



# BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA ROURKELA

No. BPUT/IV/EXAM/5172 / 2021

Date: 03.12.2021

## TENDER NOTICE FOR E-EXAMINATION: 2021

Sealed tenders (Two Bid System- Technical and Finance Bid) are invited from the reputed, experienced and technically competent Indian Company registered under The Companies Act 1956/2013 with a minimum of five (05) years of experience in providing examination solutions for 'Complete E-Examination Solution for End-to End Activities, Processes & Services of BPUT i.e., Pre-Post Examination, Onscreen Evaluation, Remote Proctored (AI & HUMAN) Online Examination Solution, and Migration of Existing Database for Pre-Post Examination. The Bids received vide Notice No BPUT/ IV/ Exam/ 385/4215 dated 07.10.2021 stands cancelled.

For details the interested bidder may visit the BPUT website i.e., [www.bput.ac.in](http://www.bput.ac.in). The University reserves the right to accept and/or reject any bid or all cancel the entire tender process without assigning any reason. The last date and time for receipt of Sealed Tender document through Speed Post / Registered Post addressed to The Registrar, Biju Patnaik University of Technology, Chhend, Rourkela – 769015 is 27.12.2021 by 5 PM. No other mode of communication including courier / hand delivery etc shall be considered.

  
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**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY (BPUT), ODISHA  
ROURKELA**

No. BPUT/IV/EXAM/5172/2021

Date: 03.12.2021

**Notice Inviting Tender (NIT)**

**Sub:** Bids are invited for Complete E-Examination Solution for End-to End Activities, Processes & Services of BPUT i.e., Pre-Post Examination, Onscreen Evaluation, Remote Proctored (AI & HUMAN) Online Examination Solution, and Migration of Existing Database for Pre-Post Examination of Biju Patnaik University of Technology, Chhend, Rourkela, District: Sundergarh, Odisha, Pin: 769015.

<b>Bid System</b>	Sealed Two Bid system (Technical Bid and Financial Bid)
<b>Mode of submission of Bid</b>	By Speed Post /Registered Post only
<b>Place of Receipt and opening of Tender</b>	The Registrar Biju Patnaik University of Technology, Chhend, Rourkela, District: Sundergarh, Odisha, Pin: 769015,
<b>Portal for Tender Document</b>	www.bput.ac.in
<b>Date of commencement of Downloading bid document</b>	03.12.2021 after 01.00 PM
<b>Pre Bid discussion</b>	08.12.2021 at Board Room, BPUT, Rourkela at 11.30 AM
<b>Last Date &amp; Time of Receipt of Bid at BPUT, Rourkela</b>	27.12.2021 upto 05.00PM, BPUT, Rourkela (By Regd/ Speed Post only)
<b>Time and date of opening of Tender &amp; Pre-Qualification documents and the Technical Bid</b>	28.12.2021 at 11.30AM at Board Room of BPUT, Rourkela
<b>Bid Processing fees (Non-refundable)</b>	Rs. 10000/- (Rupees ten thousand only) (non-refundable), which is required to be paid in the form of crossed demand draft drawn in favour of 'Biju Patnaik University of Technology, Rourkela' from any nationalized bank, Payable at Sector 19, SBI, Rourkela.
<b>Earnest Money Deposit (EMD)</b>	Rs. 5,00,000/- (Rupees five lakhs only), which can be paid in the form of a crossed demand draft drawn in favour of Biju Patnaik University of Technology, Rourkela' from any nationalized Bank, Payable at SBI, Sector 19, Rourkela.
<b>Prototype Demonstration and Technical Presentation by the short-listed Bidders / eligible Bidders</b>	03.01.2022 and 04.01.2022 at 11.30am at Board Room of BPUT, Rourkela
<b>Time and date of opening of Finance Bid of the eligible Bidder</b>	06.01.2022 at 11.30m at Board Room of BPUT, Rourkela

  
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Memo No. 5720/2021

Dated: 03.12.2021

Copy to:

- 1) The Director, Department of I & PR, Govt. of Odisha, Bhubaneswar with request to publish the above advertisement by 04.12.2021 in all editions of "The Times of India (English), Indian Express (English), Samaj (Odia), Sambad (Odia) and Dharitri (Odia)" as per the I&PR approved/ lowest rate.
- 2) University Notice Board of BPUT, Rourkela.
- 3) Director Examination, BPUT, Rourkela for information and necessary action.
- 4) Finance Officer, BPUT, Rourkela for information and necessary action.
- 5) OSD to Vice Chancellor for information of the Hon'ble Vice Chancellor.
- 6) Information Officer for uploading in the university website by 03.12.2021.

  
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Tender Document for E-Examination: 2021

Pre-Post Examination, Onscreen Evaluation, Remote Proctored (AI & HUMAN) Online Examination  
Solution, and Migration of Existing Database for Pre-Post Examination  
of  
Biju Patnaik University of Technology, Odisha  
Rourkela



Biju Patnaik University of Technology, Odisha  
Chhend, Rourkela – 769015

*Handwritten signature in blue ink.*



# BIJU PATNAIK UNIVERSITY OF TECHNOLOGY (BPUT), ODISHA ROURKELA

No. BPUT/IV/EXAM/5172/2021

Date: 03.12.2021

## NOTICE INVITING TENDER (NIT)

The BPUT, Odisha invites sealed proposal for "Tender for E-Examination - 2021" for Solution of End-to End Activities, Processes & Services of Examinations.

Sealed tenders are invited from the reputed, experienced and technically competent Indian company registered under The Companies Act 1956/2013 with a minimum of FIVE (05) years of experience in providing examination solutions for 'Complete E-Examination Solution for End-to End Activities, Processes & Services of BPUT i.e., Pre-Post Examination, Onscreen Evaluation, Remote Proctored (AI & HUMAN) Online Examination Solution, and Migration of Existing Database for Pre-Post Examination implementation at university, described in brief along with terms and conditions in following paragraphs: This Tender call document consists of 32 numbers of pages in total including the Formats for Technical Bid and Financial Bid.

### 1. NATURE OF WORK

Providing E-Examination Solution for End-to End Activities, Processes & Services of BPUT i.e., Pre-Post Examination, Onscreen Evaluation, Remote Proctored (AI & HUMAN) Online Examination Solution, and Migration of Existing Database for Pre-Post Examination. The details of work is given under the "Scope of Work". The work has to be completed with good quality and in a time bound manner with full security of confidential information / examination data.

### 2. CONTRACT PERIOD

The period of contract for providing the aforesaid service will be for five (05) years from the date of signing the contract agreement. In case of unsatisfactory performance, the authority of the University reserves the right to terminate the contract at any time with a notice period of ONE (01) months to the service provider.

### 3. GENERAL INFORMATION AND TERMS & CONDITIONS

The University has around 160 numbers of affiliated colleges under it. The University has implemented the End To End Examination processes since 2015 and On-Line Remote Proctored Examinations since 2019 through Private Agency. The proposed tender call is intended to select a reputed, experienced and technically competent Indian company who will develop with improved functionality, integrate the existing student database (s) with Pre- & Post-Examination System and manage with other essential features. Details of the existing system are placed at Scope of Work.

Sealed Tenders are invited for E-Examination Solutions for End-to End Activities, Processes & Services of BPUT i.e., Pre-Post Examination, Scanning, Onscreen Evaluation, Remote Proctored (AI & HUMAN) Online Examination Solution, and Migration of Existing Database for Pre-Post Examination of Biju Patnaik University of Technology, Odisha" subject to the following terms and conditions.

3.1 The bidders are requested to read the tender document carefully and ensure compliance with all scope, specifications and instructions herein. Non-compliance with the scope, specifications and instructions in this document may disqualify the bidders from the bid process.

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- 3.2 All documentations are required to be in English. Corrections/ Overwriting, if unavoidable, should be signed separately.
- 3.3 Biju Patnaik University of Technology, Odisha reserves the right to accept or reject any bid (s) or all without assigning any reason thereof at any point of time.
- 3.4 Incomplete bid or receiving the bid after closing date and time are liable to be ignored and rejected.
- 3.5 Biju Patnaik University of Technology, Odisha will not be responsible for non-receipt of tender quotations within the specified date and time due to any reason including postal delay or holidays.
- 3.6 The Bidder is required to ensure that Tender documents are signed and stamped on all pages as a token of acceptance of all the terms and conditions.
- 3.7 The bids are to be submitted in a sealed envelope super scribed with "Tender for E-Examination 2021" for End-to End Activities, Processes & Services of BPUT i.e., Pre-Post Examination, Onscreen Evaluation, Remote Proctored (AI & HUMAN) Online Examination Solution, and Migration of Existing Database for Pre-Post Examination of Biju Patnaik University of Technology, Odisha" containing both technical bid and financial bid in two separate sealed envelopes.

The Technical Bid Envelope should contain:

- a. Signed and stamped copy of Tender Document
  - b. Crossed DD of Rs.10000/-towards Bid Processing fees (Non-refundable)
  - c. Crossed DD of Rs.5,00,000/- towards EMD in favour of BPUT, Rourkela, payable at SBI, Sector-19, Rourkela,
  - d. Cancelled cheque for EMD return
  - e. GST, PAN Registration, and IT Returns Certificates
  - f. Covering letter for Technical Bid: Form-T1
  - g. Organizational Details: Form-T2
  - h. Details of Similar Works Executed in Form-T3 along with necessary enclosures like copy of work orders, completion certificate etc.
  - i. Financial strength of the company in Form-T4
  - j. Affidavit as per Form-T5
  - k. Acceptance of scope of work as per Annexure-I
  - l. Technical Compliance and Details of technical and administrative personnel to be employed for this work as per Form-T8
  - m. Undertaking not having any pending judicial proceedings (Form-T6) and Power of Attorney (Form-T7)
  - n. Signed and stamped copy of filled in documents with necessary enclosures for Pre-Qualifications as per clause 3.27, 4.1, to 4.28 of this Notification.
  - o. Self attested documents in support of the Pre-Qualification requirements at stipulated in clause No 3.27, 4.1 to 4.29 of this Tender Call notice.
- 3.8 The tender documents are non-transferable and should be submitted in the exclusive name of the Bidder or the Party to whom work order will be placed. Sub-contract is not allowed.
- 3.9 The bid should be submitted on company letter head and should be submitted duly signed by the authorized person with seal.
- 3.10 Tender once submitted in due date shall not be returned to the tenderer in future.

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- 3.11 The Biju Patnaik University of Technology, Odisha reserves the right not to disclose names and rates of successful tenderer.
- 3.12 The Biju Patnaik University of Technology, Odisha will not entertain any request in respect of escalation of price due to any reason whatsoever.
- 3.13 Biju Patnaik University of Technology, Odisha may, at its discretion, extend the date for submission and / or opening of the bid through web notification in the website of BPUT i.e. www.bput.ac.in.
- 3.14 If work is awarded and service is not commenced by the vendor within two weeks of receiving the work order, then EMD amount will be forfeited or liquidated damages will be enforced or both. Forfeiture of EMD and liquidated damages will be enforced which will be at the discretion of competent authority of Biju Patnaik University of Technology, Odisha.
- 3.15 Only those vendors should quote who can satisfy the scope of work and all terms and conditions and requirements of Biju Patnaik University of Technology, Odisha as stated in Annexure-II.
- 3.16 Implementation of remote proctored online examinations including testing and commencement of the whole system should be completed as per the schedule.
- 3.17 **Termination of Contract:** If performance of the vendor is found not satisfactory in executing the project, then same will be informed in writing by Biju Patnaik University of Technology, Odisha as warning letter and if in spite of issue of warning letter, the performance does not prove to the satisfactory level as per expectation of BPUT within a month then second warning letter will be issued. If after issue of second warning letter also, performance doesn't satisfy expectation of Biju Patnaik University of Technology, Odisha, then Biju Patnaik University of Technology, Odisha reserves the right to terminate the contract prematurely by giving ONE month notice in writing without assigning any further reason whatsoever. After that the contract shall be null and void and the amount deemed payable to the vendor (if any) will be kept under hold sine die without any further payment. No further claim from the vendor will be entertained. Decision of competent authority of Biju Patnaik University of Technology, Odisha regarding determining the performance of the bidder will be final and binding.
- 3.18 Format of Price Schedule and related terms:
- Tenderer must quote in Indian Rupees. Prices should be quoted as per the enclosed format both in figures and words. The price must be quoted without taxes. The rates offered should be inclusive of all proposed work and comprehensive in nature.
  - The charges quoted shall be kept unchanged and shall be in force throughout the pendency or duration of contract of this work and no price escalation shall be entertained.
- 3.19 **Payment Terms:**
- The payment shall be made by BPUT in Indian Rupees only after the successful completion of the entire work without any delays or errors.
- 3.20 The Selected bidder will have to deposit a Performance Security (**10% of the annual contract value**) in the form of Bank Guarantee from any Nationalized Bank situated within Odisha in favour of "Biju Patnaik University of Technology, Odisha, Rourkela" as per the prescribed format for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract

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period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender (**Annexure-II**).

**3.21 The Bids shall be rejected on the following grounds:**

- a. Bids without EMD and Bid Processing fees shall be rejected at the tender opening stage itself.
- b. Bids without the required documents, certificates, declarations, undertakings as prescribed in this tender notice.
- c. The Bidder not meeting the pre-qualification criteria as per this tender notice (at Clause No 3.27 and 4.1 to 4.29),
- d. The Bidder not meeting all the terms and conditions of this tender notice.
- e. If financial bid is submitted along with technical bid and not submitted separately in separate sealed envelope, it will be rejected at the tender opening stage itself.
- f. Submission of the in-completed bid documents.
- g. Use the format other than / given in this document for the preparation of bid response. The response should be brief and up to the point.
- h. Failure to comply with any of the instructions or conditions stated in this document or offering unsatisfactory explanations for non-compliance can lead to rejection of the bid.
- i. The Bidder not securing the minimum qualifying marks in technical prototype presentation / demonstration.
- j. Any other non-compliances of conditions as per this Tender Call notice.

**3.22** Any disputes and / or differences arising under and out of, or in connection with the contract, if any, shall be referred to the court (s) in Odisha.

**3.23** This tender document is not an offer and is issued with no commitment. The BPUT reserves the right to withdraw this notice inviting tender and or vary any part thereof at any stage.

**3.24 Responses to Pre- Submission queries & issue of Addendum:**

- a. After publication of the Notice Inviting Tender (NIT), the Biju Patnaik University of Technology, Odisha website, Biju Patnaik University of Technology, Odisha will begin accepting written questions from the applicants. BPUT will endeavour to provide timely response to all queries in the PRE-BID Meeting only. However, BPUT makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does BPUT undertake to answer all the queries that have been posed by the applicants. For any clarifications, the bidders are required to attend the Pre-Bid Meeting as per Schedule:
- b. At any time prior to the last date for receipt of tender, Biju Patnaik University of Technology, Odisha may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant can modify the document by an addendum. The addendum (if any) shall be posted in the Biju Patnaik University of Technology, Odisha website.
- c. Any such addendum shall be deemed to be incorporated into this NIT.
- d. In order to provide prospective applicants reasonable time for taking the addendum into account, BPUT may, at its discretion, extend the last date for the receipt of bids which shall again be notified through BPUT portal [www.bput.ac.in](http://www.bput.ac.in).

**3.25** Laws of the Republic of India are applicable to this tender.

**3.26.** The University reserves the right of discretion to negotiate with prospective bidders and also to select bidders in its best interest and if exigency arises can also cancel this tender without giving any reasons.

**3.27.** Following will be the minimum pre-qualification criteria as prescribed in the section 4.1 to 4.29 of this Bid document. Each eligible bidder should possess all the following pre-qualification criteria. Bids not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated. The Certificates and self-declarations and other documents as prescribed in Section 4 (4.1 to 4.28) of this Bid document.

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3.28 The bidders need to submit a detailed technical proposal in-line with the scope of work highlighting the compliance and benefits etc., the same will be reviewed by the University to shortlist bidder (s). A technical presentation / demonstration physically at BPUT, Rourkela shall be made by the shortlisted Bidders before the University appointed committee at BPUT, Rourkela as per the schedule.

#### 4. TERMS, CONDITIONS & DOCUMENT REQUIREMENTS FOR PRE-QUALIFICATION

The following are the minimum eligibility criteria for submission of bid. The Bidders are required to first qualify themselves in the Pre-Qualification requirements as given below failing which their bid shall be rejected outright.

- 4.1 The bidder should be an Indian Company registered under The Companies Act 1956 /2013 with a minimum of FIVE (05) years of experience in providing examination solutions in Govt. Affiliated University (s) / Board(s) / Council (s) / Government Open Universities. The company should be an ISO 9001-2015, ISO 27001:2013, ISO 20000-1:2018 or CMMI level 3 certified company. Certificate to be submitted by the Bidder at the time of bidding.
- 4.2 The bidder shall submit at the time of bidding Cert-In Certification of their developed and deployed solution for similar such IT activities.
- 4.3 The Software / Web Application code should have multiple backup systems in place so that anytime source code can be recovered in case of any disaster (A Certificate to be submitted by the Bidder at the time of bidding).
- 4.4 The bidder should be willing to host the solution in state data centre in Odisha or any other cloud data centre to be provided by the university. The bidder should submit a self-declaration at the time of bidding.
- 4.5 The bidder should have an average annual turnover of Rs. 08.00 Crores in IT operations for the last three financial years of operation in India. Service provider must submit Chartered Accountant, Audited Certificate and the balance sheet / audited report with acknowledgment of submission by the competent authority for the last three financial years (Certificate to be submitted by the Bidder at the time of bidding).
- 4.6 The bidder should have prior experience of executing online pre & post examination services including online Question Paper transmission, examination management, student services, material management in Govt. Affiliating University (s) / Central / Government Open University / Educational Board (s) / Council (s) with at least total student strength of 50000 Students per semester./ 1.00 lakhs per year. (Certificate to be submitted by the Bidder at the time of bidding).
- 4.7 The bidder should be willing to provide operational special on-line modules for management of collection and distribution of University / Answer Booklets, Certificates, student fees / fines, teacher registration, appointment of examiners, generation of examiner remuneration and Centre charges, students admit cards etc. The Bidder shall submit a self-declaration to this effect at the time of bidding.
- 4.8 The bidder should have experience & should be willing in developing customized software with scope to modify as per university requirement with high security layers for generation of Academic Records of students including Degree Certificate, Provisional Pass Certificate / Grade Sheet / Tabulation Registers, Transcript Migration Certificate etc. (The Bidder shall submit a

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declaration to this effect at the time of bidding).

**4.9** The bidder should have the following experience;

Should have successfully conducted AI based online examination with remote proctoring delivered for regular examination (Annual / Semester) for at least 20,000 students at a time with minimum of 02.00 Hours duration in any Govt. affiliating University(s) / Board (s) / Council (s). (Experience Certificate to be submitted by the Bidder at the time of bidding).

**4.10** Should have conducted book scanning & on-screen evaluation (without cutting/de-threading the Answer-book) with a minimum volume of 4.00 lakhs Answer Scripts per semester / 8.00 lakhs per annum with having experience of conducting examination 50000 students in a semester / 1.00 lakhs students in a year in any Govt. Affiliating University (s) / Government Open University / Board (s) / Council (s). (Experience Certificate to be submitted by the Bidder at the time of bidding).

**4.11** The bidder should be willing to install the application in the state or client data centre provided by the university and should make a replication of database in University Server. Declaration to be submitted by the Bidder at the time of bidding .

**4.12** The bidder should have on their payroll minimum TWENTY FIVE (25) fulltime technical employees as on the tender publishing date. The Bidder shall submit a declaration to this effect with EPF details at the time of bidding.

**4.13** The bidder must not have any instances of EMD forfeiture or blacklisted by any government (state, central, or universities) for inability to perform their duties or security reasons under any contract. The bidder must submit a self-declaration on their letterhead at the time of bidding.

**4.14** The bidder shall submit a declaration regarding any court case pending or disposed off in any court of Republic of India. The declaration shall be submitted at the time of bidding.

**4.15** The bidder should be registered with appropriate Tax authorities such as Income Tax and GST. The bidder should have filed last three financial years ITR's and last GST returns before the tender publishing date, if applicable. The bidder should submit separate certificates and self attested copy of ITR Registration, GST registration; ITR and GST paid certificate (if applicable) and PAN Card at the time of bidding.

**4.16** The bidder should have the capability and should be in readiness and willing to integrate old students' data of the university (to be received from the university and continuing service provider) in the existing format to be made available within one month from the award of the contract to all stake holders with approval of the University. The Bidder shall submit a declaration to this effect at the time of bidding.

**4.17** The bidder should be willing to present the solution (Proof of Concept- POC) with cloud space and Data Center requirements they are proposing to deliver the work sought through this tender to the university committee as part of the bid evaluation process. The bidder should present POC on the day of Technical Presentation. Declaration to be submitted by the Party at the time of Bidding.

**4.18** The Bidder shall be solely responsible for the execution and delivery of work without subletting or engaging in sub-contracting of any examination related activity. The Bidder shall submit a declaration to this effect at the time of bidding.

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- 4.19 Non-Disclosure / Confidentiality Agreement: The Bidder at the time of bidding shall submit a declaration that if selected the company / firm shall enter into an Non-Disclosure Agreement with the University for the Examination Data and other data and processes of the University which are part of examination process.
- 4.20 During the tenure of the contract, the agency as and when required by the university should be willing to make necessary customization or changes to any components of the proposed solution. The same should be certified by submitting a self-declaration at the time of Bid submission.
- 4.21 The Bidder shall not use any pirated software. The university (BPUT) shall not be held responsible for any liability out of the use of pirated software, if any. The university shall not be held responsible for any suit or demands on account of infringement of copyright and other laws by the firm selected for the purpose. The Bidder shall submit a declaration to this effect at the time of bidding.
- 4.22 The bidder if selected should be willing to deploy at its own cost a minimum team of 08 competent members at university premises Rourkela for the contract period consisting of one project manager, two developers, 05 Technical persons continuously without any break to meet the ongoing activities including report returns (Excluding Scanning and E-Marking at Evaluation Centres). The Bidder shall submit a declaration to this effect at the time of bidding.
- 4.23 The bidder should have capacity of installing & deploying minimum (FIFTY) 50 numbers of good quality scanning machines at its own cost with provision of operators in two shifts (as per requirement) with good resolution of book scanning of 36 pages each per booklet and capacity of scanning 30000 answer booklets in a day at the BPUT, Rourkela campus during the tenure of the project. The Bidder shall submit a declaration to this effect at the time of Bidding.
- 4.24 The Bidder shall engage dedicated technical manpower of its own cost in each location (Approximately 35 Location in different parts of Odisha) in E-Evaluation centre to maintain confidentiality and smooth functioning of e-evaluation and e-marking. A declaration to be submitted at the time of Bidding.
- 4.25 The intending bidder shall ensure a single point of contact exclusively for the BPUT at Rourkela to coordinate with the Director Examination during the execution of the work and also to provide the required support (to students, examiners, proctors, evaluators etc) for whole year including during the examination processing like helpdesk, SMS, Email etc. A declaration to be submitted at the time of Bidding.
- 4.26 The Bidder shall have a suitable emergency management plans towards any crisis situations relating to servers and other cloud infrastructure. The vendor has to clearly indicate these plans in the technical proposal. A declaration to be submitted at the time of Bidding.
- 4.27 The bidder shall carry out the decision to hold examination in offline or online mode at any point of time as to be decided by the University from time to time. A declaration to be submitted by the bidder at the time of Bidding.
- 4.28 The Bidder shall make a technical prototype demonstration of the entire process in physical mode at BPUT, Rourkela before the university appointed Expert Committee on the scheduled hour & date at its own cost failing which the bid shall be cancelled. A declaration to be submitted at the time of Bidding.

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- 4.29 The Bidder has to submit at the time of bidding the relevant documents in support of the each of the above items (4.1 to 4.29) duly self- attested failing which the bidder shall be considered disqualified and the bid shall not be considered for further processing and shall be rejected outright.

## 5.0 TENDER CALL DOCUMENT

The Tender Call Document which consists of 32 Pages can be downloaded from the official website of the university [www.bput.ac.in](http://www.bput.ac.in). This is a two bid system; a) Technical Bid, b) Financial Bid to be submitted in separate sealed envelopes. The sealed envelope containing the Technical bid need to be accompanied with a non-refundable Bid Processing Fee of Rs.10,000/- (Rupees Ten Thousand Only) and Earnest Money Deposit (EMD) amount of Rs.5,00,000/- (Rupees Five Lakhs Only) in form of crossed Demand Draft drawn in favour of 'Biju Patnaik University of Technology', Odisha, payable at SBI, Sector-19, Rourkela. The two sealed envelopes should be super scribed as Technical bid and Financial Bid as the case may be. These two envelopes are to be kept inside a third envelope super scribed with "Tender for E-Examination 2021" addressed to The Registrar, Biju Patnaik University of Technology, Chhend, Rourkela- 769015, Odisha to be reached within due date and time, failing which the tender shall be summarily rejected. The envelope superscribed as Technical Bid should also contain the Pre-Qualification documents as per clause 4.1 to 4.29 in addition to other documents

## 6.0. PRE-BID DISCUSSION

The intending bidders or their authorized representative are allowed in person maximum (02 Persons per Vendor) at Board Room, BPUT, Odisha, Chhend, Rourkela to discuss on the bid on 08.12.2021 at 11:30 AM. The discussion shall be made in physical mode only.

## 7.0. LAST DATE & TIME FOR RECEIPT OF SEALED TENDERS

The last date & time for receipt of the sealed Tender Document addressed to "The Registrar, Biju Patnaik University of Technology, Chhend, Rourkela – 769015" is 27.12.2021 by 5:00 PM through Speed Post / Registered post only. No other mode of communication shall be considered.

## 8.0. DATE, TIME & VENUE FOR OPENING OF TENDERS

Bids will be checked for its validity i.e. Bid Processing Fee and EMD and all terms and conditions by the committee and only the qualified bids will be further processed, bids which do not comply with the terms and conditions will be rejected. Qualified bids will be processed further for evaluation as per the date and time as mentioned below at BPUT, Rourkela.

- (i) **Opening of Technical Bid & Pre- Qualification documents:**  
28.12.2021 at 11.30 AM at Board Room, BPUT, Rourkela
- (ii) Prototype Demonstration and Technical Presentation by the eligible Bidder (s) at Board Room, BPUT, Rourkela in physical mode only:  
**03.01.2022 and 04.01.2022, 11.30 AM**
- (iii) Opening of Financial Bid of the eligible Bidders:  
**06.01.2022 at 11.30 AM at Board Room, BPUT, Rourkela**

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**9.0. SCOPE OF WORK**

The Scope of Work is divided into the following eight broad categories:

- 1) General and Implementation
- 2) Pre & During e-Examination
- 3) e-Examination [Offline and Online (AI & Human Proctoring)]
- 4) Post e-Examination,
- 5) Migration of Existing Database for Pre-Post Examination,
- 6) Student Online Services
- 7) Online Digital Document Management System
- 8) Any other activity as to be decided by the University from time to time

**9.1. General and Implementation**

1	Single Web Portal for All Examination Activities
2	Handling of web portal related to examinations to facilitate the college / students and public (result view, student log-in, certificate download facility), Regulatory Authorities
3	Creation of Logins for University, College, Teacher, Student, Verification Agencies
4	Dashboard for receipt, and issuance of notices / letters university official, college, teacher and student wise
5	Online Digital Document Management System
6	Integration of Digital Signature

**9.2 Pre e-Examination**

Part A	1	College (Autonomous / Constituent/ Affiliated) Registration and maintenance of course wise seat matrix
	2	College, Academic Year, Course Wise Student Sanction Strength and Enrolment
	3	Principal / Director Registration
	4	Teacher Registration and Migration (College / Branch / Year Wise)
	5	Teacher Registration for Examinership (College / Branch / Year Wise)
	6	Teacher Registration for University Observer / Member of Flying Squad / Proctor for Online Examination
	7	Coordinator Registration

Part B	1	Student Registration and Issuance of College, Year, Course (UG/PG/Ph.D), Category Wise Registration Number (Constituent, Affiliated and Autonomous), Online QR Coded E Registration Card with 2D Bar Code and Unique Number,
	2	Online Generation of Student History Portal with Session Credit (Including provision for Internship and Project / Dissertation), College-Student User Id, Subject Registration Status and Auto alert via e-mail and sms

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3	Integration of Semester Wise Theory Subject (s), MOOCs Courses and College Level Sessional (s) with prescribed credit allotted from time to time,
4	Module for Branch Change, College Transfer, Dual Syllabus, Re-Admission, Semester Promotion under Medical Ground,
5	Registration for University Semester (s) Examinations with auto display in case of credit deficit, and payment gateway facility for paying of examination fees by the students (registration by student and validation by college)
6	Online Generation of College and course (Regular / Back) wise Examination Fee (with Fine if any) Report
7	Optimized Schedule of Examinations
8	Generation of student Data for Printing of Pre-Printed Answer Booklet with Unique Bar Code,
9	Module for Centre Wise Distribution and Collection of Answer Booklets via Nodal Centres
10	E-Generation of Hall Admit Card with QR Code,

<b>Part C</b>	After completion of registration of students and teachers, data to be submitted in DVD as well as in hard disk drive to the Director Examination of the University.
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### 9.3. During e-Examination

1	Two Way Biometric Thumb / Photo Authentication for downloading Questions,
2	Centre and Student Registration wise on-line transmission of Question Paper with Security Features,
3	On-Line Entry of Present & Absent Student Examinees with Hall Wise Registered Invigilators,
4	Online entry of damaged / short supply of Answer Booklet, Use of Blank Answer Booklet after university confirmation
5	e-Generation of Present and Absent Statement for submission of Answer Booklets after the Examination Sitting is over
6	Online submission of Mal Practice report (s) by the Centre Superintendent / Observer / Squad

### 9.4. e-Examination (Off-line & Online (AI & Human Proctoring))

### 9.5 Digital Evaluation (Scanning without Cutting/De-threading and Onscreen Evaluation)

<b>Part A</b>	1	Book scanning of the answer booklet without Cutting / De-threading (New Book Scanner Equipment with modern technological features 50 Nos to be installed at university site)
	2	Robust Mechanism to ensure all pages in the answer booklet are scanned, no duplication of pages, visibility and report of Blank Answer Books if any received for

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		scanning
	3	Evaluation software to support multiple evaluations with examiner recognition with biometric devices,
	4	Ability to support multiple Evaluation Centres (Approx. 35 in number) connected through Internet.
	5	Provision to escalate to senior evaluator or administrator,
	6	Evaluation screen with maximum space for candidate answer.
	7	Thumbnail navigation feature.
	8	Provision to upload, display Question Paper, Model Answer,
	9	Student anonymity is maintained all through the system,
	10	Provision to configure daily evaluation quota
	11	Provision for compulsory annotations like tick or cross mark, comments, etc for wrong answer, duplicate, or additional question (s) attempted, and any objectionable instances like name, address etc and any other advance features.
	12	Provision for direct mark entry evaluation.
	13	Provision to ensure the evaluator has viewed full booklet and all marks are entered
	14	Provision to configure minimum time for evaluation of each booklet.
	15	Authentication mechanism to avoid evaluator impersonation.
	16	Audit log of the complete process.
	17	Provide adequate training and change management process to make the evaluators comfortable with new technology.
	18	Adequate technical support personnel to be deployed by the successful bidder to take care of any technical issues during valuation at all e-evaluation centers.
	19	QA mechanisms integrated with the evaluation process to ensure quality like multiple evaluation, etc.
	20	Provision for authorized Senior evaluators to review work of other evaluators.
	21	Provision to stop evaluators temporarily or permanently.
<b>Part B</b>	1	Provision for faculty registration for evaluation of eligible subjects and approval by university.
	2	Provision to generate and email evaluator appointment letters
	3	Provision to compute evaluator remuneration and generate bills
	4	Provisions for database security
	5	Day / Semester wise, subject wise, center wise and evaluator wise status and remuneration and contingency claim reports as per the requirement of the University.

#### 9.6 Remote Proctoring (AI& Human) Online Examination (MCQ Type):

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General		This activity involves the activation of Remote Proctoring facility for the test takers. This should be on real time basis but without compromising the credibility and security of the test. The Proctoring Solution for Online Examinations should support the following Technical Specifications:
Technology	1	The Vender has to develop a customized solution for the university. The examination is to be conducted in a Scalable server. A minimum proven load of 25,000 students in a single sitting for a minimum 2-3-hour exam is necessary. The Examination server shall have the capability to start the examination for all candidates, monitor the status of each candidate (whether logged in, examination started, idle/ active, disconnected, submitted etc.). The server MUST maintain an audit trail of every operation on the server. All server-side audit trails are also the property of the University and shall be handed over at the ender of the examination.
Process	1	Authenticate Candidate: Email Verification Photo ID based Verification
	2	Regulate the Examination Environment Restrict Browser, Tabs & Applications Restrict Search Engines & Other Websites Restrict Screen Sharing and Virtual Machines Restrict Cut, Copy Paste Restrict External Ports & Printing Restrict Data Sharing
	3	Proctor Session Automatic (AI-Based) Proctoring, Facial Detection, Detection of Mobile Phone or any other suspected external device. Detection of Candidate Distraction Detection of Multiple People (Voice, Tone etc.) Record & Review Video Feed Live Online Proctoring (Human-Based) with Multiple Student View Multiple Violation Detection and Violation Detection Score Prevent Min/Max of windows and use of function keys Assign invigilators to particular set of students. Restrict Printing Detect Being out of camera view: face, chin to forehead, needs to be in the camera view at all times. Restrict Taking pictures or screenshots of the exam, Fixed Water Mark (Regn Number/ IP Address / Photograph) in multilocation (Examination Screen).
Features	1	Create Exams for Different Question Types Multiple Choices Fill in the Blanks Image Based Questions Text, Diagrams and Scientific Calculator Time Stamping & Attendance Provision to Create Question Banks and Category Based Questions Randomization of Questions
	2	Scheduling of Exam Scheduling of exam based on time and QR Coded E Admit Card
	3	Conduct Exams Question Based Timer Test Timestamping & Attendance Increase/Decrease Test Time for Incomplete Test Face Detection/Remote Proctoring Keyboard Restrictions: exam proctors have the ability to limit the student's access to the keyboard.
	4	Analyse Exams Result can be graded Manually /Automatically Analytical Report of the Result Score Analysis Question/Answer
	5	Analysis Student/User Management Directly Import Student Details from Excel
	6	Notification SMS/Mail Notification
	7	Ability to broadcast / announce messages across all the live test takers as and when required by the University
	8	The examination should be accessible for monitoring by the University Officer and ably supported by technical personnel who are well versed with online examination software. The vender should provide the facility to monitor pre-

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		examination, during- examination, and post examination activities of all candidates taking examination simultaneously.
	9	At the end of each examination, the vender shall provide the soft and hard copies of the Question Answers used for the examination and soft pdf copies of the examinees Answer Formats approved with timings to meet the university vis a vis student requirement with a declaration that the vender undertake to face the RTI and legal disputes if any arises before in any court of law.
	10	Data Security Data Storage & Privacy Encryption of Transferred Data, Data Ownership with the Client Vulnerability & Penetration Testing Access Rights & Roles.

### 9.7 Post e-Examination

1	On-Line Entry of College Level Marks and report compliance for non-submission (if any).
2	Question and Setter repository
3	Data Processing for Digital Evaluation of Answer Booklets
4	Integration of raw marks against valid registration,
5	Notification of the List of Students whose College Level marks awaited in the college Dashboard
6	Post Examination Result Analysis and Performance Report
7	Online Generation of e-Semester Pass and Fail Certificate with QR Code
8	On-line Generation of Provisional Certificate and Grade Sheets on fulfilment of prescribed Pass Credit
9	On-line Application for Skip
10	On-line Application for Quit Honours / Minor (If any)
11	Registration and Credit Integration of MOOCS Courses
12	Module of Failed Tenure Over Students History
13	Auto List Generation of Course and Branch Topper for award of Gold Medal and University Medal
14	Tabulation Result Sheet (Generation and submission in hard bound in the form of Tabulation Register for all clear students and tenure over fail students and soft copy of all examinations as and when conducted in separate external hard disk) .
15	Data Processing Software for Printing of Provisional Certificate, Grade Sheets, Honours Grade Sheet, Minor Credit Sheet, Transcript, Migration Certificate etc
16	Student Result Data (Degree and Grade Sheets) integration with National Academic Depository
17	After publication of results, data to be submitted in DVD as well as in hard disk. All data beginning from revaluation data, photocopy application, result processing, grades in CSV (Comma Separate Value), SQL and XML/JSON format. The proposed solution / application should preferably be developed using open-source technology / latest technology for easy integration and migration of system in future.

### 9.8. Migration and Integration of Existing and Old Database for Pre-Post Examination

Part A	1	The successful bidder needs to migrate all the current & old students (approximately Five lakh students all semester) related data of existing Online Pre- & Post-
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	Examination System into proposed e-examination database.
2.	The successful bidder will be solely responsible for Data migration/import, gap filling (missing data, if any, to be entered from hard copy records) and successful implementation of the e-examination solution. The work is to be done under supervision and control of the Director of Examination of the university.

### 9.9. Student On-Line Services

Part A	
1	Application for Duplicate Degree Certificate
2	Application for Duplicate Printed Provisional Pass Certificate
3	Application for Printed Duplicate Final Examination Grade Sheets
4	Application for Transcripts
5	Application for Migration Certificate
6	Application for Copy (Pdf) of Evaluated Answer Booklets
7	Application for Verification of Certificates
8	Application for Authentication of Certificate under World Education Services
9	Application for Medium of Instruction Certificate
10	Application for Name correction in certificate and grade sheets
11	Integration of payment gateway for all the above features.

### 9.10 Online Digital Document Management System and other Requirements

#### 9.10.1. On-line Digital Document Management System

1	Digitalization of Student Certificates for Repository
2	Digitalization of Student Certificates Repository for Academic Verification
3	Digitalization and Repository of Transcripts,
4	Digitalization and Repository of Migration Certificates
5	Digitalization and Repository of Tabulation Registers (Pass & Fail)
6	Repository of Student Academic Records with National Academic Depository etc.
7	Repository of Degree and Grade Sheets, Transcripts with National Academic Depository etc.
8	Any other as to be decided from time to time.

#### 9.10.2 Module for Appointment and Payment of Remuneration to Evaluators

1	Evaluator appointment and payment module
2	Provision for faculty from respective colleges to apply for evaluation
3	Provision for colleges to approve and forward for university consideration

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4	Provision for university to approve the evaluators
5	Provision to generate online bill and display to the evaluator
6	Provision to forward payment details to the Finance Section
7	Provision to update payment confirmation from Finance Section

### 9.10.3 Inward and Outward of Pre Printed & Blank Answer Booklets Module

This is sought by the university solely to track the issuance and receipt of pre-printed answer-booklets to and from the centres. Broadly the system needs to have for provision the following:

1	Provision to provide the university with data to order for pre-printed answer booklets
2	No. of pre-printed and bar-coded answer-booklets to be ordered
3	On receipt of the pre-printed answer booklet provision should be made to inward the details by reading the barcode/entering the code manually
4	Once the answer booklet inward data is recorded, provision need to be made for the system generate outward data - Centre Wise -> Subject Code -> Student Code
5	After the exam is conducted the provision needs to be made to facilitate the exam center to in-ward and outward the answer-booklet received from and to the nodal center or university respectively
6	Once the answer-booklet is received by the university there needs to be a provision provided to the university to reconcile the receipt of answer-booklets
7	Scanned answer booklets to be stored in warehouse and a mechanism for easy retrieval
8	Respective checks and balances needs to be provisioned at all stages and along with required reports

### 9.9.4 Module for Inward and Outward of Degree Certificate, Provisional Certificate, Grade Sheets, and Transcript

The university issues order for printing of the degree certificates for the final year passed out students and provision need to made for the following

Part A	1	Issuance of the students list along with respective unique codes and needed data like degree name, hall ticket number, passing information i.e., first class, for the printing of degree certificates
	2	Inward the printed degree certificates received
	3	Out-ward of student degree certificates <ul style="list-style-type: none"> <li>- By government post (date/time of dispatch &amp; receipt data)</li> <li>- Received in person (recording the date and time of issue and uploading the requisition form/letter issued by the students)</li> <li>- Issued through convocations (recording the date of request and uploading the requisition form/letter), and in case of no show by student in convocation the system needs to enable in-person/by government post the receipt of degree certificate through necessary requisition</li> </ul>
	4	Respective checks and balances needs to be provisioned in all stages and along with

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needed reports

### 9.9.5 Any Other Activity

#### Bidder Responsibility

1	A team shall be deployed in the University for Operations and maintenance of the project during the period of contract.
2	Telephone, SMS, & E-Mail Support
3	Remote Assistance
4	Full Time Onsite assistance
5	Deploy Additional manpower at the end of Semester
6	Monthly system (Hard Bound) at the end of Semester
7	Supply data to National Academic Depository at the end of Final Passing of Students
8	Implementation and Training: The successful bidder will be solely responsible for Data migration/import, gap filling (missing data, if any, to be entered from hard copy records) and successful implementation of the e-examination solution. The work is to be done under supervision and control of the concerned branch of the university. The selected bidder will take complete responsibility of providing proper seat/work specific technical/functional/operational training to the employees of the university. Hand-holding Support: The successful bidder will be responsible for providing handholding support to the university officials for Pre- & Post-Examination operations for at least for One Year / the Complete Academic Cycle.

9.9.6. The University may add more features as and when required in order to make a robust e-examination system.

### 10 ESTIMATED WORK

Work Details	Quantity (Approx.)
E-Examination Solution for BPUT	<ul style="list-style-type: none"><li>No. of (Autonomous, Constituent and Affiliating) Colleges: 160 to be covered.</li><li>50000 Students per semester &amp; 1.00 Lakh students per year</li><li>For Four (4) Lakhs Answer Scripts for Onscreen Evaluation Per Semester and Eight lakhs (8.00) in a year (or)</li><li>For Four (4) Lakhs Instances Online Exams Per Semester (In case of on-line examination in AI based human proctoring system)</li></ul>

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## 11.0 TIME & EVALUATION PROCESS & STEPS

An envelope super-scribed as Tender for E-Examination: 2021 containing two more sealed envelopes inside (Technical Bid & Financial Bid) shall be submitted by the Bidder either by Speed Post / Regd Post so as to reach at the University as per schedule.

The Technical Bid along with all documents must be signed and submitted in separate sealed envelopes super- scribing "Technical Bid" and "Financial Bid". The Bids which do not meet the PRE-QUALIFICATION requirements shall be rejected there itself and technical / financial evaluation of their Bid shall not be done.

**STEP-1:** The **Technical Bids** will be opened first for the evaluation of PRE-QUALIFICATION requirements.

**Step-2:** Those Technical Bids who meet all the Pre-Qualification criteria shall only be evaluated.

**Step-3:** The Bidders who are qualified both in Pre-Qualifications and Technical Bids Evaluation process shall be informed by e-mail to come to BPUT, Rourkela to give their Prototype Technical Demonstration before the BPUT Expert Committee as per the schedule and the Expert Committee of BPUT shall assess the expertise of the bidders and shall award marks. The total time allowed for such demonstration for a bidder shall be 60 Minutes only

**The Technical Prototype Demo shall be carried out based on the following parameters. In order to qualify in the Technical Prototype Demonstration, a bidder need to secure at least 60 Marks out of the total 100 Marks.**

Sl	Technical Component	Full Marks
1	SRS Document	05 marks
2	Synchronization with cloud server and data centre and network	05 Marks
3	Method of Data migration and Integration	05 Marks
4	Interfacing of different modules Pre-Post and Digital Evaluation	05 Marks
5	Graphical User Interface	05 Marks
6	General Implementation Process (Ref Clause 9.1)	05 Marks
7	Pre- Examination Process (Ref Clause 9.2)	05 Marks
8	Activity during e-Examination (Ref Clause 9.3)	05 Marks
9	Digital Evaluation (Ref Clause 9.4)	10 Marks
10	On-line AI & Human Proctoring Examination (Refer Clause 9.5)	10 Marks
11	Post- Examination (Ref Clause 9.6)	05 Marks
12	Migration & Integration of existing and old database for Pre-Post Examination (Ref Clause 9.7)	10 Marks
13	Student On-line Services (Refer Clause 9.8)	05 Marks
14	Module for On-line Digital Documents Management System (Ref Clause 9.9.1)	05 Marks

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15	Module for Appointment & Remuneration of Evaluators (Ref Clause 9.9.2)	05 Marks
16	Module for Inward & Outward Pre-Printed Answer Booklets (Ref Clause 9.9.3)	05 Marks
17	Module for On-line generation of Degree Certificate Data, Provisional Certificate, Grade Shets, Transcripts, Migration Certificate, Tabulation Register (Ref Clause 9.9.4)	05 Marks
	Total	Maximum Marks 100
	Qualify marks in Practical Technical Prototype demonstration for opening of Financial Bids	60 Out of 100

**Step-4:** If the BPUT Expert Committee is satisfied with the Technical Prototype Demonstration of the Bidders and the Bidders secures above 60 marks, then their Financial Bids may be opened. Those Bidders whose demonstration are found unsatisfactory and the bidder their Financial Bids shall not be opened for evaluation.

**Step-5:** The BPUT may (if desired) negotiate with the lowest quoted Bidder before agreement and issuing the work order or may reject outright if the price is not acceptable.

## 12. FINANCIAL BID

The Financial Bids of only those Bidders who qualify in all this three stages Pre-qualification, Technical bid, Technical Demonstration shall only be opened.

The second part is called the 'Financial Bid' which should only contain the duly filled in, signed and sealed financial bid as per the **Form- F1 & F2**. The financial bid should be typed on the bidders letterhead clearly mentioned with the rates in Rupees both in digits and words.

The same should be super scribed as "**FINANCIAL BID COVER**" In Bold Fonts.

Description	Quote Unit Price in Rs. per script onscreen evaluation or per instance of online examination (Excluding Taxes)
The bidder has to carry out Semester wise End-to-End E-Examination and all related services as contained in the scope of work. The financial quote shall be for per Answer Booklet Onscreen Evaluation or per instance of Online Examination with Remote AI & Human Proctoring – MCQ type in lieu of Offline Mode Examination. The Cloud Server space shall be provided by the University.	To be filled in <b>Form-F2</b> with the Financial Bid sealed envelop

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# FORM-T1: Covering letter for Technical Bid

(On the Bidder's Letter Head)

To,

The Registrar.  
Biju Patnaik University of Technology,  
Odisha, Chhend, Rourkela-769015.

**Sub:** Application for submission of Technical Bid of Tender for E-Examination-2021 for End-to End Activities, Processes & Services of BPUT i.e., Pre-Post Examination, Onscreen Evaluation, Remote Proctored (AI & HUMAN) Online Examination Solution, and Migration of Existing Database for Pre-Post Examination

Dear Sir,

With response to your Notice Inviting Tender for E-Examination 2021 of BPUT, Rourkela (No. \_\_\_\_\_, Date \_\_\_\_\_), I have examined all relevant documents and understood their contents, hereby submit our Technical Bid for the proposed E-Examination solutions of BPUT.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the Tender document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully,

**Authorized Signatory**  
**with Date and Seal**

**Name and Designation:** \_\_\_\_\_

**Address of the Bidder:** \_\_\_\_\_

As instructed, we attach the following documents

1. Application as per Format-1.
2. Contact Details as per Format-2.
3. Experience of the organization as per Format-3.
4. Financial strength of the company as per Format-4.
5. The BID document signed & stamped in each page.
6. All Annexures I, III, IV, V.
7. Agree to the scope defined in Annexure - II by signing and stamping on each page
8. The filled up financial bid as provided in Annexure -V duly signed and stamped.

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# FORM-T2: Information about the Bidder

(On the Bidder's Letter Head)

1	Name of the Firm/Company	
2	Name of the Director/ Proprietor	
3	Full Address of Registered Office	Postal Address  Telephone No.: Fax No.: E-mail :
4	Address of offices in the state of Odisha, if any	
5	Details of Bid Processing Fee	DD No. : Date : Amount : Drawn Bank :
6	Details of EMD	DD No. : Date : Amount : Drawn Bank :
7	Year of Incorporation (Copy of Certificate of Incorporation or any other relevant document)	
8	Year of commencement of business	
9	Principal place of business	
10	Name & telephone number of authorized person signing the bid	Name & Designation :  Mobile No.
11	Authorized Point of Contact Person with telephone no. & e-mail ID	
12	Particulars of registration with various Govt. Bodies/ Tax authorities a. Registration no b. Date of Validity	
13	Bank Name	Account Number Bank & Branch Name IFSC Code
14	PAN No.	
15	GSTIN No. (attached the self attested copy)	
16	Brief description about the organisation including details of its main lines of business	
17	EPF Registration No. (attached self attested copy)	
18	ESI Registration No. (attached self attested copy)	
19	Acceptance to all terms & conditions of the Tender (Yes/ No)	

Handwritten signatures and dates at the bottom of the form, including dates like 2/12/2012 and 2/12/2011.



20	Authorization letter for signing the of the bid documents	
21	Submit an undertaking that no criminal case is pending with the police at the time of submission of bid	
22	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous bodies/ Reputed Educational Institutes in India. If yes, please furnish details. If No, attach an undertaking in regards to not being blacklisted.	
23	Mention the total number of pages in the tender document	
24	Any other information considered necessary but not included above	

**Authorized Signatory  
with Date and Seal**

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

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# FORM-T3: Similar Experience of the Bidder

(On the Bidder's Letter Head)

Name of the Bidder: \_\_\_\_\_

Details of similar assignments undertaken / completed.

SI No	Client Name (State Govt Affiliating University / Educational Boards / Councils	Nature of the Exam	No. of candidates	Cost of Project	Start Date & End Date	Client Contact Details incl. Name, Phone No. & Email	Completion Certificate Attached
1							Yes/ No
2							Yes / No
3							Yes/ No
4							Yes/ No
5							Yes/ No
6							Yes/ No
7							Yes/ No
8							Yes/ No
9							Yes/ No
10							Yes/ No

**Note: Self attested Copies of work orders / completion certificates from the respective authorities needs to be furnished by the Bidder along with the technical proposal as proof of evidence.**

**Authorized Signatory  
with Date and Seal**

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

*Handwritten signature and date: 02/12/2012*

*Handwritten signature and date: 2/12/12*

*Handwritten signature and date: 2/12*

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# FORM-T4: Financial Capacity of the Bidder

(On the Bidder's Letter Head)

Name of the Bidder: \_\_\_\_\_

Bidders are required to provide the information about the annual turnover from the similar service of last three financial years as per the following prescribed format:

Sl No	Financial Year	Audited Statement of Account from Chartered Accountant	Average Annual turnover from IT Operation (in INR)	Overall annual turnover from IT Operation (in INR)
1	2017-18			
2	2018-19			
3	2019-20			

**Note: The Service provider must submit Audited Statement of Account from Chartered Accountant, Balance Sheet, Profit and Loss account duly certified by Chartered Accountant and the balance sheet / audited report with acknowledgment of submission by the competent authority for the last three financial years.**

**Authorized Signatory  
with Date and Seal**

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

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# FORM-T5: AFFIDAVIT

(ON NON-JUDICIAL STAMP PAPER OF RS. 10/-)

I/we \_\_\_\_\_ Partner(s)/ Accredited Representative(s) of M/s \_\_\_\_\_ solemnly declare that:

1. I/we \_\_\_\_\_ are submitting tender for \_\_\_\_\_ against Tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_.
2. All information furnished by me/us in respect of fulfilment of eligibility criteria and information given in this tender is complete, correct and true. All documents/ credentials submitted along with this tender are genuine, true and valid.
3. My/our bid shall remain valid for a period of 90 days from the last date fixed for the bid submission in accordance with the Bidding Documents and shall be binding upon us and may be accepted at any time before the expiry of the period.
4. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".
5. If any information or document submitted is found to be false/ incorrect, BPUT may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money (EMD) and blacklisting of my/our firm and all partners of the firm etc.
6. I/we also declare that the Government of India or any other Government body has not issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/ lapses of serious nature.
7. I/We understand that the decision of BPUT will be final for the evaluation of Technical Bids.
- 11 I/We have gone through all terms & conditions of the tender documents before submitting the same and accept the same along with the technical specification and all other conditions mentioned in the documents; including the condition that BPUT is not bound to accept the lowest bid.

**Authorized Signatory  
with Date and Seal**

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

24  
2/12/2024  
2/12/2024

2/12

2/12

2/12/24

2/12

2/12

# FORM-T6: Undertaking

**(Affidavit on non-judicial stamp paper of Rs. 10/-- regarding not have any pending judicial proceedings for any criminal offences]**

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

**Authorized Signature  
[In full and initials]**

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

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21/12/2024  
21/12/2024

2/12

2/12

2-12-21

2/12

2/12

# FORM-T7: Power of Attorney

(On non-judicial stamp paper of Rs. 10/-- regarding power of attorney for authorized signatory]

Know all men by these presents, we \_\_\_\_\_ (name, and address of the registered office) do hereby constitute, appoint and authorize Mr. /Ms. \_\_\_\_\_ (name and address of residence) who is presently employed with us and holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for **Tender for E-Examinations of BPUT.**

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of attorney and that all acts deeds and things done by our aforesaid attorney shall and shall be deemed to have been by us.

**Executant**

**Signature of Attorney**  
(Name, Title and Address of the Attorney) Attested

**Executant**

*[Handwritten signatures and dates in blue ink]*  
2/12/2021  
2/12  
2/12  
2/12  
2/12  
2/12

# FORM-T8: Proposed Technical Manpower Deployment Plan and Standard Operating Procedure for E-Examination Services of BPUT

(In this format the bidder shall submit their proposed work plan and standard operating procedure for the required services as per the Scope of Work (Clause-10) within 3-4 pages)

Pre-Post Examination	
Digital Evaluation	
E-Marking at Evaluation Centres	
Any other	

Yours sincerely,

**Authorized Signature**  
**[In full and initials]**

Name and Designation of the Signatory:

Name of the Bidder and Address:

*Handwritten signatures and dates in blue ink:*  
2/12/2021  
2/12/2021  
2/12  
2/12/21  
2/12  
2/12

**FORM-F1: Covering letter for Financial Bid**  
(On the Bidder's Letter Head)

To,  
The Registrar,  
Biju Patnaik University of Technology,  
Odisha, Chhend, Rourkela-769015.

**Sub:** Application for submission of Financial Bid of Tender for E-Examination-2021 for End-to End Activities, Processes & Services of BPUT i.e., Pre-Post Examination, Onscreen Evaluation, Remote Proctored (AI & HUMAN) Online Examination Solution, and Migration of Existing Database for Pre-Post Examination

Dear Sir,

I/We, the undersigned, is pleased to provide our financial offer for **Tender for E-Examinations of BPUT, Rourkela**, in accordance to your Tender No. \_\_\_\_\_ Dated \_\_\_\_\_ and our Technical Proposal. Having gone through the Tender Document and having fully understood the scope of work for the captioned assignment as set out in the Tender Document; we are pleased to quote as per **Form-F2** for the proposed service.

**Note:**

1. Tax/GST will be paid as per prevailing applicable rates.
2. All payments to the service provider will be subjected to deduction of taxes at source as per applicable laws.

I/ We understand you are not bound to accept any Bid you receive.

Yours sincerely,

**Authorized Signature**  
**[In full and initials]**

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

20/12/2021

21/12

21/12

21/12



# FORM-F2: Financial Bid

(On the Bidder's Letter Head)

Description	Quote Unit Price in Rs. per script onscreen evaluation or per instance of online examination (Excluding Taxes)
The bidder has to carry out Semester wise End-to-End E-Examination and all related services as contained in the scope of work. The financial quote shall be for per Answer Booklet Onscreen Evaluation or per instance of Online Examination with Remote AI & Human Proctoring – MCQ type in lieu of Offline Mode Examination. The Cloud Server space shall be provided by the University.	

**Note: Specify the detail of Goods & Services Tax (GST)-(if any):**

Yours sincerely,

**Authorized Signature**  
**[In full and initials]**

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

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 2/12/2021   
 2/12   
 2/12   
 2/12   
 2/12   
 2/12

PERFORMANCE BANK GUARANTEE FORMAT

To

NAME & ADDRESS OF THE  
TENDER INVITING AUTHORITY

Registrar,  
Biju Patnaik University of Technology,  
Odisha, Rourkela

WHEREAS \_\_\_\_\_ (Name and address of the Service Provider) (hereinafter called "the Service Provider) has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_ to undertake the service ..... (description of services) (herein after called "the contract").

AND WHEREAS it has been stipulated by \_\_\_\_\_ (Name of the Authority) in the said contract that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Service Provider such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider up to a total of \_\_\_\_\_ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the \_\_\_\_\_ day of \_\_\_\_\_ year. Our branch at \_\_\_\_\_ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our \_\_\_\_\_ branch a written claim or demand and received by us at our \_\_\_\_\_ branch on or before Dt \_\_\_\_\_ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)  
Name and designation of the officer  
Seal, name & address of the Bank & Branch

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2/12/2012  
2/12  
Seal 2/12  
2/12  
2-12-12  
2/12

### Submission of Check List

SI N o	Description	Submitted Yes/ No	Page No.
<b>TECHNICAL BID (ORIGINAL) SEALED ENVELOPE</b>			
1	Covering letter in the Bidders letter head		
2	Bid Processing fee Crossed Demand Draft		
3	EMD Crossed Demand Draft		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy of the PAN		
6	Copy of GSTIN		
7	Copies of Income Tax Clearance Certificate for the last three assessment year		
8	Copy of the valid EPF & ESI Certificate		
9	Technical Bid duly filled in (covering letter , Form T1 to T8) & Pre Qualification Documents		
10	Financial and details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 3 years		
11	Power of Attorney in favour of the person signing the bid on behalf of the bidder		
12	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments from the authorities		
13	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during the recent past.		
14	Undertaking for not having any Court Case pending against the bidder		
15			
<b>FINANCIAL BID (ORIGINAL)</b>			
16	Covering Letter in Bidders Letter Head (Form- F1)		
17	Duly Filled in Financial Bid (Form- F2)		

It is to be ensured that:

*All information has been submitted as per the prescribed format only.*

*Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.*

*All pages of the proposal needs to be sealed and signed by the authorized representative.*

**Authorized Signatory**

**[In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:**

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*2/12/2021*

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*02/12/2021*

*2/12/2021*

*2/12/2021*