SNDT WOMEN'S UNIVERSITY PARIKSHA BHAVAN

Sir Vithaldas Thackersey Vidyavihar Juhu Road, Santaeruz (West), Mumbai - 400 049,



श्रीमती ना. दा. ठाकरसी महिला विद्यापीट परीक्षा भवन मर विद्वलगम ठाकरमी विद्यासितार गह रोड. गानाहुल (पश्चिम), मुबई – ४०० ०८९

Date: 03.05.2024

Ref.No.: Exam/Accounts/Quotation/2024-25/53

Sub.: Quotation for On Screen Evaluation and Moderation of the Answerbook and to transfer the marks data of the 2nd Term (summer) examination to be held in the month of April / May 2024.

Madam / Sir,

Sealed quotations are invited for quotation for On Screen Evaluation and Moderation of the Answerbook and to transfer the marks data of the 2nd Term (summer) examination to be held in the month of April / May 2024. Interested vendors are requested to submit their quote in the format given in Annexure 'A' on company letter head. Quotation should be submitted to The Director, Board of Examination and Evaluation, Pariksha Bhavan, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai – 400049 on Friday, 10th May, 2024 before 04:30 p.m.

(I) The Technical Bid should be as follows:

- Scanned and certified copy of Company Profile of vendor:
 Covering letter with details of bidders, address, name of proprietor, telephone
 number, mobile number, email-ID, name, signature and seal. In case of
 partnership firm-name and address of the partners and copy of Partnership Deed.
- Scanned and Certified copy of Registration / Shop and Establish Licence / Certified of Dealership / Certificate of incorporation whichever is applicable.
- 3. Scanned and Certified GST Certificate and Latest GST Return.
- 4. If GST is not applicable then declaration of the same.
- 5. Scanned and Certified PAN Copy.
- Scanned and Certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).
- Scanned and Certified copy of the work experience certificate regarding On Screen Evaluation of Answerbook in core business for ANY three years (due to pandemic period of 2 years) of last 5 years (One certificate per year; No work order please).
- 8. Scanned copy of list of clients.
- Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.

(II) The Financial Bid should be as follows:

- 1. Mentioning including all taxes
- 2. Undertaking as Annexure A.

The Director, Board of Examinations and Evaluation, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai – 400049 reserves the right to reject any or all quotations without assigning any reasons thereof.

(Dr. Sanjay Nerkar)
Director,

Board of Examinations and Evaluation

SNDT WOMEN'S UNIVERSITY

PARIKSHA BHAVAN

Sir Vithaldas Thackersey Vidyavihar Juhu Road, Santaeruz (West), Mumbai – 400 049.



श्रीमती ना. दा. ठाकरसी महिला विद्यापी परीक्षा भवन सर विद्वलदाम ठाकरनी विद्यायिहार गृह रोड, साताहुल (पश्चिम), मुंबई – ४०० ०४%

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Invitation for Quotations

Quotation for On Screen Evaluation and Moderation of the Answerbook and to transfer the marks data of the 2nd Term (summer) examination to be held in the month of April / May 2024.

Ref.No.: Exam/Accounts/Quotation/2024-25/

Date: 03.05.2024

Sealed quotations are invited quotation for On Screen Evaluation and Moderation of the Answerbook and to transfer the marks data of the 2nd Term (summer) examination to be held in the month of April / May 2024. The suppliers are advised to study all technical and commercial aspects, instructions, terms and conditions carefully in the document. Failure to furnish all information required in the quotation may result in the rejection of the quotation. The University reserves the right to reject the quotation in whole without assigning any reason thereof.

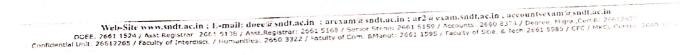
Name of Item	On Screen Evaluation and Moderation of the Answerbook and to transfer the marks data of the 2nd Term (summer) examination to be held in the month of April / May 2024.		
Venue of Submission	Pariksha Bhavan, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai – 400049.		
To be Addressed to	The Director, Board of Examinations and Evaluation, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai – 400049.		
Contact Telephone	022-26615159		
Deadline of submission	Friday, 10 th May, 2024 before 04:30 p.m.		

Instructions:

Dates mentioned here, are scheduled dates for the University Activities. Any changes in dates of submission and processing shall be notifies in 'Tenders/Quotations' section on the University website (sndt.ac.in) below the respective quotation.

To view Quotation Notice, kindly visit following website of SNDT Women's University, Mumbai: www.sndt.ac.in

Quotations should clearly mention all Technical Specifications (if any) mentioned in this document.



SNDT WOMEN'S UNIVERSITY

PARIKSHA BHAVAN
Sir Vithaldas Thackersey Vidyavihar
Juhu Road, Santacruz (West), Mumbai - 400 049.



श्रीमती ना. दा. ठाकरसी महिला विद्यापी । परीक्षा भवन गर विद्वत्राम ठाकरमी विद्यानिहार गृह रोड, सामावृज (पश्चिम): मुंबई - १००००

- 3 -

The quotations are invited in two parts under Two envelop System. Technical envelop shall be enclosed and sealed in Envelop No.1. Schedule of Rates shall be filled in and enclosed in Envelop No.2. Both the sealed envelopes. On each envelope name and address along with contact number of bidder shall be written. On the top of it envelop name of the bidder should be mentioned.

Envelop No.1: Technical Bid. The envelope must contain:

- Scanned and certified copy of Company Profile of vendor:
 Covering letter with details of bidders, address, name of proprietor, telephone number, mobile number, email-ID, name, signature and seal. In case of partnership firm-name and address of the partners and copy of Partnership Deed.
- Scanned and Certified copy of Registration / Shop and Establish Licence / Certified of Dealership / Certificate of incorporation whichever is applicable.
- 3. Scanned and Certified GST Certificate and Latest GST Return.
- 4. If GST is not applicable then declaration of the same.
- 5. Scanned and Certified PAN Copy.
- Scanned and Certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).
- Scanned and Certified copy of the work experience certificate regarding On Screen Evaluation of Answerbook in core business for ANY three years (due to pandemic period of 2 years) of last 5 years (One certificate per year; No work order please).
- 8. Scanned copy of list of clients.
- 9. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.

Envelop No.2: Financial Bid.

The envelop must contain:

- 1. Mentioning including all taxes
- 2. Undertaking as Annexure A.

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder. Quotation for On Screen Evaluation and Moderation of the Answerbook and to transfer the marks data of the 2nd Term (summer) examination to be held in the month of April / May 2024 in the following prescribed proforma (Annexure A):

SNOT WOMEN'S UNIVERSITY PARIKSHA BHAVAN

Sir Vithaldas Thackersey Vidyavihar Juhu Road, Santacruz (West), Mumbal = 400 049,



श्रीमती ना. वा. ठाकरमी महिला विद्यापीड परीक्षा भवन मा विद्वतम् अक्टमी विवासितः वह रोड. मानाइम (पश्चिम), मुंबई ० ४०० ४३०

- 4 -(Offer should filled on letter head) Annexure A

Ref.No.:

Date:

To,
The Director,
Board of Examinations and Evaluation,
SNDT Women's University,
Juhu Road, Santacruz (West),
Mumbai – 400020.

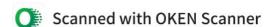
Sub.: The Quotation for On Screen Evaluation and Moderation of the Answerbook and to transfer the marks data of the 2nd Term (summer) examination to be held in the month of April / May 2024 at the Pariksha Bhavan, (Financial Bid).

Respected Sir / Madam,

With reference to subject cited above we would like to furnish our quote with best rate

Sr.	ossible as below: Particular	Qty.	Rate	Total Estimat	G	Grant Total
No.		(In Nos.)	(In	ed Cost (In Rs.)	S	Amount with GST (In Rs.)
1.	On Screen Evaluation and Moderation of the Answerbook and to transfer the marks data of the 2nd Term (summer) examination to be held in the month of April / May 2024 at the Pariksha Bhavan.					
	Scope of Work :- SCOPE OF SERVICES TO BE PROVIDED BY THE VENDOR:	16,000 Nos. Answei				
	Henceforth the selected/short listed bidder by the purchase committee shall be called as the vendor.	book				
	The vendor will include all components of work i.e. training, infrastructure, scanning, imaging, On-screen delivery, one or more evaluations (i.e. 1st Evaluation, 2nd Evaluation or Moderation or Revaluation etc.) submission of marks and reports in the desired formats, compatible with the University soft copy of evaluated answer booklets with the marking by evaluator including total marks, with right and wrong Ticks for RTI/Verification/Revaluation and other purposes.					
	 (a) The vendor shall be held responsible for enabling the on-screen evaluation of answer books by examiners and moderators appointed by the SNDT Women's University. (b) The vendor shall locate the server at the pre-decided location. It shall be up and running for 24X7 during the project tenure. Uptime for the server guaranteed shall be above 95 %, measured monthly or for the project duration, whichever is less. (c) The on-screen evaluation of answer book system shall be made available 24 X 7 during the scheduled period of assessment of answer books. There shall also be remote access of the server to the Director, Board of Examinations and Evaluation and the authorized official 	i di				
	of the examination section of the University for monitoring the status of the on-screen evaluation process from the examination section.	n				

Web-Site www.sndt.ac.in ; E-mail; doec@sndt.ac.in : arexam@sndt.ac.in ; ar2@exam.sndt.ac.in , accountsexam@sndt.ac.in DOEE: 2661 1524 / Asst.Registrar 2661 5138 / Asst.Registrar: 2661 5168 / Senior Steno: 2661 5159 / Accounts: 2660 8374 / Degree, Nigra.,Certfi: 26612877 Confidential Unit. 26612265 / Faculty of Intercisc. / Humanities: 2660 3322 / Faculty of Com. &Mangt: 2661 1595 / Faculty of Scie. & Tech: 2661 5985 / CFC / MKCL Centre: 2660 8304



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(d) The vendor shall be responsible for making the computer systems or nodes' connections. The vendor shall make the CAP Centers ready for the assessment of the content of	t
the answer books once the University provides the Computer Lab along with the internet connectivity to an of its affiliated colleges, examination section or	ij
declarated CAP centres.	

(e) The vendor shall train the examiners and moderators appointed by the University.

(f) The vendor shall train the coordinators appointed by the Director - CAP Centre for providing necessary infrastructure useful for the on-screen evaluation of answer books. Coordinator shall then be able to coordinate and assist the examiners and moderators, if they have any doubt in using the software. The coordinator shall also be held responsible for checking the IDs of evaluators entering the premises and for recording their attendance. The vendor should operate the technical help center from Mumbai or at any approved location and resolve the issues identified by the coordinators over phone or by taking the remote access of the computers.

(g) Hard copies of answer booklets can be kept only in the scanning room and the vendor shall hand over the same to the examination section after the completion of the scanning process.

(h) The scanned digital copy of the raw answer-books shall be uploaded into the main server procured by the vendor directly from the scanning center at the examination section. The CAP center shall not have any scanned copy of answer books stored in the local machines or servers. Storage of all answer-books both prior to evaluation and post-evaluation shall only be at the primary server to ensure the security of answerbooks.

(i) Digital copies of the scanned answer-books shall not be allowed to be taken outside the scanning center in a hard copy or in a laptop or in any physical storage device. The vendor shall have to upload the copies of answerbooks in an encrypted form right from the scanning center to the primary server.

(j) The vendor shall enable the access to the servers for the examiners and moderators both from their office as well as from the CAP center based on their roles and rights defined by the University in writing.

(k) The vendor shall enable access to the servers to the Director, Board of Examinations and Evaluation of the University from his office computer in order to enable him to monitor the progress of the on-screen evaluation at various Centralized Assessment Centres.

(I) The software shall have capability for the examiners and moderators to raise exceptions irrespective of their locations.

(m) The software shall have annotation capability like tick marks and cross marks apart from other tools like protractors/scales required for evaluation.

(n) Individual marks awarded for each question shall appear before the tick mark i.e. marks awarded by the evaluators against each question shall appear

Web-Site www.sudt.ac.in; E-mail: dowg sudt.ac.in; arexam@ sudt.ac.in; ar2 a exam.sudt.ac.in; avcountsexam@ sudt.ac.in

DOME: 2661 1524 / Asst Registrar 2661 6138 / Asst.Registrar: 2661 9168 / Security of Security of Security of Intercess. / Interception 2560 8322 / Faculty of Com. Refuser: 2561 1595 / Faculty of Security of Secu

SNDT WOMEN'S UNIVERSITY

PARIKSHA BHAVAN Sir Vithaldas Thackersey Vidyavihar Juhu Road, Santacruz (West), Mumbai - 400 049.



श्रीमती ना. दा. ठाकरसी महिला विद्यार्थ परिवा वयन er fagrener ernerft familiane तृत रेश्व, भागावृत्त (पश्चिम), एवर्ड = १००००

		distribution of the long particular	7	-	Minerald	
1	individually in the answer-book. All annotations shall					
	come out cleanly, if the University chooses to print an					
	evaluated answer-book for any reason after the	Ì				
	declaration of results.			i.		
	(o) The cover page of each evaluated answer-book shall			į.		
	have a summary of marks awarded question wise with		the state of the s			-
	the total marks obtained by the candidate in answer					-
	book. This page shall get generated from the server					
	automatically along with the answer-book and the same	-	-			
	shall be submitted as a PDF copy to the University within					oral district
	15 days after declaration of results of the examination				2000	
	concerned. Generation of marks summary page of		į.			
1	answer-books separately outside the system or server			-		
	and then manually attaching it to the answer-book to		-			
	create a PDF is strictly not allowed.					
	(p) The vendor shall provide the scores of each					A. Carlo
	candidate in a tabular format that is mutually agreed by					1
	the University and the vendor at the project stage. The					- Control
	final score sheet shall be released within three days from			9		-
	the date of completion of evaluation of the last answer-					
	the date of completion of evaluation of the last answer					-
	book by the evaluators of the University. (q) The entire evaluation activity along with data and					
	audit logs shall be kept safe and transferred to the					
	University server for a period of minimum one year after		·			
	University server for a period of minimum one year area				200	-
	the completion of evaluation of answer- books. The data					
	from the server that supported the evaluation can be					
	deleted only after an explicit confirmation from the			·		
	University in writing.			į		
	(r) The system shall support evaluation from CAP Center					
	located at Mumbai for the same subject with all answer-					
	books kept in one central pool and allocated to the					
	evaluators randomly.					
	(s) The system shall provide convenience to examiners					
	and moderators such that they can perform on screen					
	evaluation of answer books from any authorized CAP					
	Centre of the University with his/her username and					
	password. Audit logs shall capture the location of					
	evaluation for each answer-book.					
	(t) Revaluation process:-					
	• Reffleval of Tequested Scalling and					
	archival without annotation and marks.					
	Assigning these answer books to the examiners for				i di	
	carrying out the re-evaluation work.					
	• All steps of evaluation and result processing are					
	annieghle here as parrated above.					
	Custom sends the answer book (PDF) to the university			2		
	after request made by the concerned university					
	th oritios					
	 Result of verification/revaluation of marks should be 					
	submitted within 2 days.		and department of the			-
	Total Rs.					

UNDERTAKING:

I /We have read the terms and conditions of the tender and I / We hereby agree to agree to abide by the same.

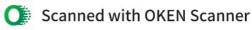
Seal of the Tenderer

Signature of the Tenderer

Date:

Web-Site www.sndt.ac.in: E-mail: deee@ sndt.ac.in: account@ sndt.ac.in: accountsexam@ sndt.ac.in

DOEE: 2661 1524 / Asst.Registrar 2661 5138 / Asst.Registrar 2661 5168 / Asst.Registrar 2661 5139 / Asst.Registrar 2661 5139 / Asst.Registrar 2661 5139 / Asst.Registrar 2661 5139 / Faculty of Com. Smargt 2661 1595 / Faculty of Scie. & Faculty of Scie. & Faculty of Intercisor. / Enumerations 2660 3322 / Faculty of Com. Smargt 2661 1595 / Faculty of Scie. & Faculty of Sci



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General Conditions:

- 1. The vendor shall not sub-contract with any other party / parties. The vendor shall have to enter into an agreement with the University, at own costs and shall bear the necessary stamp duty, as applicable.
- 2. If the Vendor wants to leave before the contract, is over, Three month notice period should be given by the vendor.
- 3. The University shall have the right of termination/cessation of the contract, at any stage on violation of any of the terms and conditions of the Contract by the vendor.
- 4. The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the
- The university has rights to have a discussion with L1 or as case may be with L2 as per the decision by the Tender Opening Committee and university authorities.
- The vendor should adhere with all seriousness to the time schedule provided by the Examination Section.
- 7. The University reserves the right to reject the quote in whole without assigning any reason thereof.
- 8. Payment: After submission of the bill against actual scanning of Answerbook and result of evaluated data alongwith report. No advance will be paid. TDS will be deducted as per rules.
- 9. Penalty: Will be levied to the maximum 10% if the contract value for the delay in supply of the material or deficiency in the service as per the rules prescribed in the Maharashtra Universities Act, 2016 and the Maharashtra Universities Accounts Code, 2012.
- 10. The rate validity will be upto 45 days from the date of submission deadline.
- 11. All necessary documents and Data to be handed over to the Examination department, Juhu campus.
- 12. Any deficiency in the service delivery or breach of any terms and conditions shall render the vendor liable for termination of the contract.
- 13. The rates quoted by the bidder are inclusive of all local taxes such as GST, VAT, Duties, Levies, transportation costs, octroi and insurance cost, if any, and will not be altered under any circumstances.
- 14. The rates of contract shall remain firm and shall not be subject to escalation whatsoever reason during the performance of the contract.

(Dr. Sanjay Nerkar) Director,

Board of Examinations and Evalua

Web-Site www.sndt.ac.in ; E-mail: duee'@ sndt.ac.in ; arexam@sndt.ac.in ; ar2 @exam.sndt.ac.in , accountsexam@sndt.ac.in DOBE; 2661 1924 / Asst Registrar 2661 5138 / Asst Registrar; 2561 5156 / Sense Steno: 2661 5159 / Accounts 2660 6274 / Degree Migra Cento 26 Confidential Unit: 26612265 / Foculty of Interface, / Foculties 2661236 / Cento 2661 5159 / Cento 2661 5159