

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY,  
No.69, ANNA SALAI, GUINDY, CHENNAI – 600 032.

Tender Notice No..SII(2)/25031-1/2023

Dated : 04.12.2023

E-tenders under open tender system are invited by the undersigned for End to end solution for secured scanning, imaging and on-screen evaluation of answer booklets.

- (I) Tender inviting officer / Authority Designation : The Registrar
- (ii) Address : The Tamil Nadu Dr. M.G.R. Medical University,  
No.69, Anna Salai, Guindy,  
Chennai-600 032.
- (iii) Name of the work : End to end solution for secured scanning,  
imaging and on-screen evaluation of answer  
booklets.
- (iv) Date of Publish of e-Tender form : From : 04.12.2023 to 18.12.2023
- (v) E.M.D : As indicated in the Tender Document
- (vi) Date of Pre Bid Meeting  
am : 12.12.2023 at 11:00
- (vii) Closing Date of submission of  
e-Tender Documents : 18.12.2023 at 6:00 pm
- (viii) Date of Opening of e-Tender  
Documents : 19.12.2023 at 11:00 a.m.
- (ix) Any other important criteria : Bidders should have previous experience  
prescribed by the Tender in providing such services and should meet  
inviting authority the qualification criteria prescribed in the  
tender document.

## ANNEXURE-1

### THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY, CHENNAI

#### **TECHNICAL SPECIFICATION FOR END-TO-END SOLUTION FOR SECURED SCANNING, IMAGING AND ON-SCREEN EVALUATION OF ANSWER BOOKLETS**

##### **SCOPE OF THE PROJECT**

The Tamil Nadu Dr. M.G.R. Medical University, Chennai ([www.tnmgrmu.ac.in](http://www.tnmgrmu.ac.in)) is designed to promote academic excellence in the field of Medical Sciences and to bridge the gap between Indian and International standards of the Research in Health Sciences.

There are around 2,25,000 candidates from 780 institutions appearing for over 500 courses with the University examination spanning throughout the year. Approximately, 6,00,000 Answer scripts for Medical, Dental, AYUSH, Pharmacy, Nursing, Physiotherapy, Occupational therapy and Allied Health Science courses are being processed through Onscreen Virtual evaluation mode for one year.

The University has implemented end to end solution for Scanning, Imaging and On-Screen evaluation of Answer Booklets for Medical, Dental, AYUSH, Pharmacy, Nursing, Physiotherapy, Occupational therapy and Allied Health Science courses .

The Vendor has to provide all components of work including MCQ (if required) for end to end solution Onscreen Virtual Valuation i.e. training, infrastructure, scanning, imaging, On-screen delivery, one or more evaluations, submission of marks and various reports in the desired formats as and when required by 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.

This has been categorized in four broad phases:

##### **1.1. Pre-Evaluation Phase**

**1.1.1.** Designing the evaluation plan and evaluation process in consultation with the University.

- a) One Central Scanning Centre in the University premises. The Vendor has to provide all necessary infrastructure as compatible to the University environment.
- b) Complete Security management processes (Physical, hardware & Software security)
- c) Evaluator handling process
- d) Click by Click Audit processes
- e) Other related processes involved for Evaluation
- f) Training the Evaluators and staff of the University for on-screen evaluation towards capacity building of all involved stakeholder(s).

**1.1.2.** To provide all the necessary Hardware and Software required at all stages of the evaluation as per marking scheme.

**1.1.3.** The software should have role base security mechanism and proper industry standard authentication and authorization mechanism should be implemented in the system.

**1.1.4.** Software application should have been security audited.

**1.1.5.** Software should facilitate for audit trail for all the transactions /activities during operation of the system.

**1.1.6.** To provide and setup secured software for Authoring and completing the evaluation process.

**1.1.7.** Answer Booklets in packets will be handed over to the vendor. The vendor should maintain an account of Answer Booklets received from the University and processing leading to Computer based Evaluation.

**1.1.8.** Dummy number (pre-defined) along with equivalent value barcode to be printed on the first page of the answer booklets. The process of printing to be done using automated process and the dummy number printed to be linked to the register number for that course and for that subject. Simultaneously the Front page image also should be scanned and linked to the database for any verification purpose.

**1.1.9.** 5% of Answer booklets will be 74 pages (Post Graduate), 75% Answer Booklets with 62 pages and 20% of Answer Booklets with 42 pages (Section A and Section B).

**1.1.10.** Answer booklet spine to be cut and scanned. The vendor should have a defined work flow for the digitization process with all required checks and balances with monitoring at each stage till the images are uploaded for valuation. Should have a comprehensive Quality Control (QC) process to make sure the final images loaded for evaluation are free from errors.

**1.1.11.** The scanned answer booklets to be securely made available to the Evaluators/Evaluation centers by the service provider through the vendor's software application which will be accessed through the VDI provided by University.

**1.1.12.** Answer booklets would be handed over by the University to the Service provider. After processing the work of scanning and digitization, the answer booklets would be kept by the vendor until the work is over in the University premises under joint custody of the University. The Service provider shall hand over the Answer Booklets after scanning & QC is over.

**1.1.13.** Sufficient number of scanners along with required systems and other infra including manpower should be provided by the agency to complete the entire work within the stipulated period in the University premises.

**1.1.14.** The agency should provide, operate and maintain the evaluation processing server within the University Premises.

**1.1.15.** After the evaluation is completed the answer booklet images to be converted into PDF format with all the marks and annotations embedded. Also the first page to be included with the marks awarded question-wise along with a QR code with all the details encrypted.

**1.1.16.** Data back-up to be well defined and automated with provision to recover easily in case of any disaster. Log Records to be maintained for Data backup, recovery and archiving.

## **1.2. Testing Phase**

Prior to the evaluation process, the selected vendor would submit the software testing report with the approval of selected evaluators deployed by the University and would be decided as per user acceptance. The University would engage a few evaluators to check the processes and efficiency of the working atmosphere and the accuracy of output (Scanned answer sheets)

**1.2.1.** The Accuracy and evaluation criteria to be cross-checked in presence of engaged evaluators.

**1.2.2.** In case of dissatisfaction of testing outcome/report the service provider would be considered to be the defaulter in achievement.

## **1.3. Evaluation Phase**

**1.3.1.** To manage the remote evaluation process through VDI provided by the University.

**1.3.2.** To securely transmit, download, install and implement evaluators / evaluation details

**1.3.3.** To provide unique user name (Evaluator's PAN)/ password to the evaluators securely.

**1.3.4.** To arrange/provide adequate displays and provide required instructions/information to the evaluators.

**1.3.5.** To maintain complete log of all activities of evaluators during the course of examination to enable complete audit ability of the evaluation process.

**1.3.6.** To calculate marks obtained by each candidate as per requirement of the University. Secured marks and rounded marks to be stored separately. The rounded marks alone to be taken for further processing as per the requirements of the University.

**1.3.7.** To devise a system for monitoring and supervision of evaluation activities (Centre level/evaluator level) by the competent authority.

**1.3.8.** To transfer/export the data, including raw data scores from the local server to Central Server keeping in view sensitiveness of the data as referred to Information Leak Detection and Prevention. The Data should be exported to the existing or upcoming applications through the web services. Data export should take place as per destination requirements at a scheduled time along with the percentage of upload status. During the Data export, the log files to be maintained as per the industrial standards.

**1.3.9.** Server data to be secured at a designated site by a responsible official of the Vendor in the presence of University IT team along with a back-up copy in External Hard Disk provided by the University. This external hard disk with data should be handed over to the COE/DCOE at the end of the Examination session.

## **1.4. Post Evaluation Phase - To share the evaluation results**

**1.4.1.** To provide the tabulated marks and all reports generated through the software in the form of hard and soft copy as per format provided by the University during the entire period of contract. Any modification in the format of reports need to be provided as and when required by the University.

**1.4.2.** Provide Software to access and download the soft copy of the Answer Booklets by the COE/DCOE.

**1.4.3.** Certificate to the effect that no data in any form concerning the project or its outcome will be shared /supplied /sold to any party/individual by the vendor and the selected vendor will be liable under the relevant clauses of I.T. Act for any breach of this clause.

## **1.5. Features required in e-Valuation Software**

- 1.5.1.** Provision for automatic backup of evaluated answer books.
- 1.5.2.** The single custodian of data would be the University.
- 1.5.3.** User account management, i.e. addition, modification and deletion of the evaluator.
- 1.5.4.** Answer book management, i.e. mapping of answer booklets.
- 1.5.5.** One time Security setting for setting of password.
- 1.5.6.** Provision for marking of questions by the evaluator as evaluated.
- 1.5.7.** Evaluated check box to ensure that the evaluator has visited each and every page of an answer booklet.
- 1.5.8.** Provision for zooming in/out of answer booklets for proper viewing.
- 1.5.9.** Provision for reviewing of any answer booklet by the evaluator.
- 1.5.10.** At each evaluation center there should be a dashboard displaying the following:
  - (i) A Real-time based dashboard for monitoring of activates/progress of work at higher level
  - (ii) Daily and consolidated evaluators' attendance
  - (iii) Daily and consolidated Subject-wise evaluator details
  - (iv) The above three details to be provided as daily notification through mobile for the designated University authorities.
- 1.5.11.** Providing password for each and every evaluator.
- 1.5.12.** Date wise working hours report of Evaluators.
- 1.5.13.** Availability of answer booklets, question papers, Answer keys and marking scheme on the computer of each and every evaluator.
- 1.5.14.** After scanning of answer booklets, the allotment of the Answer Booklets to the evaluator can be by any secured mode as per the technology available with the service provider which should be fully secured. Any type of lapses in this mode will be the sole responsibility of the service provider. In the event of such a lapse, the University reserves the right to take necessary action which may include termination of the contract and forfeiture of all claims under this project.
- 1.5.15.** Maintaining audit log of Evaluators.
- 1.5.16.** Provision for forgot Password and secret question settings.
- 1.5.17.** At the end of the day, marking reports of every evaluator to know the number of answer booklets evaluated per day and the time taken to complete the given assignment.
- 1.5.18.** Provision for subject-wise selection of answer booklet.
- 1.5.19.** Evaluators' feedback to be obtained.
- 1.5.20.** Provision for day wise re-evaluation based on evaluation feedback.
- 1.5.21.** Setting of minimum time of evaluation of each answer booklet to avoid faster and possibly inaccurate evaluated answer booklet.
- 1.5.22.** Setting of limit/ceiling for maximum no. of booklets to be evaluated by an evaluator.
- 1.5.23.** Detailed audit log of evaluation.
- 1.5.24.** Provision to view the answer booklets after the completion of evaluation
- 1.5.25.** The following reports need to be generated by the Evaluation software:
  - a) Date wise Evaluator attendance report
  - b) Subject- wise Evaluator detailed report
  - c) Overall Subject-wise Evaluation report
  - d) Evaluator detailed report
  - e) Mark Pattern Report

f) Variance report in case of discrepancy in the marking of evaluators.

**1.5.26.** The time taken for evaluation to be displayed to the Evaluator after completion of one Answer Booklet.

**1.5.27.** Hands-on Training to Evaluators

**1.5.28.** Provision of revisiting the Answer Booklet on the same day by the Evaluator.

**1.5.29.** Provision of Control on Evaluator / Review logging time in the system to prevent misuse of evaluations

**1.5.30.** Provision of display of timer to an evaluator for monitoring of time taken to evaluate an Answer book.

**1.5.31.** The Reporting console should be facilitated to the COE/DCOE.

**1.5.32.** The report console should be facilitated with the print command.

**1.5.33. Adequate technical support personnel to be deployed by the vendor to take care of any technical issues during the on-screen valuation**

## **1.6 Other details-I:**

1. Before starting the on-screen evaluation, the Subject-wise total number of Answer Booklets to be tallied with the images of No. of Answer Booklets.
2. The service provider has to provide necessary infrastructure as flexible to the University environment.
3. No external devices to be allowed during the entire process. Raw-level formatting has to be done in the Server after completion of the work in the presence of the University Officials.
4. The firm has to bring the Computers protected with updated anti-virus software and ensure that the Anti-virus to be updated as and when required.
5. No data in any form is allowed to be taken outside the University premises.

## **1.7 Other details-II:**

1. Company should have been in existence for a minimum of 5 years and profit making.
2. Average turnover of Rs. 10 Crores or more during last three years.
3. Should have registered office in Tamil Nadu.
4. Should have all statutory registration like GST in place.
5. Minimum of three years previous relevant experience in digital/computer based evaluation and assessment in a Public Medical University, should have been successfully implemented the Computer based scanning and evaluation of answer books.
6. Must have done a minimum of 5, 00,000 books per academic year in digital valuation for a university continuously for last three years.
7. Should have done atleast one project where the digital valuation was done with application hosted inside a VDI.

## **2. PENALTY:**

**2.1.** Mismatch/Wrong Scanning of Answer Booklets i.e. mentioning the wrong Dummy number against the scanned answer books should be treated as an error/discrepancy. If any discrepancy/error is found penalty shall be charged @ Rs.2000/- (Rupees Two thousand only) per error/discrepancy.

**2.2** If at any stage it has been found that Partial Scanning of Answer Books has been done and/or portions of one answer books are merged with another one in scanning work, should also be treated as an error/discrepancy and a penalty shall be charged @Rs.1000/- (Rupees One thousand only) per

error/discrepancy.

**2.3.** If an answer booklet is found un-scanned, a penalty of Rs. 1000/- (Rupees One thousand only) per answer booklet shall be charged.

**2.4.** The Firm is responsible to keep the original answer books in their safe custody. If any answer booklet is found missing, it will be treated seriously and appropriate penalty/action, including blacklisting/debarment of the Service Provider, as deemed fit shall be imposed by the University in addition to the forfeiture of Performance Security.

**2.5.** In case any portion/question in the answer books remains unevaluated, the same shall be considered to be an error and a penalty @ of Rs. 1000/- (Rupees One thousand only) per error shall be applicable. The evaluator shall not be responsible in such cases.

**2.6.** In case of excessive errors as defined above i.e. in more than 5% of Answer Booklets or in case the University is of the view that the work has not been performed satisfactorily and cannot be professionally performed by the Firm, the University shall in addition to forfeiture of Performance Security shall be entitled to terminate the agreement without giving any notice and in that case the University would not be liable to pay any amount to Firm under the agreement nor Firm shall claim any amount on any account from the University. In case any amount is already paid to the Firm, the University would be entitled to claim refund of the amount with interest or any other consequential loss.

**2.7.** Any amount which would be paid by the University and which would be the liability of the University and which may be recovered from the University by any person on account of errors/mistakes of the Firm or any loss incurred by the University in executing the remaining work by any other service provider or any such damages besides the damages stipulated herein before would also be the liability of the Firm and would be paid by the Firm to the University without any objection of any type.

**2.8.** The time schedule as mutually agreed/SLA between the University and the Service Provider will have to be strictly adhered to for the execution of the work. In case of delay, a penalty @ the rate of 6% per day on the amount of the bill will be imposed subject to a maximum penalty of 30% of the amount of the Bill.

**2.9.** In case of failure of the service provider to execute the work or in case of inordinate delay i.e. delay of more than 02 weeks (14 days) or in case of excessive errors as defined above, i.e., more than 5% of Answer Booklets, the University shall have the right to impose a suitable penalty as deemed fit, subject to a maximum penalty of 50% of the Bill amount, besides the forfeiture of Performance Security.

**2.10.** The Firm should be responsible to make all arrangements to ensure complete security, secrecy and safe custody of all, the answer booklets in the form of hard/soft copies. All transit risk will be to Firm's account.

**2.11.** Upon completion of work, the Firm shall furnish an undertaking that scanned data shall not be given/transferred to any person/firm/agency and the same has been destroyed. In case any discrepancy/breach is noticed by the University, the firm will be blacklisted and appropriate fitting penalty/action in court of law including criminal proceedings shall be initiated by the University.

**2.12.** Liability of bidder to be full and absolute to the value of the work award.

**2.13.** The decision of the concerned Controller of Examinations / Deputy Controller of Examinations on the total number of errors in calculation of penalty shall be final and binding on Service Provider.

**2.14.** The decision of the University of imposing penalty shall be final and binding on the Service Provider and shall not be open to any challenge in any court of law or in any arbitration proceedings.

### **3. WORK FLOW FOR ON-SCREEN EVALUATION SYSTEM:**

#### **3.1. Batching the Answer booklet**

- a) Subject wise booklets are to be arranged into batches, preferably 10 Answer booklets.
- b) Packet / Batch number to be as number and barcode to be stuck on the cover for identification.

#### **3.2. Automatic Dummy numbering**

Booklets in each batch to be fed into an automatic process, where a dummy number is allotted to the book and the value is printing on the front page automatically along with a barcode of same value. This link between dummy number and preprinted barcode on book to be stored in backend along with image of front page of the booklet. (Write up to be submitted)

#### **3.3. Answer Booklet pages Identity Marking Process**

Since the booklets are being cut and scanned, precaution to be taken to avoid mix-up of pages in between booklets in a batch. A process to be implemented through which unique identification to be provided for each booklet in a batch and this identification to be made in each page of the booklet. The process should make sure that each booklet in a batch will have unique ID and the same ID will be available in all the pages of the booklet. This identification should be readable and automatically verified through the software to make sure the pages belong to the same booklet and there is no mix-up of images. (Write-up to be submitted)

#### **3.4. Pre-scan Process**

Answer booklets have to be digitised. This may be done by trimming the stitching side of the answer booklet.

#### **3.5. Scanning Services**

High-resolution colour scanning of answer booklet  
High-speed scanning

#### **3.6. Quality Control (QC) Process**

A comprehensive automatic QC to be done with minimal manual intervention. This should be done based on the ID mark that has been put on each page in the previous stage and also by reading document attributes on every page.

The Directory structure is to be created and named based on the subject and batch.

#### **3.7. Stapling Process**

After completion of QC the answer booklets have to be stapled as required.

#### **3.8. On-screen Evaluation System**

- a. The soft copy of the Question Papers and key points for each questions to be available for the



evaluator and the same should be viewed along with the images of Answer Booklets.

- b. Provision for defining the template of each question paper
- c. Maintenance of the evaluator database with the subjects allocated.
- d. Provision for second valuation, third valuation and fourth valuation on a given criteria
- e. Screen space maximization for better marking/evaluation possibilities
- f. Thumbnail navigation feature
- g. Marking guidance display
- h. Annotation based marking possibilities or Direct entry marking
- i. Possibility for marker to review their past marking
- j. Provision to create the first page with the details of question wise marks and total marks scored
- k. Provision to print Summary report of each evaluator after each session and getting their signature on the same. All details of the dummy number and marks to encrypted into a QR code and printed on the bottom of the summary report.
- l. Flexibility to change allocation settings based on the rate of marking by individual marker
- m. Provision for the other analytical report required by customer after evaluation, including evaluator details of evaluation for payment purpose.
- n. Should work in a University LAN environment as well as within VDI.

### **3.9. Other Details:**

Adequate technical support personnel to be deployed by the vendor to take care of any technical issues during valuation.

The Vendor should provide adequate training and change management process to make the evaluators comfortable with new technology.

Automatic monitoring of markers performance through moderated answers.

Continuous sampling of marking activity either automatically or by an examiner that can be audited and authenticated by a senior marker or administrator.

All round quality checks through sampling rate adjustment while marking or on the basis of individualized marker performance.

### **3.10. MCQ**

The Vendor should provide solutions for MCQ Type of answer sheets in case the University implements MCQ pattern.

## ANNEXURE – II

TECHNICAL BID

**THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY, CHENNAI – 600 032**  
**TENDER SCHEDULE FOR END TO END SOLUTION FOR SECURED SCANNING, IMAGING**  
**AND ON-SCREEN EVALUATION OF ANSWER BOOKLETS.**

Sl.No:	The Firm should furnish the following details along with proof of documents	
01	Name of the Firm	
02	Nature of the Business	
03	Address of the Registered Office	
04	Telephone No. / Mobile No. & E.mail	
05	Status of the Firm (a) Proprietorship (b) Partnership (c) Private Limited  (d) Public Limited	
06	Annual turnover of the Firm for the past three years	
07	Location of the Firm	
08	Maintenance of Branches in Chennai City / other areas	
09	To furnish the details of the similar work under taken in any Government Agencies and furnish the photocopy of the order.	
10	Date, month and year of Establishment of the Business	
11	To furnish the copy of the PAN / GST card in the Name of proprietor or firm	
12	Whether the Firm already had installed any software with the Tamil Nadu Dr.M.G.R. Medical University, Chennai. If so, furnish the details of the transactions.	
13	Income Tax statement of last three years	
14	EMD Payment Particulars	
15	The Demonstration to be done at the time of opening Technical Bid.	

Station :

SIGNATURE OF TENDERER

ANNEXURE – III

COMMERCIAL BID

TENDER SCHEDULE FOR END TO END SOLUTION FOR SECURED SCANNING, IMAGING AND ON-SCREEN EVALUATION OF ANSWER BOOKLETS

Sl.No:	DESCRIPTION OF THE WORK	RATE PER ANSWER BOOKLET (Inclusive of all charges and applicable taxes)
1.	TENDER FOR END TO END SOLUTION FOR SECURED SCANNING, IMAGING AND ON-SCREEN EVALUATION OF ANSWER BOOKLETS FOR THE TAMIL NADU DR.MGR MEDICAL UNIVERSITY, CHENNAI	
2.	Any other cost, specify in detail Basic Cost and other charges & applicable Taxes should be mentioned correctly.	
	Total (in Rupees)	

SIGNATURE OF THE TENDERER WITH SEAL

**THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY,**

**No.69, ANNA SALAI, GUINDY, CHENNAI – 600 032.**

**e-TENDER DOCUMENT NO: 3**

File No.SII(2)/25031-1/2023

END TO END SOLUTION FOR SECURED SCANNING, IMAGING AND ON-SCREEN  
EVALUATION OF ANSWER BOOKLETS.

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY, CHENNAI  
TENDER DOCUMENT  
TERMS AND CONDITIONS FOR END TO END SOLUTION FOR SECURED SCANNING,  
IMAGING AND ON-SCREEN EVALUATION OF ANSWER BOOKLETS

**1. DUE DATE AND TIME:**

The last date of receipt of e-Tender on 18.12.2023 at 6:00 p.m

**2. MODE OF DESPATCH OF TENDERS:** e-Tender

**3. SUPERSCRPTION:**

The complete list of all the documents uploaded by the bidders must be tabulated in a single page super-scripted as "e-Tender for End to end solution for secured scanning, imaging and on-screen evaluation of answer booklets.

**4. EARNEST MONEY DEPOSIT**

1) Each tender should be accompanied by an Earnest Money Deposit to the value of INR40,000/- (Indian Rupees Forty Thousand only) for e-Tender for End to end solution for secured scanning, imaging and on-screen evaluation of answer booklets. The tender documents received without the EMD will be summarily rejected. The above EMD amount held by this University till it is returned to the Tenderer will not earn any interest therefor. The EMD of the unsuccessful tenderer will be returned after the acceptance of the successful tenderer at the expenses of the tenderer within a reasonable time consistent with the rules and regulations in this behalf. The EMD of the successful tenderer will be returned only after the successful completion of the hand hold period.

2) The Small Scale Industrial Units in the State of Tamil Nadu registered with the SIDCO or anywhere in the country registered with the National Small Industries Corporation are exempted from payment of EMD / Security Deposit in respect of Tenders called for. The S.S.I Units in Tamil Nadu are also exempted from payment of E.M.D/S.D subject to the submission of existence certificate and capacity certificate for the particular item of tender issued by the Director or the General Managers of District Industries Centers. SSI Units registered in other States except those registered with NSIC will however not be eligible for the aforesaid concessions on payment of E.M.D / S.D. Tender forms and other connected documents will be issued at free of cost to the above categories of SSI Units. The SSI Units will however be required to execute proper agreements including a clause to the effect that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the SSI Units shall pay penalty of an amount equivalent to E.M.D / S.D. or an amount equal to the actual loss incurred by the University.

## **5. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION:**

a) The tenders should contain particulars like the name and addresses of the tenderer, Basic cost, GST, delivery charges, freight, PAN and other levies that may be applicable be shown separately.

b) The rates should be quoted for each Answer Booklets and should be indicated clearly both in words and figures. The tenderer should sign with full signature and attest any scoring or overwriting. The rate quoted should be free from erasures, overwriting, smudging etc., The rate quoted should be firm and should not be changed subjected to any variation clauses.

c) Being a Government Autonomous Body rendering Research & Education service to the students community, special price should be offered as applicable to these categories in Government Departments.

d) Audited annual accounts duly authenticated by a Chartered Accountant showing the details of annual turnover exclusively in the software working development / business should be furnished by the Tenderer.

e) Evidence such as Registration Certificate issued by competent authority for the establishment of business as proof should be enclosed along with PAN No, TIN Number CGST, SGST Nos.

## **6. PRE-QUALIFICATIONS :**

The tenderer who satisfies the following qualifications/norms are alone eligible to participate in the tender.

a. The Tenderer should have five years of actual /direct software development, working experience related to University/Government/ Autonomous/Quasi- Government Departments and a copy of the purchase orders and successful implementation to be enclosed.

b. Minimum of Two Years previous relevant experience in digital/Computer based evaluation and assessment in any University, should have been successfully implemented the Virtual Desktop Infrastructure (VDI) Environment to evaluate the answer booklets. (copies of the relevant experience certificate / proof to be enclosed).

c. Average turnover of Rs. 10 Crores or more during last Three Years.

## **7. OPENING OF TENDER:**

The tenders received upto 6:00 p.m. on 18.12.2023 will be opened online by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, or any other officer authorized by him on behalf of the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 at 11:00 am on 19.12.2023.

**8. Deficiency of Service :** If the University found any deficiency in service by the Successful tenderer during the tenure of the work. The tenderer will have to pay the University unliquidated damages which will be arrived at by the University at that point of time. In addition, the University will black list the successful tenderer for their non-performance and deficiency in service.

## **9. AGREEMENT:**

a. The successful tenderer shall execute an agreement as in the Annexure – I for the due fulfillment of the contract in a Non-Judicial stamp paper of the value of Rs.500/- (Rupees Five Hundred only) within 5 (five) days from the date of acceptance of the tender for the End to end solution for secured scanning, imaging and on-screen evaluation of answer booklets. specified in the supply order issued by the University.

b. The expenses incidental to the execution of agreement shall be borne by the successful tenderer.

c. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the right of the University and to recover any consequential loss from the successful tenderer.

## **10. SECURITY DEPOSITS:**

a. The successful tenderer will be required to remit the Security Deposit equivalent to 6% (Six) percent of the value of the work order within fifteen days (15) from the date of receipt of communication intimating the acceptance of the tenders by way of e-payment. If the accepted tenderer fails to remit the Security Deposit within the stipulated period, the Earnest Money Deposit remitted by him will be forfeited by The Tamil Nadu Dr. M.G.R. Medical University, Chennai – 600 032 and their tender application will be held void. Supply order will be released after execution of the above agreement by the successful tenderer and after the remittance of Security Deposit.

b. The Security Deposit furnished by the tenderer in respect of his tender application will be returned to him after the successful completion of the work subject to the condition that the tenderer has rendered service to the entire satisfaction of The Tamil Nadu Dr. M.G.R. Medical University, Chennai – 600 032 without any complaint from the user Departments of this University . If the successful tenderer fails to fulfill the same, the work will be carried out by the University by engaging third party and the expenses incurred therefor will be recovered from the Security Deposit amount.

## **11. End to end solution for secured scanning, imaging and on-screen evaluation of answer booklets.**

a. **End to end solution for secured scanning, imaging and on-screen evaluation of answer booklets** should be made strictly in accordance with the specifications given in the Annexure – I. It should be made as per the schedule as prescribed by The Tamil Nadu Dr. M.G.R. Medical University, Chennai – 600 032 along with the placement of firm orders.

b. If the **End to end solution for secured scanning, imaging and on-screen evaluation of answer booklets** are not effected before the specified period from the date of work order, the Tamil Nadu Dr. M.G.R. Medical University, Chennai – 600 032 shall have the authority to cancel the order and to take any such action, as deemed fit in the circumstance, for the **End to end solution for secured scanning, imaging and on-screen evaluation of answer booklets** from elsewhere and the loss sustained by the University will be collected from the tenderer.

**12. PAYMENT OF COST:**

a. The successful tenderer should furnish the bill of cost in triplicate on completion of examination work through the Controller of Examinations. The TDS on IT, Sales Tax and applicable Taxes etc., will be deducted from the bill as per rules in force.

b. The payment will be made through RTGS/NEFT.

**13. FORFEITURE OF EARNEST MONEY DEPOSIT:**

If the Successful Tenderer fails to act according to the tender conditions or backs out after his tender has been accepted, his Earnest Money Deposit will be forfeited to the Tamil Nadu Dr. M.G.R. Medical University, Chennai – 600 032.

**14. ASSIGNING OF TENDER IN WHOLE OR IN PART:**

The successful tenderer shall not assign or make over the contract, the benefit of burden thereof to any person or persons or body corporate. He shall not under let or sublet the work to any person/s or body corporate the execution of the contract or any part thereof.

**15. ACCEPTANCE AND WITHDRAWAL:**

a. The final acceptance of the tender is entirely vested with the Registrar, The Tamil Nadu Dr. M.G.R. Medical University who reserves the right to accept or reject, any or all of the tenders without assigning any reason whatsoever. There is no obligation on the part of The Tamil Nadu Dr. M.G.R. Medical University to communicate with rejected tenderers. After the acceptance of the tender by the Tamil Nadu Dr. M.G.R. Medical University, the tenderer shall have no right to withdraw his tender or claim higher price.

b. Tenders with incomplete information will not be entertained and without supporting documents towards proof of details furnished will be summarily rejected.



**16. PENALTY FOR NON-FULFILMENT OF CONDITIONS:**

The Successful Tenderer shall agree that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the tenderer shall pay as penalty an amount equivalent to 10 (Ten) percent (%) of total value of the work or equal to the actual loss incurred by the tenderer whichever is greater. This provision applies up to the end of the life cycle of the contract period.

**17. MODIFICATION:**

Any modification to the terms and conditions shall be made only with the mutual consent of both the parties to the agreement.

**18. . LEGAL JURISDICTION:**

The Legal Jurisdiction shall be the courts at Chennai only.

**19. TERMINATION OF CONTRACT :**

During the contract period, if the University is not satisfied with the services of the contractor or the Supply Order will be entrusted any third party without knowledge of the tenderer, the above said work will be terminated. In such cases, the University shall give an advance intimation of not less than 30 days to the supplier. In the event of unsatisfactory, the University reserves the right to claim damages for non-fulfillment of the supply.

**20. GENERAL:**

The tenderer while sending their tenders should enclose a copy of the condition stipulated duly certified and attested by them in token of accepting the tender conditions that they understood and accepted them fully. Tenders received without the certified copy of the conditions shall be rejected summarily.