the distributed services such as Scanning Operations, Digital Evaluation, etc.
 - e. Suitable technical Help desk should be installed by the Bidder to provide both voice based (English and local language) and system based support
2. The University shall provide the following facilities and approvals to the Bidder without any cost consideration and on time to implement the said project flawlessly:

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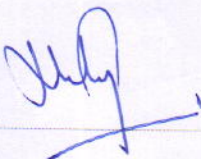
- a. Sufficient space in the University to set up Nodal Centre for scanning the AS and enabling distributed evaluation. The facilities provided will have suitable power, back-up power, internet bandwidth along with redundancy as per the specifications given by the Bidder and additionally Air conditioners in the NC and scanning centres
- b. University shall provide the necessary computer labs in Evaluation Centres with required number of computers for conducting of evaluation of answer scripts. All such facilities shall have suitable power, back-up power and internet bandwidth along with redundancy as per the specifications given by the Bidder to conduct evaluation online.
- c. Faculties, examiners, officials and support staff to manage the academic part of the OSM project such as scanning and evaluation etc.
- d. Adequate number of evaluators and moderators of every subject for the purpose of evaluation will be nominated and paid for by I.K.G. PTU.
- e. Data of the faculties, colleges and other relevant data in electronic format and duly validated by the office of the CoE should be given to the Bidder to be uploaded into the system.
- f. Course details, Exam schedule, Attendance details will be provided in electronic format duly validated by the office of the CoE.
- g. All activities broadly under the aegis of Academic Administration shall be undertaken by the University while the activities under the broader aegis of Technology Administration of the OSM project will be undertaken by the Bidder.

2.3 Obligations

The following obligations are to be delivered by respective party

1. Client

- a. Provide adequate space and power supply to the bidder to setup the complete infrastructure for complete process of on-screen marking
- b. Provide answer sheets as per requirement of On Screen Marking
- c. Provide details and data of evaluators for sheet allotment

- d. Provide Hardware and Internet bandwidth after the process of digitization of Answer sheets

2. Bidder

- a. Provide complete Software for scanning, digitization, distribution, evaluation and result tabulation
- b. Provide all equipment required for coding, scanning and digitization
- c. Provide all manpower for scanning, digitization, training of software and MIS
- d. Depute dedicated Project Manager and onsite Project Coordinator, Training Manager and Supervisor who are on rolls of the bidder.
- e. Setup call centre to assist evaluators in English and Punjabi

2.4 Managed Application Services (MAS)

The complete OSM project management and operation should be delivered as managed services as per the scope of work with full responsibility and accountability of the IT administration by the Bidder leaving the academic part of the project with the University. Under no circumstances the Bidder shall have access to the academic data of the proposed OSM project such as mark details etc. and the Bidder shall ensure the proposed system is built based on this specific requirement of the University. It should be clearly understood that the Bidder shall be only the technology platform provider for managing the examination services using the technology platform and shall have no administrative control on the conduct of the examination processes in whatsoever manner.

2.5. Duration

The initial duration of the contract shall be for six months extendable up to 3 years on basis of semester wise performance.

2.6. The proposed locations of the project:

The proposed OSM solution for the University will be undertaken in the following locations:

1. The University Head Quarters which shall act as the Nodal Centre or Nerve Centre of the whole Onscreen Marking System.
2. The Evaluation locations - The Evaluation of digitized answer booklets shall be "completely on computer screen" viz., Distributed mode. Under distributed evaluation the evaluators can use systems to carry out the

evaluation by connecting to the bidder's server/ Data Centre hosting the OSM solution and the digitized AS. However if required the University may identify few evaluation centres amongst their affiliated colleges to act as evaluation centres. The systems required in such evaluation centres shall be provided by the respective colleges / evaluation centres along with required internet bandwidth and UPS etc as per the specifications given by the Bidder. The mode of evaluation shall be decided in consultation with the Bidder in the best interest of the University.

2.7 Financing model of the project

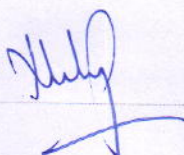
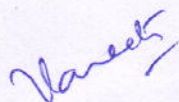
1. The entire project along with required IT infrastructure, application software and related system utility tools shall be installed by the Bidder at his own cost as deemed appropriate to deliver the "scope of services" as mandated by the University.
2. The University shall not pay for any of the above IT infrastructural facilities that will be installed by the Bidder but will pay the Bidder based on the number of AS evaluated using the proposed OSM system during the subsistence of the contract. It should be expressly understood that the payment of consideration shall not be made for the Capital goods installed by the Bidder but for the services delivered by the Bidder as per the scope of services in the tender.
3. The payments shall be made for every exam cycle based on the above deliverables by the Bidder and as per the commercial terms agreed by both the parties.

2.8. Governing Law and Jurisdiction

All disputes will be settled within the jurisdiction of the Head Quarters of Registrar, I.K.G. PTU Kapurthala.

2.9. Implementation

The project shall be implemented within the stipulated time which shall be communicated to the successful bidder while awarding the Letter of Intent. The lead time that will be given to the successful bidder shall be not more than 7days to set up the project and "go live" for the evaluation cycle under consideration. Normally exams are conducted twice during the year and the Bidder shall ensure timely deployment of the project as in clause 2.2(1) above and roll out the services for the exam



cycle under consideration once the award is given. The University shall provide the support as detailed under clause 2.2(2) above

2.10. Training & Support

The successful bidder shall provide training on the usage of the software to all stake holders viz., office of the CoE, faculties etc and should provide standard training manual as part of the training processes

The successful bidder shall also ensure setting up of technical help desk (both in English and local Language) before the project goes live and demonstrate the same to the office of the CoE

2.11. Point of Contact

The Bidder shall provide a single point of contact as below who will be responsible for implementation and maintenance of the project. In case of any change in the contact person at a later point of time, the Bidder should communicate the same to the COE office of the University.

Name:

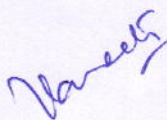
Designation:

Phone No:

E-mail ID:

2.12. Other Important guidelines for OSM Services:

- a) The system must employ a framework that ensures the most efficient processing time.
- b) The system must provide for real time, live reporting of scoring progress and accurate time projections for reporting of results.
- c) Data resulting from system should be compatible reliable data management system
- d) The system must allow real time monitoring and evaluation of test scores and questions by administrators.



3. FUNCTIONAL REQUIREMENT SPECIFICATIONS

The Successful bidder should develop the SOP document for the scope of services before implementing the project and get the same signed by the University in order to agree on the deliverables mutually.

The functional requirement of the complete process is that the bidder must have complete working solution with software, hardware & necessary equipment to execute all steps involved in on-screen marking; that includes but not limited to receiving / stacking, coding, punching, cutting, scanning, digitizing, uploading, distribution of answers sheets and tabulation of marks awarded by the evaluators. The process also involves integration of database of evaluators with software intelligence, rules of allotment, question paper fragmentation, data management and management information systems and retrieval of images and records.

3.1. Digital Scanning:

1. The approximate volume of work is scanning and e-evaluation of approximately 50,000 answer books for Nov/Dec-2018 session and may scale up depending upon the performance for nesxt sessions.
2. The answer book consists of 32 cross ruled pages plus 4 title pages (total 36 pages) with first title page is the OMR sheet duly stitched together with portrait orientation. Paper of OMR sheet is 100GSM and subsequent pages are of 70GSM and size of answer booklet is 8.5 x 10.5 inches.
3. A unique 1D bar code (Barcode Standard: Code 128) is printed on OMR sheet / on all pages of answer books.
4. The scanning of answer books must be started as soon as possible after the issuance of supply order so that desired work will be completed within stipulated time as per schedule provided by the CoE/user department. Place of scanning work will be I.K.G. PTU Campus, Jalandhar- Kapurthala Highway. The University will provide physical infrastructure like tables, chairs, ACs, power, internet and sufficient space for scanning activity. All machinery and manpower for scanning & uploading scripts will be provided by the firm(s).The firm must maintain a good scanning rate to ensure timely scanning of answer books. The entire scanning centre will be monitored using CCTV cameras and all the activities at the centre will be recorded using a DVR by the firm as well as I.K.G. PTU.
5. The answer books will be provided to the firm in the form of packets/bundles according to a defined series by the user department. The firm (s) must maintain

records at every stage of scanning process and provide audit trails as and when asked for.

6. The scripts of answer books are not allowed to move out of scanning premises. The data between scanning and data/evaluation centre should flow in encrypted manner. Copying the scripts and transporting them to evaluation centers are strictly not allowed. Stapling of answer books is the responsibility of the firm(s) if scanned after cutting or the bidder to quote separate rate for scanning of Answer sheet without its cutting. The firm(s) should handover the answer books in the same order as they receive from I.K.G. PTU.

3.2. E-Evaluation

1. A master database should be created to manage college, course / semester subject wise information and evaluator's information by the University.
2. Allocating specific subject to specific examiners, expert in the respective subject.
3. To securely transmit, download scanned answer scripts from Bidder's data centre to evaluation centres
4. The Onscreen Marking should be made user friendly with Answer Script, Question paper, Scheme and marks entry to be provided on screen in single window.
5. Provision of Multiple Digital Valuation shall be provided for the same script by different evaluators.
6. The decoding of the specified answer scripts shall be made available for results /moderation / re-evaluation as desired by I.K.G. PTU.
7. Randomization of scripts: The answer script shall not be evaluated and or revaluated twice by the same evaluator unless it is specified as per the regulations of I.K.G. PTU.
8. Provision to provide soft copy of the answer copies along-with marks entry to the students under RTI / Court matter or any other purpose as desired by I.K.G. PTU.
9. Option for archival of digitally evaluated answer books for a period of Six months after declaration of result and to provide the same data / information stored in a memory device as per the requirement of I.K.G. PTU.
10. Providing suitable authentication using login id and password to the evaluators. Provision of the unique password at each login should be there.
11. Provision for report generation and transfer of Data as desired by I.K.G. PTU as per the format mutually agreed between the Bidder and I.K.G. PTU.
12. Suitable security measures should be put in place to ensure secured and reliable evaluation process.
13. System should be reliable and provide dynamic tools to monitor and control the OSM process by:
 - a. Assuring anonymity of test-taker to achieve maximum credibility.
 - b. Flexibility to examiners by enabling Digital Valuation of answer scripts from any evaluation center in a secure manner.

- c. Final marks calculated for every script shall be based on the regulations/rules of the University which will be informed from time to time.
- d. Responsibility for any discrepancy found in the marks awarded by the evaluator to the script and output data provided for further processing
14. Provision for Feed Back from the Stake Holders (Evaluators / moderators) should be given in the format given by I.K.G. PTU.
15. Provision for analysis of the feedback as per the format given by I.K.G. PTU.
16. Maintain complete log of all activities of evaluators during the course of evaluation to enable complete audit ability of the evaluation process.
17. Enabling e-reassessment of hand written answer scripts on demand by I.K.G. PTU.
 - a. System should support e-reassessment of Answer Scripts as per I.K.G. PTU norms, which may change from time to time.
 - b. E-reassessment should be provided as per the established norms of I.K.G. PTU.
 - c. Provision for supply of photocopy / Data as desired by I.K.G. PTU.
 - d. Providing raw result data to the Vice Chancellor, Controller of Examination & any other officials authorized by CoE
18. Evaluation centers will be established by I.K.G. PTU at various locations in Punjab and firm has to transfer the scanned images of answer books directly from the scanning location through a secure encrypted channel to the evaluation center, which will provide maximum flexibility with the highest security possible. Evaluators can access the scripts only at computers of the evaluation centre.
19. The online module/system must allow for scoring of both structured and unstructured responses. The title page of answer sheet must be hidden to the evaluators and the evaluated answer scripts should not bear the identity of evaluator in any form. At the same time, the solution or system would provide proof to University on the evaluator who has marked the script with processes for explicit acceptance and signatures of the markers for the work carried out by them. System should provide tools for annotation including ticks & crosses. The system should allow marks of fraction denotations such as half marks.
20. The system should allow I.K.G. PTU to assess the evaluator for his/her suitability before deploying for live evaluation. Training and support to the Evaluators/examiners and head examiners for E-Evaluation will be provided by the firm(s). The system will restrict the Evaluators to attach the answer script file to any other communication like e-mail, chat and other communication applications. The firm will facilitate the IKGI.K.G. PTU to check marking progress, understand the quality of marking and increase the visibility of the overall operational process.
21. The firm has to provide entire E-evaluation data (Data & Images) to the University in a non-editable hard disk duly signed by authorized person of the firm with permanent marker or to the database that supports University website after evaluation and result released by the University. This is to enable the University to carry out post result activities like answer sheet verification, photocopy etc by its staff. Script counts for re-evaluation process, after the results are released would be treated as separate cycle and scripts would be counted separately at the same rates.

22. The answer books are confidential document of the University. The scan images are of utmost confidentiality and sensitivity. The firm shall maintain the complete secrecy of the data/images to ensure confidentiality. The firm shall remain committed to non-disclosure of this data /information to anybody/agency except as authorized by I.K.G. PTU even after completion of work.
23. The firm must ensure total accuracy of data/awards provided to the university as these will become result of students. In case of willful tempering/ manipulation of awards is found on the part of scanning firm, all security and due payments shall stand forfeited and matter will be dealt as per due course of law. Also the firm and its owner will stand blacklisted for any type of future working with I.K.G. PTU.

3.3. Features required in OSM software

1. User account management i.e. addition, modification and deletion of Evaluator and Moderator.
2. Answer script management i.e. mapping of answer scripts.
3. Security setting for setting of password.
4. Provision for marking of question by Evaluator as evaluated, optional marked for review or not attempted.
5. Evaluated check box to ensure that Evaluator has visited each and every page of an answer script
6. Evaluator comment box for each question.
7. Provision for zooming of answer scripts for proper viewing.
8. Provision for skipping of an answer script by an Evaluator if the same is in different medium / subject or not properly scanned.
9. Provision to save an answer script as draft to evaluate at a later stage on the same day.
10. Provision for moderation of any answer script by the Moderator.
11. Provision for viewing of evaluated answer scripts by the Moderator.
12. There has to be a command center to know the status of overall evaluation at the evaluation center.
13. Provision of forecasting report of evaluation to enable the University to know the timeline to complete the entire evaluation process and number of evaluators/ Moderators required.
14. Provision of restriction of evaluation/ moderations time as the evaluators and moderators can perform actions only in the time stipulated by the University
15. There should be dashboard displaying the following
 - i. Daily and consolidated Evaluators' attendance
 - ii. Daily and consolidated Moderators' attendance
 - iii. Daily and consolidated Subject-Medium wise Evaluator details
 - iv. Daily and consolidated Subject-Medium wise Moderator details

- v. Skipped Answer script Details (till date)
 - vi. Overall Subject-Medium wise Evaluation (till date)
16. Providing password to each and every Evaluator through Authorized Representative nominated by VC of I.K.G. PTU and the password has to be changed on the 1st day
 17. The delivery of OSM has to be LAN based at evaluation centres.
 18. Date wise working hours report of Evaluators and Moderators
 19. Availability of answer scripts, question paper and marking scheme on the computer nodes of each and every Moderator and Evaluator.
 20. After scanning of answer scripts, the delivery of digitized answer scripts to the Evaluators can be by any secured mode.
 21. Enabling of security settings for Reviewers authentication.
 22. Maintaining audit log of each and every Moderator, Evaluator and IT Manager of the Bidder.
 23. Provision for forgot Password and secret question settings.
 24. Annotation of each and every question and page of answer scripts.
 25. Provision of timer on computer node of each and every Evaluator to know the time taken in evaluation of answer script.
 26. Provision for subject/medium wise selection of answer script.
 27. Provision of message broadcasting to evaluators/ moderators
 28. Provision for configuration of multi-lingual question paper.
 29. Provision of selection of question paper by Evaluator If a subject-medium has multiple question papers with set categorization, the evaluator can choose the appropriate question paper from the question paper list
 30. Provision of re-opening of submitted answer script by Moderator for evaluation in case of any need for correction on the same day of evaluation.
 31. Evaluators and Moderators online feedback.
 32. Provision for moderation based on the rules shared (No of Answer script will be moderated)
 33. Provision of setting of minimum time of evaluation of an answer script to avoid fast and possibly inaccurate evaluated answer script.
 34. Setting of limit/ceiling for maximum no. of scripts to be evaluated by an Evaluator.
 35. Mandatory provision for evaluation of minimum percentage (which can be changed from time to time) of answers script by the Moderator.
 36. Detailed audit log of evaluation.
 37. Provision for PDF / JPEG/ HTML view of answer scripts.
 38. Provision for Subject – Medium wise Evaluator report for moderator to generate the report of evaluation for a subject-medium-evaluator combination during any date range in the evaluation period
 39. Provision of viewing Answer scripts in Landscape/Portrait orientation
 40. Provision of revisiting/ editing the marks/ evaluation by evaluator of evaluated answer script on same day

41. Provision of easy assignment of marks as the evaluator can assign full or 0 marks for an answer by selecting the same from the drop down at the question level. In case of sub-questions, the full or 0 marks are awarded automatically
42. Provision of key University shortcuts to enable evaluator to evaluate the answer scripts faster
43. Provision for Evaluation of answer scripts by two (2) different evaluators (subject and medium wise).
44. The following reports needs to be generated by the OSM software:
 - a. Date wise Moderators and Evaluator attendance report.
 - b. Subject-Medium wise Evaluator detailed report.
 - c. Subject-Medium wise Moderator detailed report.
 - d. Skipped answer scripts' detailed report.
 - e. Overall Subject-Medium wise Evaluation report.
 - f. Evaluator detailed report.
 - g. Variance report in case of discrepancy in the marking of Evaluator (s) and Moderator(s)
45. Printing of answer script(s) with all annotation of marks (for example Tick right or wrong), if marked by Evaluator as per requirement.

3.4. Uploading

1. Providing data on On Screen Marking and Assessment / Moderation / Revaluation as desired by I.K.G. PTU
2. Uploading and providing the answer-sheets on the University websites and to make them available for photocopy / verification and other purposes as desired by I.K.G. PTU

Varad

[Signature]

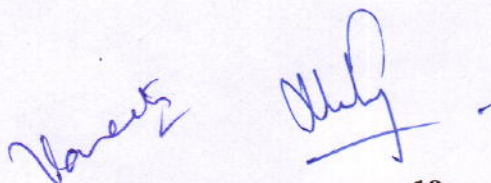
4. GUIDELINES FOR BID PREPARATION

4.1 Preparation of Technical Proposal

1. The bidder is expected to respond using only the specified formats for the response, wherever applicable. Failure to use the specified formats may result in disqualification of the proposal.
2. The Technical Proposals must be direct, concise, precise and complete. Any information not directly relevant to this TENDER, should not be included in the proposal. The University will evaluate bidder's proposal based upon its clarity and directness of its response to the requirements of the project as outlined in this TENDER.
3. The bidder shall number all the pages of the Technical proposal including the annexure and other attachments and sign / affix initials at each page
4. The technical proposal must not contain any price information.
5. The bidder must fully understand the scope of the solution and services as outlined in this TENDER. The bidders are expected to examine, understand and comply with all the instructions, formats, terms & conditions, solution and services requirements and other information in this TENDER document before submitting the bids. Failure to furnish all the information required by the TENDER or not substantially responsive to the TENDER in every respect will be at the bidder's risk and may result in rejection of the proposal of the bidder.
6. The bidder is required to confirm in the affidavit contained in the TENDER that there are no infringements of any Patent or intellectual property rights or copy rights as per the applicable laws of relevant jurisdictions.

4.2 Preparation of Commercial Proposal

1. The bidder is expected to quote for all the components of the proposed solution, including cost of implementation and ongoing support required as per the scope of services mentioned in the TENDER.
2. The bidder shall quote the fees "per Answer sheet" for the mandated services under the scope of services.
3. Prices shall be quoted entirely in Indian Rupees.
4. It should be separately and clearly indicated how the local taxes will be applied for delivering these services by the Bidder to the University.
5. The quoted price cannot have any hidden cost and cannot be conditional.



4.3 Terms & Conditions for an Agreement

E Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenders. Conditional Tenders are liable to be rejected. I.K.G. PTU Jalandhar will process the tender as per I.K.G. PTU standard procedures. University reserves the right to reject any or all or part of tender without assigning any reason and shall also not be bound to accept the lowest tender. I.K.G. PTU could not be under any obligation to give any clarification to the agencies whose bids are rejected.

1. The Technical Bid must be scanned and uploaded on the website and should be self attested. The Commercial Bid should be submitted online only and not in hard copy. Commercial bids of only those tenderers will be opened who will qualify technically.
2. Rates should be FOR destination inclusive of all except GST. GST will be paid extra as applicable.
3. Supplier will get the proofing of all the items approved from the head of the user department and obtain supply order before execution of the order.
4. No separate payment will be made for proofing & preparation of samples.
5. The EMD/Performance security is liable to be forfeited in case the supplier fails to execute the order in time. No interest will be paid on EMD/Performance security.
6. I.K.G. PTU shall not be responsible if it is not possible to up load / submit the tender online due to any fault or malfunctioning of the internet / e tender site.
7. The tender should be submitted with the tender document available on e-tender website (<https://eproc.punjab.gov.in>) and can be seen on University website i.e. (www.ptu.ac.in).
8. Authorized signatory should sign on all the pages.
9. I.K.G. PTU Kapurthala reserves the right to change the order quantity or specification without assigning any reason(s), whatsoever.
10. **Delivery of the above services will have to be made according to the schedule given by the CoE/DCoE of the user department of I.K.G. PTU, Kapurthala**
11. **The scanning of Answer books will be carried out within the premises of I.K.G. Punjab Technical University by the Bidder. University can empanel one or more bidders for tender of Scanning. All machinery and manpower for scanning will be provided by the Bidder(s) as a service. The scanners must be of good scanning speed so that work can be completed within stipulated time/as per the schedule provided by COE. Stapling of the answer scripts if scanned after cutting is the responsibility of the Bidder (s). Bidder (s) should**

handover the answer scripts in the same order as they receive from I.K.G. Punjab Technical University.

12. The evaluation of answer book in digitalized form (i.e. E-Evaluation) which will be done at established evaluation centers across the Punjab. The firm should provide an online module which allows the evaluators to evaluate the script of answer book securely from computers only in evaluation centers as per the schedule provided by COE. The firm shall provide required number of manpower at all evaluation centers for imparting training to the evaluators and to ensure smooth evaluation process.

Acceptance

I/We accept the above terms & conditions and shall comply with these strictly.

Name _____ of _____ Vendor Signature _____

Seal of Bidder

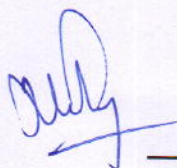
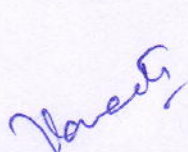
Address _____ Date : _____

[Handwritten Signature]

[Handwritten Signature]

4.4 Instructions to Tenderers

1. In the event of the quotations being submitted by a firm it must be signed separately by each member thereof, or in the event of the absence of any partner it must be signed on his behalf by a person holding a power-of-attorney authorizing him to do so, (attach copy of Power of Attorney as a proof) or in the case of company the quotations should be executed in the manner laid down in the said company's Articles of Association. The signatures on the quotations shall be deemed to be authorized signatures
2. Any omission in filling the columns of "units and rates" shall altogether debar a quotation from being considered.
3. No alteration should be made in any of the terms and conditions of the tender by scoring out. No alteration will be allowed after the tender is received by this office. No variation in the conditions shall be admissible. Any qualified offer with the words such as subject to prior sale will be ignored. Ambiguity must be avoided in filling the tender and the Language used in filling the tender forms must be clear and precise. Tenders not complying with these conditions may be rejected.
4. **Amount of EMD for Rs. 75,000/- as prescribed in the tender notice must be deposited as security in the mode of E-Payment (RTGS/NEFT, Credit/Debit Card, Net Banking (HDFC Bank) and must accompany** the tender without which tender will not be considered. The said amount will be forfeited, if any successful tenderer fails to supply the services within the time fixed by the COE/DCOE of the user deptt. I.K.G. PTU. No interest will be paid by the University on EMD amount.
5. The contract will be awarded to the **Bidder** who will qualify the technical bid and offer lowest rate.
6. **The supplier will have to deposit 10% of the supply order as performance security in the form of fixed deposit for at least one year duration duly pledged in favour of Registrar, I K Gujral Punjab Technical University within 14 days of issuance of work/supply order, failing which earnest money received with the tender will be forfeited and work will be entrusted to any other supplier without any notice.** Tender once submitted will not be allowed to be withdrawn, altered, or cancelled in part or in whole. In case of forfeiture of earnest money, the decision of the Registrar, I.K.G. PTU will be final. The performance security shall be released after successful completion of the work, including warranty period if any. No interest will be paid by I.K.G. PTU on the amount of performance security. The performance security will be if the supplier fails to provide the services (Scanning and E-Evaluation) within the time frame fixed by University and or found violating the terms and conditions mentioned in the tender document.
7. No tender will be considered unless and until all the documents are properly signed.



8. Any tender which is not on the proper tender form or is received after the due date and time will not be considered.
9. All disputes will be settled within the jurisdiction of the Head Quarters of Registrar, I.K.G. PTU Kapurthala.
10. Tenders/Offer of such Bidder which do not conform to the aforesaid conditions will be rejected straight-way.

11. Qualification Criteria

Bidders meeting the following minimum qualification criteria shall be eligible only.

Sr.	Criteria	Particulars	Documents
1.	Legal Entity registered in India for last 3 Years	It can be Registered Company/ Partnership Firm/Limited Liability Partnership Firm (LLP)/Proprietorship Firm/ Trust/Society	Certificate of Incorporation
2.	Average annual Turnover more than 2 Crore in last 3 Years	Should have an average annual turnover in the last 3 Financial Years (2015-2016,2016-2017,2017-2018)	Audited Balance Sheet and Chartered Accountant Certificate
3.	Must have experience in On screen Marking Projects	Implemented OSM Projects in Past (at least at university level)	Certified Copies of LOI/Contract/Agreements
4.	Should have positive net worth	Should have Positive Net Worth as on 31.3.2018	Audited Balance Sheet, Profit & Loss Account and Chartered Accountant Certificate
5.	Must possess ISO 27001:2013 (Data Security) Certification for at least one Year	Should have certificate of quality management and Information Security management ISO 27001:2013	Copy of the same to be attached
6.	Should not be blacklisted by any Govt. Organization	should not be under a deflation of ineligibility or Blacklisted in any government / Department	Self declaration on Affidavit
7.	Must possess the ownership and complete source code of OSM software solution	Should have Ownership and complete source code of OSM software solution	Certificate of the same must be attached

12. **The Bidder should not further sublet any work to any other agency. The Approximate requirement of Scanning and E-Evaluation of approx. 50,000**

Answer Books (with 32 Pages plus 4 title pages and first title page is OMR sheet) for six months initially however the quantity may vary depending upon the requirement of I.K.G. PTU. The contract can be extended up to period of three years (with quantity of Answer sheets upto 6 Lac) on the basis of semester wise performance on the same terms and conditions of the tender document. No request for revision of rates will be entertained.

The approximate budget of this work is around Rs. 15 lacs for one session. The University reserves the right to cancel the tender at any stage. The answer books will not be allowed to move out of scanning premises. The data between scanning centre, data and evaluation centre should flow in encrypted manner. Copying of scanned scripts physically into hard disks and transporting them to evaluation centers are strictly not allowed. The firm(s) should supply the whole data as per format provided by the I.K.G. Punjab Technical University. The answer sheet of each candidate with the details of evaluation (Question wise scores) as cover sheet followed by original evaluated script with all annotations intact will have to be provided in PDF format as a soft copy. All PDF files should be stored in hard disk with the file names tagged by a unique identifier for each file. The certificate for data security and confidentiality will be provided by the firm(s) to the University. In case of any default/defect the Vice-Chancellor of the University will be competent to take action as he may deem fit, which shall be final and binding on the manufacturer.

13. In case the university feels that the **Bidder** has intentionally delayed the work as per schedule to complete the job, special penalty @ 1% per week shall be imposed. In addition to the special penalty, the firm(s) may also be black-listed. However, in exceptional circumstances the period of execution of work may be extended by I.K.G. PTU.
14. If the **Bidder** fails to complete the job and University has to get it done from other firm at higher rates, the amount due and the difference in the rates shall be deducted from the **Bidders** bill/securities besides forfeiting the job security of the **Bidder**, imposing penalty and taking such other action as may be deemed fit by the University.
15. If the job is refused by the contractor or not executed after accepting the condition of the tender/supply order, at any point of time, the security deposited will be forfeited in full or in part at the discretion of the University and further action as deemed fit will be taken.
16. The Officer/s deputed by the Registrar of the University however, can visit the premises of the scanning and evaluation centers to monitor the process of the work and to ascertain that the services/work is as per specifications. If any lapse is found, the authorities of the University shall take such action as deems fit.
17. The tenderer shall have to submit one copy of these specifications, terms and conditions duly signed as a proof of having accepted them along with the list of details of equipments, premises and a copy of a declaration relating to registration of the press.
18. **After acquiring said services in the university, 90% payment of the bill (duly accompanied by delivery challans duly countersigned by CoE/DCoE) shall be processed within 7 working days from completion of the services. Payment of the bills accompanied by delivery shall be released within 14 days from receipt of bill in the Finance & Accounts department under**

intimation to the department which has processed the bill. All payments shall be made by Cheques/RTGS/NEFT. Registrar, I.K.G. PTU shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties. The payment includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit/Performance Guarantee governed by the separate clauses of the contract.

19. The remaining **10% payment** will be released after satisfactory report by the Officer in charge of Secrecy/ Examination Branch. University reserve right to make deduction in payment if material supplied is not as per specification.
20. The security amount will be refundable after clearance of all formalities regarding the payment.
21. Note that tenders are to be submitted only on prescribed Performa as enclosed along with. The item mentioned in the tender shall be quoted to the specification laid down in the prescribed Performa attached along with this document.
22. The vendor shall be bound to provide services to the University as per the terms specified and shall not link it up with the outstanding payments.
23. The **Answer Books** are the confidential document of the university. The firm shall be completely responsible for maintaining the secrecy of answer books.
24. **The bid is valid for 120 days from the last date of submission of tender in the University.** Supply order for next lot will be placed on receipt of satisfactory report regarding earlier order from the user branch.
25. The officer/committee may visit the premises of the **Bidder** before placing the order to judge the capability of firm.

Certified that I/We have read the above terms and conditions, and these are acceptable to me/us. The proforma giving details of equipments, premises and along with a copy of declaration relating to registration of the press is submitted herewith as required under this tender. Our rates are also given in the enclosed proforma online.

Signature:

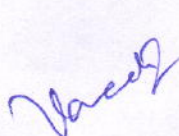
Designation:

Complete Address of the **Bidder**:

.....

.....

Dated :

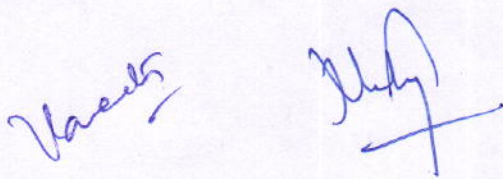


5 Intellectual Property Rights (IPR)

- i. Any IPR developed, deployed or tested by the Bidder or its affiliates during the course of this project will vest absolutely with the Bidder. The University shall acknowledge and agree to vest the IPR with the Bidder after expiry of the project tenure. This includes source code, process documents, flow charts, project management templates and other resources developed by the Bidder and / or their agents, associates and principal parties involved in the project.
- ii. No data of any sort including data on subject content, examination and the University data, information, research and development, knowledge pertaining to the courses offered by the University, any other field of research and development, shall be used and / or extracted by the Bidder for any use whatsoever.

5.1 Information security and data privacy

The Bidder will be responsible for providing suitable security systems while implementing the OSM project to protect the continuing interest of the University. The Bidder once awarded the contract is expected to adhere to Information Security Management procedures as per acceptable standards with best practices. The Bidder shall be responsible for guarding the Systems against virus, malware, spyware and spam infections using the latest Antivirus which include anti-malware, anti-spyware and anti-spam solution for the entire system. The Bidder shall have to maintain strict privacy and confidentiality of all the data it gets access to.



PART-A**(Only for reference, fill online only)****I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY****Technical Specification / Requirement****Details for the Bidder/Consortium**

Sr. No.	Name of the Bidder	Details available (attach self-attested copy of the documentary proof)
1.	Full Address : (i) Head Office : (ii) Branch Office (if any) :	
2.	Telegraphic/email address : Website:	
3.	Telephone Number(s) : Mobile No.	
4.	Fax No. :	
5.	Date of establishment of the Bidder:	
6.	Is Bidder registered under : (a) Companies Act, 1956 or 2013? (b) Factories Act, 1948?	

	(c) Any other Act. If not, who are the owners? (Please give full details)	
7.	Whether the Bidder is insured against fire, Theft, and Burglary, if so, please state the amount for which insured, the name of the insurance firm and policy no.	
8.	A copy of the declaration relating to the registration of the firm	
9.	Satisfactory completion of work certificate for any three years in previous five years	
10.	Undertaking that Bidder is not blacklisted by any Center Govt/State Govt/ Autonomous body University Including I.K.G. PTU./Institute/Organization and no complaint/enquiry/court case is pending against the Bidder	
11.	Undertaking that tenderer is not penalized by University for any reason in the past.	
12.	Details of equipment and manpower of firm/unit	
13.	The tenderer should have relevant experience in scanning and online evaluation and have average annual turnover more than Rs 2 Crore in last three financial years.	
14.	GST No	
15.	PAN	
16.	Bank Name and address	
17.	Bank A/C No. and IFS Code	

Note: Information at Sr. No. 1 to 7 is informative and S. No. 8 to 17 is mandatory.

Waneeth *Nidhi*

(Only for reference, fill online only)

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

PART - B

Technical Compliance, Specifications & Quotation Form

QUOTATION FOR TENDER OF SCANNING AND E-EVALUATION OF ANSWER BOOKS

Specifications:

Item	Specification	Rate quoted in Rs. "Per Answer Sheet" inclusive of all (except GST) GST will be paid extra as applicable FOR at I.K.G. PTU Kapurthala Campus or any other place in Punjab
1A.Scanning of Answer Books after cutting(Approx. 50,000)	<p>The answer book consists of 32 cross ruled pages plus 4 title pages with first title page is OMR sheet duly stitched together. Answer book is of Portrait orientation. Paper of OMR sheet is 100GSM and subsequent pages are of 70GSM and size of answer booklet is 8.5 x 10.5 inches. A unique 1D bar code (Barcode Standard: Code 128) is printed on OMR sheet / on all pages of answer books.</p> <ol style="list-style-type: none">1. Scanning will be done at the premises of I.K.G. PTU Campus, Jalandhar- Kapurthala Highway. All machinery and manpower for scanning & uploading scripts will be provided by the firm(s). The firm must maintain a good scanning rate to ensure timely scanning of answer books within stipulated time.2. The firm (s) must maintain records at every stage of scanning process. The scripts of answer books are not allowed to move out of scanning premises. The data between scanning and data/evaluation centre should flow in encrypted manner.3. Stapling/Stitching of answer books after the cutting is the responsibility of the firm(s).The firm(s) should handover the	

	<p>answer books in the same order as they receive from I.K.G. PTU.</p> <ol style="list-style-type: none"> The entire scanning centre will be monitored using CCTV cameras and all the activities at the centre will be recorded using a DVR by the firm as well as I.K.G. PTU. The answer books are confidential document of the University. The scan images are of utmost confidentiality and sensitivity. The firm shall maintain the complete secrecy of the data/images to ensure confidentiality. The firm shall remain committed to non-disclosure of this data /information to anybody/agency except as authorized by I.K.G. PTU even after completion of work. 	
<p>1B. Scanning of Answer Books without cutting (Approx. 50,000)</p>	<p>The answer book consists of 32 cross ruled pages plus 4 title pages with first title page is OMR sheet duly stitched together. Answer book is of Portrait orientation. Paper of OMR sheet is 100GSM and subsequent pages are of 70GSM and size of answer booklet is 8.5 x 10.5 inches. A unique 1D bar code (Barcode Standard: Code 128) is printed on OMR sheet / on all pages of answer books.</p> <ol style="list-style-type: none"> Scanning will be done at the premises of I.K.G. PTU Campus, Jalandhar- Kapurthala Highway. All machinery and manpower for scanning & uploading scripts will be provided by the firm(s). The firm must maintain a good scanning rate to ensure timely scanning of answer books within stipulated time. The firm (s) must maintain records at every stage of scanning process. The scripts of answer books are not allowed to move out of scanning premises. The data between scanning and data/evaluation centre should flow in encrypted manner. The scanning of Answer books to be carried out without its cutting and firm should handover the Answer books in the same order as received for IKGPTU 	

2. OSM of Answer Books (Approx. 50,000)

1. Evaluation centers will be established by I.K.G. PTU at various locations in Punjab. The firm has to transfer the scripted answer books directly from the scanning location through a secure encrypted channel to the evaluation center.
2. The title page of answer sheet must be hidden to the evaluators and the evaluated answer scripts should not bear the identity of evaluator in any form. At the same time, the system would provide proof to University on the evaluator who has marked the script.
3. System should provide tools for annotation including ticks & crosses. The system should allow marks of fraction denotations such as half marks.
4. The system should restrict the Evaluators to attach the answer script file to any other communication like e-mail, chat and other communication applications.
5. The firm will facilitate the I.K.G. PTU to check marking progress, understand the quality of marking and increase the visibility of the overall operational process.
6. The firm has to provide entire E-evaluation data (Data & Images) to the University in a non-editable hard disk duly signed by authorized person of the firm with permanent marker or to the database that supports University website after evaluation.
7. In case of willful tempering/ manipulation of awards is found on the part of scanning firm, all security and due payments shall stand forfeited and matter will be dealt as per due course of law. Also the firm and its owner will stand blacklisted for any type of future working with I.K.G. PTU.

Note : The lowest bid shall be considered on the basis of Sum of 1(A) or 1(B) and 2 i.e.
 $L1 = [\{1(A) \text{ or } 1(B)\} + 2]$

