



**Request for Proposal (RFP)**  
**By e-Tender Process**

**“Selection of Service Provider for Implementation of  
PAHSUS-Scanning, ICR, OCR, Digitization of Student’s  
Marksheet, Office Records and Web Portal Development”  
for**

**Punyashlok Ahilyadevi Holkar Solapur University,  
Solapur**

PAH Solapur University, Solapur-413 255, Maharashtra, India

**Punyashlok Ahilyadevi Holkar Solapur University**

PAH Solapur University, Solapur - 413 255, Maharashtra

**e-Tender Notice No.:** \_\_\_\_\_

**e-Tendering Site:** [www.mahatenders.gov.in](http://www.mahatenders.gov.in), <https://sus.ac.in>

Important dates for the tender processing are as under:

**Name of work: Selection of Service Provider for Implementation of PAHSUS - Scanning, ICR, OCR, Digitization of Student's Marksheet, Office Records and Web Portal Development for Punyashlok Ahilyadevi Holkar Solapur University through e-Procurement System**

<b>e—Tender Form Fee: Rs.10,000/-</b>	<b>EMD: 1,10,000/-</b>
e-Tender publish date and time	09-08-2024 11: 00 am
e-Tender sale / download and submission start date and time	09-08-2024 12: 30 pm
Pre-bid meeting date and time (at P. A. H. Solapur University) offline mode	20-08-2024 03: 00 pm
Last date and time for online submission of E-tender (Technical and financial documents)	30-08-2024 05: 00 pm
Technical Bid Opening Date & Time (at P. A. H. Solapur University)	31-08-2024 3 : 00 pm

\* The bidder fulfilling the criteria as per RFP are eligible to participate in the e-tendering

**Note:**

1. All the Eligible Tenderers needs to be registered on [www.mahatenders.gov.in](http://www.mahatenders.gov.in) to get user id and password and to download the documents for online Bid Preparation and Online bid Decryption and Re-encryption on [www.mahatenders.gov.in](http://www.mahatenders.gov.in)
2. All the tenderers are necessary to purchase Digital Certificate of Class II or Class III to do e-Tendering. Digital Certificate forms are available on [www.mahatenders.gov.in](http://www.mahatenders.gov.in)
3. For e-Tendering Helpline: Call on 0120-4200462/4001002. or email Id: [dbee@sus.ac.in](mailto:dbee@sus.ac.in) (Details from FA)
4. Punyashlok Ahilyadevi Holkar Solapur University reserves every right to cancel the tender in whole or in part.

Sd/-

Yogini Ghare

Registrar,

Punyashlok Ahilyadevi Holkar Solapur University

## INVITATION OF e-TENDERS

1. PUNYASHLOK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY, INVITES ONLINE TENDERS FOR **Selection of Service Provider for Implementation of Scanning, ICR, OCR, Digitization of Student's Marksheet, Office Records and Web Portal Development for Punyashlok Ahilyadevi Holkar Solapur University through e-Procurement System through e-Procurement system.** Detailed terms and conditions and schedule of the goods/materials are provided in the tender documents.
2. Interested Tenderers may download further information and inspect the Tender Documents from **[www.mahatenders.gov.in](http://www.mahatenders.gov.in)**. If any bidder has any query regarding e-Tender, he/she can contact or email on **[dbee@sus.ac.in](mailto:dbee@sus.ac.in)**
3. A complete set of Tender Documents may be purchased @ **cost of Rs. 10,000/-** which is not refundable by the authorized representative online on **[www.mahatenders.gov.in](http://www.mahatenders.gov.in)** by using Debit Card/Credit Card /Net Banking. The tender document will be available from **09-08-2024 @ 11.00 AM** at the above website address.
4. All Tenders must be accompanied by an Earnest Money Deposit (EMD) for an amount of **1,10,000/-** should be paid online only by using Debit Card/Credit Card/Net Banking/ RTGS / NEFT. In case of any exemption, Exemption Certificate should be uploaded online in the Technical Envelope-I. Tender accompanied by Cheques/Cash/DD/ Pay Order or without **EMD** will not be considered and will be rejected out rightly.
5. PUNYASHLOK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY, will not be responsible for any costs or expenses incurred by Tenderers in connection with the preparation for delivery of Tenders, including costs and expenses related to visits to the site of Punyashlok Ahilyadevi Holkar Solapur University.
6. Last date for submission of Technical & Price Bid is **30-08-2024 @ 05:00 PM**
7. Bid of Technical Envelope-I will open on **31-08-2024 @ 03:00 PM**
8. All the bidders must have Class II or Class III Digital Certificate and Digital Certificate should be having two pair  
1. Sign Verification 2. Encryption / Decryption
9. All the bidders have to Submit/Upload their documents in .pdf/jpg format.
10. All the bidders have to complete the process of tender download, Online Bid Preparation and hash submission and online Bid Data Decryption and Re-encryption otherwise bidders will not get qualified for technical bid and commercial bid opening.
11. Security Deposit Or Bank guaranty 5 % of total cost of Project **Rs. 1, 10,00,000/- (One cr. Ten Lakhs Only)**

## Schedule of e-Tender

Seq. No.	DHE Stage Release of tender	Vendor Stage	Start Date & Time	Expiry Date & Time
1	Release of tender	-	09-08-2024 @ 11: 00 am	
2	-	Download of bidding	09-08-2024 11: 00 am	30-08-2024 05: 00 pm
3	Pre Bid Meeting at PAHSUS in off Line Mode		20-08-2024 03: 00 pm	
4	-	Submission oftender	09-08-2024 12 : 30 pm	30-08-2024 05: 00 pm
	Opening Technical bids		31-08-2024 3: 00 pm	

## 1. Background information

Punyashlok Ahilyadevi Holkar Solapur University (“PAHSU”), invites responses (“Bids”) to this Request for Proposal (“RFP”) from reputed Information Technology (“IT”) service providers / systems implementation agencies (“Bidders”) for **Selection of Service Provider for Implementation of PAHSUS - Scanning, ICR, OCR, Digitization of Student’s Mark sheet, Office Records and Web Portal Development** for Punyashlok Ahilyadevi Holkar Solapur University.

## 2. Fact Sheet

a.	Bids are invited through <b>e-procurement portal of <a href="http://www.mahatenders.gov.in">www.mahatenders.gov.in</a></b> from eligible, reputed, qualified Bidders with sound technical and financial capabilities for the scope of the Implementation of Scanning, ICR, OCR, Digitization of Student’s Marksheet, Office Records and Web Portal Development as detailed out in the scope of work of this RFP.
b.	PAHSU reserves the right, with concurrence of the Bidder, to extend the Term of the Project for a period or periods of up to one year’s performance based extension of the said contract with same terms and conditions will be extended for further three year with year to year basis performance evaluation by Punyashlok Ahilyadevi Holkar Solapur University, Solapur, subject to PAHSUS’s obligations at law.
c.	The Bidder will download the RFP document(s) from the website. The tender form fee will have to be paid to online through NEFT/ RTGS/ DEBIT/ CREDIT Card and Snapshot of proof of RFP document fee payment should be attached with the Technical Proposal.
e.	Along with the Bid, Bidders are required to pay an Ernest Money Deposit (“EMD”) through online NEFT/RTGS/DEBIT/CREDIT CARD Only as per the tender amount.
f.	The eligibility criteria for Bidders are mentioned in the “Evaluation and Qualification Criteria” Section of this RFP.
g.	The Bidder shall be selected on the basis of technical evaluation as per qualification and evaluation criteria defined in this RFP. Proposals received after the deadline mentioned in this RFP will not be entertained.
h.	The name, address, and telephone numbers of the concerned officer is: Name : Yogini Ghare Designation : Registrar Punyashlok Ahilyadevi Holkar Solapur University Address: PAH Solapur University, Solapur- 413255 Maharashtra, India



## Punyashlok Ahilyadevi Holkar Solapur University, Solapur

### **SECTION - A**

#### **MAIN TENDER DOCUMENT**

**Name of work:** - “Selection of Service Provider for Implementation of Scanning, ICR, OCR, Digitization of Student’s Mark sheet, Office Records and Web Portal Development”

#### TENDERING PROCEDURE

### **1. GUIDELINE TO BIDDER ON THE OPERATION OF ELECTRONIC TENDERING SYSTEM OF P.A.H.SOLAPUR UNIVERSITY, SOLAPUR.**

#### **1.1 BLANK TENDER FORMS**

Tender form can be downloaded from the e- tendering portal Government of Maharashtra i.e. <http://www.mahatenders.gov.in> after entering the details of payment towards tender fees as per the Tender Schedule.

**1.2** The prospective Bidders are free to ask for any additional information or clarification either in writing or orally concerning the work, and the reply to the same will be given by the Registrar, P.A.H. Solapur University, Solapur,413255 and same will be made available on e-tendering portal of Government of Maharashtra i.e. <http://www.mahatender/Gov.in> and this clarification referred to as common set of conditions/deviations(C.S.D.),shall form part of tender documents and which will also be common and applicable to all Bidders.

**1.3** The tender submitted by the Bidder shall be based on the clarification and shall be unconditional. Conditional tenders will be summarily REJECTED.

**1.4** All Bidders are cautioned that tenders containing any deviation from the contractual terms and conditions, specifications or other requirements and conditional tenders will be treated as no responsive.

**1.5** Bidders should have valid class II/III Digital Signature Certificate (DSC) obtained from any Certifying Authorities. In case of requirement of DSC, interested Bidders should go to [www.mahatenders.gov.in](http://www.mahatenders.gov.in) and follow the procedure mentioned in the document ‘Procedure for application of digital certificate’.

**1.6** For any assistance on the use of Electronic Tendering System (ETS), users may call the number: 24x7 Help Desk Toll FREE No-0120-4200462/4001002.

**1.7** Bidders should install the mandatory components available on the home page of [www.mahatenders.gov.in](http://www.mahatenders.gov.in) under the section ‘Mandatory Components’ and make the necessary Browser Settings provided under section ‘Internet Explorer Settings’.

### **2. PRE-REQUISITED TO PARTICIPATE IN THE TENDERS PROCESSED BY P.A.H. SOLAPUR UNIVERSITY, SOLAPUR.**

## **2.1 ENROLMENT AND EMPANELMENT OF CONTRACTORS ON ELETRONIC TENDERING SYSTEM:**

The contractors interested in participating in the Tenders of P.A.H. Solapur University, Solapur process by using the Electronic Tendering System shall be required to enroll on [www.mahatenders.gov.in](http://www.mahatenders.gov.in) the Electronic Tendering System to obtain user ID.

After submission of application for enrolment on the system, the application information shall be verified by the authorized representative of the service provider. If the information is found to be complete, the enrolment submitted by the contractor by the contractor shall be approved. The contractors may obtain the necessary information on the process of enrolment either from Helpdesk Support team or enroll directly on web site [www.mahatenders.gov.in](http://www.mahatenders.gov.in).

## **2.2 OBTAINING A DIGITAL CERTIFICATE**

The digital certificates are issued by an approved Certifying Authority Authorized by the Controller of Certifying Authorities of Government of India through their Authorized Representatives upon receipt of documents required to obtain a Digital Certificate Bid data/information for a particular Tender may be submitted only using the Digital Certificate which is used to encrypt the data during the Bid preparation. In case during the process of preparing and submitting a Bid for a particular tender, the contractor loses his/her Digital Signature Certificate (i.e. due to virus attack, hardware problem, operating System problem): he/her may not be able to submit the Bid online. Hence the Users are advised to store his/her Digital Certificate secure and if possible, keep a backup at safe place under adequate security to be used in case of need.

In case of online tendering, if the Digital Certificate issued to an Authorized User of a partnership firm is used for signing and submitting a bid, it will be considered equivalent to a no objection certificate / power of attorney to that user to submit the bid on behalf of the partnership Firm. The partnership firm has to authorize a specific individual by an authorization certificate signed by a partner of the firm (and in case the applicant is a partner, another partners required to authorize in the same form) to use the digital certificate as per Indian Information Technology Act 2000.

Unless the Digital Certificate is revoked, it will be assumed adequate authority of the Authorized user to bid on behalf of the firm for the tenders processed on the Electronic Tender Management System of Government of Maharashtra as per Indian Information Technology Act, 2000. The Digital signature of this authorized user will be binding on the firm. It shall be the responsibility of partners of the firm to inform the certifying authority or sub- certifying authority, if the Authorized user changes, and apply for a fresh Digital Signature Certificate. The procedure for application of a Digital Signature Certificate will remain the same for the new authorized user.

The same procedure holds true for the Authorized Users in Private / Public Limited Company. In this case, the Authorization Certificate will have to be signed by the Director of the Company or the reporting authority of the applicant. For information of the process of application for obtaining Digital Certificate, the contractors may visit the section 'Digital Certificate' on the home page of the electronic tendering system.

## **2.3 RECOMMENDED HARDWARE AND INTERNET CONNECTIVITY**

To operate on the electronic tendering system the contractors are recommended to use computer system with at least 1 GB RAM and broadband connectivity with minimum 512 kbp band width, windows 7.0 Java 6.10 and I.E. 7.0 and above.

**2.4** To operate on the electronic tendering system of Government of Maharashtra the computer system of the contractors is required be set up. The contractors are required to install utilities available under the section mandatory installation components on the home page of the system. The utilities are available for download freely from the above-mentioned section. The contractors are requested to

refer to the e- Tendering toolkit for Bidders available online on the home page to understand the process of setting up the system, or alternatively, contact the helpdesk support team on information/guidance on the process of setting up the system.

### **3. STEPS TO BE FOLLOWED BY CONTRACTORS TO PARTICIPATE IN THE E - TENDERS PROCESSED BY MAHA TENDERS**

#### **3.1 PREPARATION OF ONLINE BRIEFCASE**

All contractors enrolled on the Electronic Tendering System of Government of Maharashtra are provided with dedicated briefcase facility to store documents/files in digital format. The contractors can use the online briefcase to store their scanned copies of frequently used documents/files to be submitted as a part of their bid response. The contractors are advised to store the relevant documents in the brief case before starting the Bid Preparation and submission stage. In case the contractors have multiple documents under the same type. (e.g. multiple work completion certificates) as mentioned above, the contractors advised to either create a single pdf file of all the documents of same type or compress the documents in a single compressed file in zip rar formats and upload the same. It is mandatory to upload the documents using the briefcase facility. Therefore, the contractors are advised to keep the documents ready in the briefcase to ensure timely bid preparation.

**Note: Uploading** of document in the briefcase does not mean that the documents are available to P.A.H. Solapur University, Solapur at the time of tender opening stage unless the documents are specifically attached to the bid during the online bid preparation as well as during decryption.

#### **3.2 ONLINE VIEWING OF DETAILED NOTICE INVITING TENDERS**

The contractors can view the detailed tender notice along with the time schedule (Key Dates) for all the live Bidders released by P.A.H. Solapur University, Solapur on the e- Tendering portal on <http://www.mahatendres.gov.in> under the organization of Solapur University, Solapur.

#### **3.3 DOWNLOAD OF TENDER DOCUMENTS**

The pre-qualification/Main Bidding documents are available for free downloading. However, to participate in the online Bidder, the bidder must purchase the bidding documents online.

#### **3.4 ONLINE BID PREPARATION**

Submission of bids will be preceded by online bid preparation and submission of the digitally signed within the tender time schedule (Key dates) published in the detailed notice inviting tender. The bid data is to be prepared in the templates provided by the tendering authority of P.A.H. Solapur University, Solapur. In the upload able document type of templates, the contractors are required to select the relevant document/compressed file (containing multiple documents) already uploaded in the briefcase.

#### **3.5 SHORT LISTING OF CONTRACTORS FOR FINANCIAL BIDDING PROCESS**

The tendering authority will first open the technical bid documents of all contractors and after scrutinizing these documents will shortlist the contractors who are eligible for financial Bidding Process.

#### **3.6 OPENING OF THE FINANCIAL BIDS**

The contractors may be present in the office of the Tender opening authority at the time of opening of Financial Bids. However, the results of the Financial Bids of all contractors shall be available on the

P.A.H. Solapur University, Solapur e-tendering Portal immediately after the completion of opening process.

#### **3.7 TENDER SCHEDULE (KEY DATES)**



The contractors are strictly advised to follow the dates and times allocated to each stage under the column “Contractor Stage” as indicated in the Time Schedule in the detailed tender notice for the Tender. All the online activities are time tracked and the electronic tendering System enforces time- locks that ensure that no activity or transaction can take place outside the start and end dates and time of the stage as defined in the tender schedule. At the sole discretion of the tender authority, the time schedule of the tender stages may be extended.

## **PROJECT OVERVIEW**

### **Project Background:**

Punyashlok Ahilyadevi Holkar Solapur University (PAHSU), one of the premier public Universities, is one of the youngest universities in the state catering to the needs of higher education of more than seventy thousand students.

PAHSU has taken multiple steps to improve the current operating module and infrastructure to match up with the ever-growing demand and thus keeping the same endeavor, would like to introduce and utilize the modern-day advanced tools, technology and techniques to further improve the quality of services in education. It envisages providing a world-class operational system for managing services for a better and reliable student experience as well as increase in revenue.

PAHSU is strongly dedicated to achieve the key objectives to provide best services to all the students at reasonable price with the use of modern information technology. In this regard, PAHSU envisages providing Information Communication Technologies (ICT) enabled smart educational services.

### **(A) SCOPE OF WORK**

Scanning, digitization of old records (Ledgers, Old mark sheets, Degree certificate, other certificates and Office Records) in searchable PDF format with provision of easy retrieval and certificate verification of such scanned records across the globe by various organizations corporates and institutions. Searchable PDF Dashboard should satisfy the below requirements.

- (1) No need to search physical records for generation.
- (2) Save time & efforts of candidates seeking certificates/records
- (3) Faster generation of records by click of button
- (4) Permanent digital record for faster retrieval
- (5) Convert all the records related to results stored in printed format to digital format
- (6) Responsible to scan with resolution of 300dpi
- (7) Develop web-based portal/software
- (8) Web portal should work on all browsers
- (9) Software with quick search & viewing
- (10) Scanning Documents on the following paper size (A5, A4 & A3)
- (11) Scanning ICR, OSM, Digitization of Students ledgers, Mark Sheet, etc.
- (12) Web Portal Development.
- (13) Including Cloud storage for the given services by the bidder/supplier.
- (14) Designing the Scanning plan and process in consultation with university
- (15) To prepare and provide documentary manuals for all processes for safe and secure conduct of scanning, to be followed along with rules for contingency and exception handling/emergency Procedures.

- (16) The software should have role base security mechanism and proper industry standard authentication and authorization mechanism should be implemented in the system.
- (17) Software should facilitate audit trail for all the transactions/activities during operation of the system.
- (18) Scanning should be done with spine of the Book Scanners. All the pages of the booklet should be accounted for and identified with the booklet ID number. Document scanners with ADF (Automatic Document Feeder) are not allowed for scanning.
- (19) Experience of scanning without cutting or rethreading the spine of the answer booklet shall only be considered for technical evaluation.
- (20) The scanned records are to be handover to the university and should be compatible to upload to the university server.
- (21) Records would be handed over to Bidder in presence of the Officer-in-charge deployed by university along with the Center-in-charge deployed by Bidder.
- (22) After processing the work of scanning and digitization, the records would be kept under joint custody of University and Bidder until evaluation is over.
- (23) Sufficient number of scanners and required expertise manpower should be provided by the service provider to complete the entire work within stipulated target.
- (24) The accumulated Data's back-up to overcome natural uncertainties to be mapped with process of automated & incremental backup at a place, decided by the University.
- (25) Cloud storage should be provided by the successful bidder for storing the scanned records. University will not pay any extra charges for this service.
- (26) Should save time & efforts of candidates seeking records.
- (27) Permanent digital record for faster retrieval.
- (28) Convert all records related to university old records, examination results and certificates stored in soft copies and Laser Print versions form to compatible digital format.
- (29) Digitized records should be compatible with NAD and Dig locker.
- (30) Scanning Documents papers are of any size.
- (31) Scanning ICR, OSM, Digitization of Students and Mark Sheet and Web Portal Development.
- (32) Provision of certificate verification across the globe.
- (33) Including Cloud storage for the given services by the bidder/supplier.

(1)

**(A) Software Development Platform:**

1. Angular 7+
2. Node JS 10.15
3. My SqL 5.7 (Database)
- OR**
- ASP .NET
4. My SqL 5.7 (Database)
- OR**
- JSP.SerNet
5. My SqL 5.7 (Database)
6. Operating System: Open Source (Ubuntu /Red Hat Server)
7. Based on Cloud (Reputed Clouds required)
8. Penetration Test with Certified Ethical Hackers (Report required)
9. Regression Testing (Report required)
10. Modules / data should be API/ data synchronous to all standard Govt. APIs.

**(B) Detail Scope of Work:**

**Web Portal:** The portal will be used by various internal stakeholders of Punyashlok Ahilyadevi Holkar Solapur University for the purpose of online checking, view reports, data maintenance, etc.

**Online/Offline Support & Technical Assistance:** Support is to be provided to the students & staff with regards to technical know-how of the platform.

**Web Application & Payment Gateway:** Integration of Payment gateway for payment through various mode like net banking, smart card, credit card, and debit card, payment wallet, UPI etc. in Indian rupees and US dollar payment.

**Management Information System:** Strong MIS report should be integrated & synchronized with the existing ERP service provider MIS.

The following outlines the broad areas of scope of work for the Service Provider (SP) and the later sections highlight the detailed scope of work for SP in each of the following areas.

**Requirements Study:** Preparation of Software Requirements Specification (“SRS”) and Functional Requirement Specification (“FRS”).

**Software Development:** Software design, development, testing, installation and commissioning for the services and function

**Procurement and installation of required hardware:**

Cloud Infrastructure: Storage and servers to be hosted on cloud and disaster recovery to be provisioned.

**Training and Capacity Building:** Design & execution of training and capacity building for successful implementation and operations. Initial training of one week on all the related modules.

**Project Documentation:** At each stage of Project implementation SP should submit relevant detailed documents such as user manuals, test cases, technical and functional specifications of the system etc.

**SPECIFIC CONDITIONS:**

- 1) Certified Ethical Hackers to be required in their IT team
- 2) Student confidential data should not be disclosed with any other colleges/universities.
- 3) Student data must be secured and confidential.
- 4) Security of complete data is the whole responsibility of the company
- 5) Secondary backup server required for data recovery in the time of disaster.
- 6) 24 x 7 Helpline is required.

**DELIVERY AND COMPLETION SCHEDULE:**

The purpose of the delivery and completion schedule is to specify the delivery dates of the Scanning, ICR, OCR, Digitization of Student’s Mark sheet, Office Records and Web Portal Development. The delivery and completion schedule, as part of the schedule of supply constitute a contract document and, therefore it will be a part of the contract.

Sr. No.	Description of Services	Contract completion Period
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1	Selection of Service Provider for Implementation of Scanning, ICR, OCR, Digitization of Student's Marksheet, Office Records and Web Portal Development for Punyashlok Ahilyadevi Holkar Solapur University	6 months
2	Time frame for completion and implementation of the work from the date of issue of work order	6 months
3	Scanning of A3/A4 size mark sheets/ documents: Approximately 1,00,000 per Round (Min 20 years)	
	Scanning of ledgers/documents: Approximately 30,000 per Round (Min 20 years)	
4	Other Scanning Documents of A3/A4/A5 size: Approximately 1,50,000 per Semester (Min 20 years) (Output shall be searchable PDF)	
5	Design, Development & Deployment of Application	

**INFRASTRUCTURE WHICH WILL BE PROVIDED BY THE UNIVERSITY & SHOULDN'T BE FACTORED IN THE COST**

- A cabin
- Desk
- Space to set-up Scanner.
- Air Conditioner
- Chair
- Hi Speed Internet Connectivity

**General Terms and Conditions:**

The university reserves the right to reject any or all tenders or to cancel the tender process without assigning any reasons thereof, and no complaints shall be entertained in this regard.

S. No	Prequalification Condition	Proof Document Required
1	a) A Bidder may be a single entity submitting their Bid. Group of companies or consortium will be not be allowed to bid. b) Sole Bidder should be incorporated/registered in India under the Companies Act 1956 for at least 9 years* or LLP Act 2008 or the Partnership Act 1932 c) Sole Bidder should be compulsorily registered with the Goods & Service Tax Authorities in India	a) Certificate of Incorporation, b) MSME Certificate with proper renewal date to be mentioned. c) GST Certificate d) GST paid latest chalan e) PAN card
2	Sole Bidder must have an average annual turnover of minimum <b>INR 4.00 Crs</b> or higher in last 3 financial years.	Audited financial statements for each of the last three years/ Income tax returns of last 3 financial years (CA certified)
3	Bidder should have ongoing/completed at least 3 such scanning projects (National OR International) experience.	Purchase Order / Work Order along with satisfactory completion certificate from client.
4	Bidder should have a Global Certificate or should be a member for Digital Student Data Portability	Certificate of the member organization
5	Bidder should have implemented software in at least 2 universities (Public/Private) where checking & verification of mark sheet is done	Copy of relevant and valid PO/ WO/LOA/Contract

6	Sole bidder must have experience of Implementing Information Technology Software in at least 3 public state Universities. Contract period should be not older than 2 years and should show continuation of work along with the of satisfactory performance.	Copy of relevant and valid PO/ WO/ LOA/ Contract within last 2 years before the date of bid submission. Work completion/performance letter certificate issues by the concern University.
7	Sole Bidder should have implemented University Management ERP System in at least 1 public state universities (prior to the date of bid submission)	Copy of relevant and valid PO/ WO/LOA/Contract before the date of bid submission
8	<p>a) Single Bidder should not be currently blacklisted or banned by any Govt/Govt Department/ Govt Agency/ PSU in India for corrupt or fraudulent practices or no delivery or non-performance in last 3 years.</p> <p>b) A Bidder should, in the last 3 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial process of the Authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract nor have had any contract terminated for breach by such Bidder. The Bidder shall be liable for disqualification in such case.</p> <p>c) The bidder shall specifically mention on their letter head that no dispute / litigation in whatsoever nature is pending or settled between their firm company / Proprietorship and this university.</p>	<p>An undertaking duly attested by the notary should be provided by each entity.</p> <p>Format attached with this document. You should print this format on Rs. 100/- stamp paper</p>
9.	Bidder should have a ISO 9001:27000 OR any latest certificate	Submit a copy of the requisite certificate.

#### General Terms and Conditions:

1. Supplier has to give System Admin & Control Management for all modules.
2. Certified Ethical Hackers to be required in their IT team.
3. Cloud charges are included in above rates, and such charges shall not be given separately.
4. Student confidential data should not be disclosed with any other Colleges/Universities/other third party.
5. Student data must be secured and confidential.
6. Security of complete data is the whole responsibility of the company.
7. Secondary backup server required for data recovery in the time of disaster.
8. Student grievance/issues to be settled down with consent of University Officials in time.
9. 24 x 7 Helpline is required.
10. After the period of agreement the copy of software modules source code and the entire data should be handover to the university.
11. The technical assistance must be provided as given in the tender document.

12. This system can be customizable and can be integrated with existing data of previous vendor.
13. The content and database are confidential and third party assures that will not disclose the content and database to any other party without prior permission of university executive authorities and Director Board of examinations and Evaluation Punyashlok Ahilyadevi Holkar Solapur University Solapur.
14. The Tender shall be awarded to the bidder /supplier who has quoted the overall lower rates/total cost of project .The rate will be inclusive of cloud charges. Additional Cloud charges will not be paid in any case.
15. Tender charges including Manpower and Technical team or support team cost additional cost not be paid in any case.
16. Scan records for data shall be compatible with the IUMS/Existing software in user at (PAHSUS)University
17. Records for data must be accurate and compatible with Existing Software and as per PAH Solapur university required format.

#### STANDARD TERMS AND CONDITIONS FOR AN AGREEMENT/TENDER DOCUMENT

By accepting the Standard Form of an agreement (hereinafter referred to as "the agreement") the Vendor accepts the Terms and Conditions included herein, unless the Vendor notifies his objections.

##### **1. Acknowledgment and Acceptance of agreement:**

This agreement constitutes an offer from the university and is expressly limited to the Terms and Conditions contained herein. The Terms and Conditions of the agreement are those that apply to the purchase of materials, items, products, components or services (hereinafter referred to as "Material"). All exhibits, attachments, technical specifications, drawings, notes, instructions, or information referred in the agreement are incorporated herein by reference.

##### **2. Changes / Amendments:**

The University shall have the right at any time, by written notice, in the form of an amendment order, to make any changes it deems necessary, including, but not limited to, changes in specifications, design, delivery, testing methods, packing or destination. If any such required changes cause an increase or decrease in the cost of or the time required for performance, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by the Vendor for adjustment under this clause shall be deemed waived unless asserted in writing within ten (10) days from receipt by the Vendor of notice of change (amendment order). Price increase, extension of time for delivery and change in quantity shall not be binding on the University unless sufficiently justified by a vendor and accepted by the university in a form of amendment/ Change Order issued and signed by the University.

##### **3. Delivery / Force Majeure: (If Applicable)**

If any Material is not delivered by the date specified therein, the University reserves the right, without liability, to cancel the order for undelivered material not yet shipped or tendered, and to purchase the same from another vendor and to charge the defaulting Vendor for any loss incurred in this transaction. Any provisions thereof for delivery by instalment shall not be construed as obligatory unless agreed upon by both the parties. The University shall have the right to refuse deliveries made more than one week in advance of any delivery schedule

Appearing in the order unless arrangements for such early delivery have been confirmed with the receiving party. If the Vendor is unable to complete performance at the time specified for delivery, by reason of strikes, labour disputes, riot, war, fire or other causes beyond the Vendor's reasonable control, the University, at its option, may elect to take delivery of Material in its unfinished state and to pay such proportion of the contract price as it deemed reasonable.

##### **4. Price / Taxes: (If Applicable)**

Prices stated in this agreement are firm and shall remain firm until required deliveries have been completed unless otherwise expressly agreed to in writing by both parties. The Vendor agrees that any price reduction made with respect to Material covered by this order subsequent to placement will be applied to this order. All prices specified herein include all charges for, but not limited to, inspection, and packaging. Prices set forth shall be inclusive of applicable sales, excise, value-added or similar taxes until and unless specified in the schedule.

##### **5. Inspection and Acceptance (If Applicable)**

All Material covered by this order may be inspected and tested by the University or its designee at vendors cost. If deemed necessary by the University, the Vendor shall provide without charge, all reasonable facilities and assistance for such inspection and test. Any inspection records relating to Material covered by this agreement shall be made available to the University during the performance of the order. If any Material covered by this agreement is defective or otherwise not conforming to the requirements of this agreement, the University may, by written notice to the Vendor:

- (a) rescind the purchase/supply order as to such non-conforming Material;
- (b) accept such Material at an equitable reduction in price;
- (c) Reject such non-conforming Material and require the delivery of suitable replacements.
- (d) If the Vendor fails to deliver suitable replacements promptly, the university, with notice of seven business days, may replace or correct such Material and charge the Vendor the additional cost occasioned thereby, or terminate this order for default. No inspection (including source inspection) test, approval (including design approval) or acceptance of Material shall relieve the Vendor from responsibility for defects or other failures to meet the requirements of this order. Rights granted to the University in this article entitled INSPECTION are in addition to any other rights or remedies provided elsewhere in this order or in Law.

#### **6. Warranty: (If Applicable)**

The Vendor warrants that any Material supplied hereunder shall conform to the generally recognized manufacturing and safety standards of the Vendor's industry as per Indian Standard Institution (ISI) or similar standard. The Vendor's specifications on performance as detailed in the Vendor's brochures, sales literature and other specifications as may be available to the university.

- (a) In addition to any other express or implied warranties, the Vendor warrants that the Material furnished pursuant to this order will be:
  - 1. free from defects in title, workmanship and material;
  - 2. free from defects in design except to the extent that such items comply with detailed designs provided by the university;
  - 3. Of merchantable quality and suitable for the purposes, if any, which are stated in the tender/quotation.
- (b) If any material covered by this agreement is found not to be as warranted, the University may, by written notice to the Vendor:
  - 1. Reject such defective material and require the delivery of suitable replacements.
  - 2. If the Vendor fails to deliver suitable replacements promptly, the University, with notice of seven business days, may replace or correct such material and charge the Vendor the additional cost occasioned.

- (c) Any items corrected or furnished in replacement are subject to all the provisions of this article entitled WARRANTIES to the same extent as items initially furnished or originally ordered.

- 7. This warranty provision shall survive any inspection, delivery, acceptance, payment, expiration or earlier termination of this order and such warranties shall be extended to the employees, students, and users of the Material. Nothing herein, however, shall limit the University's rights in law or equity for damages resulting from delivery of defective goods or damage caused during the delivery of goods or provision of services.
- 8. Rights granted to the University in this article entitled WARRANTIES are in addition to any other rights or remedies provided elsewhere in this order or in Law.
- 9. All data related to the students and university shall be the exclusive property of the university and the vendor firm will have no right, whatsoever on this data.

#### **10. Patent Indemnity (If Applicable)**

The Vendor agrees to indemnify, hold harmless and defend the University, its employees, and students with respect to all claims, suits, actions and proceedings of actual or alleged infringements of any Letter, Patent, Registered or Industrial Design, Trademark or Trade Name, Trade Secret, Copyright or other protected right in any country resulting from any sale, use or manufacture of any Material delivered hereunder and to pay and discharge all judgments, decrees, and awards rendered therein or by reason thereof and bear all expenses and legal fees (including the University's) associated herewith. The university reserves the right to be represented

in any such action by its own counsel at its own expense.

#### **11. Indemnity**

The Vendor will indemnify, defend and hold the University, its and students harmless from any loss, expense, claim or damage including reasonable defense costs, arising from any claim or action based on any acts or omissions of the Vendor, its employees, servants, agents or subcontractors. The University reserves the right to be represented in any such action by its own counsel at its own expense.

#### **12. Assignment / Subcontracting /sublet (If Applicable)**

The Vendor shall not assign the order received, any rights under this agreement or to become due hereunder neither delegated nor subcontracted /sublet any obligations or work hereunder without the prior written consent of the University.

13. After the period of agreement the copy of application source code and the entire data should be handover to the university.

#### **14. Cancellations**

The University may cancel this agreement in whole or in part, for no cause, upon written, FAX, e-mail or telex notice to the Vendor, effective when sent, provided such notice is sent at least fourteen (14) days prior to the delivery date specified on the face of this order. The University may cancel this order in whole or in part at any time for cause by written, FAX, or e-mail notice to the Vendor, effective when sent, in the event that the Vendor:

(a) fails to comply with any term or condition of this order including, but not limited to, delivery terms; or

(b) appoints a receiver, liquidator or trustee in bankruptcy or other similar officer over any or all of its property or assets; or

© files a voluntary petition in bankruptcy; or

(d) has had filed against it an involuntary petition in bankruptcy which remains in effect for thirty (30) days; or

(e) voluntarily ceases trading; or

(f) merges with or is acquired by a third party; or

(g) Assigns any of its rights or obligations under the Order to a third party without the university's advance written consent.

Upon the occasion of any one of the aforesaid and in addition to any remedies which the university may have in Law or in Equity, the university may also cancel this order or any outstanding deliveries hereunder by notifying the Vendor in writing of such cancellation and the Vendor shall thereupon transfer title and deliver to the university such work in progress or completed material as may be requested by the university. The University shall have no liability to the Vendor beyond payment of any balance owing for Material purchased hereunder and delivered to and accepted by the university prior to the Vendor's receipt of the notice of termination, and for work in progress requested for delivery to the university.

#### **15. Rescheduling (If Applicable)**

The University may without liability at least fourteen (14) days prior to the scheduled delivery date appearing on the order defer delivery on any or every item under said order by giving oral notice to the Vendor (confirmed in writing within ten (10) working days) of any necessary rescheduling.

#### **16. Shipping, Packaging and Labelling - (If Applicable)**

All Material purchased hereunder must be packed and packaged to ensure its safe delivery in accordance with good commercial practice and where incorporated, the University's packaging specification.

#### **17. The Vendor as an Independent Contractor - (If Applicable)**

The Vendor shall perform the obligations of this order as an independent contractor and under no circumstances shall it be considered an agent or employee of the university. The terms and conditions of this order shall not, in any way, be construed as to create a partnership or any other kind of joint undertaking or



venture between the parties hereto. The Vendor expressly waives any and all rights which may or may not exist to claim any relief under the university's comprehensive insurance policy, worker's compensation or unemployment benefits

**18. Invoicing / Payments / Set-Offs:**

After each completion of supply/purchase order, the Vendor shall send duplicate invoices including item number to the University's concern Department. Payment of invoice shall not constitute acceptance of Material ordered and shall be subject to appropriate adjustment, if the Vendor failed to meet the requirements of this agreement. The University shall have right at any time to set-off any amounts due to the Vendor, (or any of its associated or affiliated companies) against any amounts owed by the university with respect to this agreement.

**19. Compliance with Laws:**

By acceptance of this agreement, the Vendor agrees to comply with the requirements of all the existing laws. The Vendor also agrees to comply with the Fair Labour Standards Act and the Occupational Safety and Health Act, and all other applicable laws, ordinances, regulations and codes in the Vendor's performance hereunder. The Vendor further agrees to indemnify and hold the University and its customers harmless from any loss or damage that may be sustained by the University, by reason of the Vendor's failure to comply with any laws, ordinance, regulations and codes.

**20. Reproduction of Documentation:**

The University shall have the right at no additional charge to use or incorporate all or portions of material found in the Vendor's literature and/or reproduce the Vendor's applicable literature such as operating and maintenance manuals, technical publications, prints, drawings, training manuals and other similar supporting documentation and sales literature. The Vendor agrees to advise the University of any Updated Information relative to the foregoing literature and documentation with timely written notice.

21. All matters of dispute regarding this agreement shall be referred to arbitration. The provisions of Arbitration & conciliation Act, 1996 and the amendments in it taking place from time to time shall be applicable.

**22. Law of the Contract:**

1. This agreement shall be governed by and interpreted in accordance with the laws in existence and in the Jurisdiction of Solapur.
2. The vendor shall submit an undertaking that no litigation/court case in any nature is pending against the concerned organization in any court or before any judicial or quasi-judicial authority in India.

**23 Penalty - Law Office**

The successful bidder shall not sublet this work to any other agency. If found so then the university is having every right to terminate the agreement and if required may also forfeit the security deposit. Further is the successful bidder fails to complete the work within the stipulated time then the university is having every right to impose the penalty and to recover the penalty amount from the bill/s of the successful bidder.

The successful bidder shall maintain the utmost secrecy for this work and shall not disclose this to anyone other than their authorize staff. Also the successful bidder is bound to maintain the secrecy of the data. Any violation in this regard shall make the bidder liable for penal action as may be deemed fit by the university.

The successful bidder must submit the details of the staff/ employees engaged by him for completing the work assigned by the university.

**Evaluation Criteria**

The project provided for evaluation (pre-qualification and technical qualification) shall be developed, delivered and implemented by Bidder itself directly. Any project where the bidder has acted as a sub-

contractor or supplier or OEM to the system integrator shall not be considered for the evaluation. Bidder can provide the citation or the project experience where in the bidder has acted as a part of the consortium of the bid.

S. No.	Evaluation Criteria	Parameter	Maximum Marks
<b>1</b>	<b>Financial Strength of the firm/Bidder</b>		<b>10</b>
1.A	Average Annual turnover of the Sole Bidder of last 3 years (Audited financial statement to be provided as documentary evidence.)	INR >= 4.00 Crs: 10 Marks INR < 4.00 Crs : 5 Marks	10
<b>2</b>	<b>Past Experience</b>		<b>50</b>
2.A	Sole bidder must have ongoing/completed at least 3 such scanning projects (National OR International) experience.	i. 3 Project: 5 Marks ii. 4 Projects: 10 Marks	10

2. B	Sole Bidder should have project experience in design, develop and implementation of Online Verification system/ Attestation of mark sheet system OR search & display of OLD mark sheet / Onscreen Evaluation/ Scanning Answer Sheet (OSM & Non-OSM) Records for at least 2 years Experience. University (Public OR Private) in the last 2 years. Letter of Award/ Work Order/Contract Agreement	Projects where Bidder should have design, developed and implemented online booking portal 2 clients: 5 marks 3 clients: 10 marks	10
2.C	Projects involving implementation of Scanning & Exam Module in University Management ERP System in last 2 years Sole Bidder /Letter of Award/ Work Order/ Contract Agreement as documentary evidence shall be submitted	1 Project: 5 Marks 2 Projects: 10 Marks	10

S.No.	Evaluation Criteria	Parameter	Maximum Marks
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2.D	Sole Bidder should have implemented or currently implementing projects	Compliant projects having following attribute will be marked as below: Number of active months of running Information Technology Software i. 3 months to 6 months: 5 Marks ii. 12 months & above: 10Marks	10
2.E	Sole Bidder should be a ISO 27001:2022 OR any latest certificate	5 Marks	5
2. F	Sole Bidder should be a member of Global organization for Digital Student Data Portability	5 Marks	5
<b>3</b>	<b>Manpower</b> <i>CV of each resources needs to provide as part of technical proposal. Format of CV is enclosed for your reference.</i>		<b>10</b>
	<b>Project Manager</b>		
		B.E./B.Tech. /B.Sc.	
	Qualification	(Comp or IT)/B.C.A. orMasters in same Discipline: 2 Marks	2

3.A	Total number of years of experience	2+ years: 2 Marks 1+ years: 1 Mark	2
	Past Experience implementing any of the attestation / verification/ examination project	2 projects: 1 Marks	1
		less than 2: 0 Marks	
		<b>Sub Total</b>	<b>5</b>

S.No.	Evaluation Criteria	Parameter	Maximum Marks
	<b>Solution Architect</b>	B.E/B.Tech. / B.Sc. (Comp orIT)/ B.C.A.	2
	Qualification/s	2 Marks	
		2+ years: 2 Marks	2
3.B	Total number of years of experience	1+ years: 1 Marks	
		>=2 projects: 1 Marks	1

	Past Experience implementing any of the proposed solutions	Less than 2 projects: 0 Marks	
		<b>Sub Total</b>	<b>5</b>
<b>4</b>	<b>Solution Proposed and Demonstration</b>		<b>30</b>
4.A	Showcasing the live deployment of any instance of implementation of the On-Screen Marking & Web Portal for searching student records	Live/offline workflow Demonstration (To be presented in front of the authority)	20
4.B	Quality of the technical proposal Understanding of the project and its requirement, Digital process, etc	Write up in technical proposal	10
		<b>Total</b>	<b>100</b>

### C) Evaluation Criteria

What is the ratio of technical and financial bid considered for evaluation

Sr. No.	Clause title	Queries & their Justification by Bidder	Changes/Deviation Made
<b>1</b>	<b>Evaluation Criteria</b>	What is the ratio of technical and financial bid considered for evaluation	The ration of Technical: Financial is considered as 70:30 Respectively
<b>2</b>	<b>Technical Evaluation and qualifying Criteria</b>		In technical bid's marking system 20 marks are allotted to live/offline workflow demonstration. Initially to qualify the bidder must get 40 marks out of 80 marks. Once the bidder qualify, the demonstration marks will be considered and added to the actual marks previously secured by the bidder out of 80 marks.

### Bid Evaluation Process

The Technical Evaluation Committee will examine all of the technical pre-requisites for the conduct of the services. Each bidder will be awarded a Technical Score (TSabs) out of 100 points by the Committee based on the parameter mentioned. The bidders should get at least 40 marks out of 80 for qualifying Technical Bid Round

and also after all technical document scrutinization of Punyashlok Ahilyadevi Holkar Solapur University officials.

After this, the TSabs would be normalized on scale of 100, with the maximum score (TSmax) being normalized to 100 and the rest being awarded on a directly proportional pro- rata basis on the maximum score (TSmax)

$TS = (TSabs / TSmax) * 100$  (rounded to 2 decimal places).

TS is the normalized Technical Score for the bidder under consideration; TSabs is the absolute technical score awarded for the bidder under consideration; and TSmax is the maximum absolute technical Score of all the scores.

#### Commercial Bid Evaluation

Qualified bidders from Technical Evaluation with a minimum of 40 out of 80 points (Tsabs) will be eligible to participate in the commercial evaluation.

The absolute financial Quote (CSabs) would be normalized on scale of 100, with the minimum value (CSmin) being normalized to 100 and the rest being awarded on inversely proportional pro-rata basis on the minimum value. The Bidders Commercial Score is normalized as follows:

$CS = (CSmin / CSabs) * 100$  (rounded to 2 decimal places)

CS is the normalized CS for the bidder under consideration; CSabs is the absolute financial quote by the bidder under consideration; and CSmin is the minimum absolute financial quote of all the quotes.

#### Final Evaluation & Award

The final evaluation will be based on a Quality and Cost Basis System (QCBS). There will be 70% Weightage for the Technical Evaluation (Quality) and 30% weightage for the Commercial Evaluation (Cost). Method of calculating the Final Score (FS):  $FS = TS * 0.70 + CS * 0.30$

#### D) Evaluation Criteria Financial Bid Format

- A. L1 will be decided on the basis of average cost given in the commercial bid by the bidder.
- B. The number of answer book given in the commercial bid is approximate and for one exam event. It may double in one academic year (two semester)
  1. The Tender shall be awarded to the bidder /supplier who has quoted the overall Lower rates/total cost. The rate above will be inclusive of cloud charges. Additional Cloud charges will not be paid in any case.
  2. The charges quoted should include technical and nontechnical Manpower required for operation of the hardware and software.
  3. All the scanned documents shall be compatible with the PAHSUS-IUMS/Existing software of the University.
  4. The approximate quantities of answer booklet (OSM / NON OSM) given in the financial bid format are for one semester exam and the tender cost given while publishing the E-Tender is for two semester exam.

Note –  
After the period of agreement the copy of application source code and the entire data should be handover to the university.

**Important Note:** In above table of eligibility criteria, the bidders should get at least **50 marks out of 100** for

qualifying **Technical Bid Round** and also after all technical document scrutinization as well as physical inspection of Punyashlok Ahilyadevi Holkar Solapur University officials at bidder location.

*(This format should be print on your Company Letterhead)*

**DECLARATION OF THE SERVICE PROVIDER**

I/We hereby declare that I/we have made myself / ourselves thoroughly conversant with the local conditions regarding all services, materials and labor on which I/we have based my/our rates for this tender. I/We further undertake that no additional contingencies will be demanded by me/us after award of the work. The specifications and lead of materials on this work have been carefully studied and understood by me/us before submitting this tender. I/we undertake to use only the best services approved by the PUNYASHLOK AHILYADEVJI HOLKAR SOLAPUR UNIVERSITY or his duly Authorized representative before starting the work and to abide by his decision.

I/We hereby undertake to pay the labors/employees engaged on the development work as per minimum wages Act 1948 applicable to the Zone concerned

**Signature of Service Provider**

(Executive Magistrate/Notary Public on Rs. 100/- stamp paper)

**AFFIDAVIT**

I, \_\_\_\_\_ (Name of Service Provider /Authorized person), Aged about \_\_\_\_\_years, residing at \_\_\_\_\_

\_\_\_\_\_ (Postal Address) do hereby swear this affidavit that, I am the proprietor/Partner of \_\_\_\_\_ (Name of company / firm) Registered at \_\_\_\_\_.

I do hereby swear that, the documents submitted in envelope No. 1 of the tender document for the work of \_\_\_\_\_ are true, correct and complete. I am not blacklisted in any organization. In case the contents of envelope No.1 and other document pertaining to the tender submitted by me are found to be incorrect or false, I shall be liable for action under the relevant provision of Indian Penal Code and other relevant laws.

Signature of Authorized person  
Applicant/Service Provider  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City: \_\_\_\_\_  
Date: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Mob. No. \_\_\_\_\_



### Financial Bid Format

Sr. No	Particular	Approx. Count	Total Cost (Rs.)
1	Cost for scanning & Digitization in searchable PDF format		
	Ledgers	5 Lakh	
	Old mark sheet	50 Lakh	
	Degree Certificate	10 Lakh	
	Office Records	10 Lakh	
2	Design, Develop and Deployment of Web Portal <b>ONE TIME COST</b>	---	
<b>TOTAL COST</b>			

1. The Tender shall be awarded to the bidder /supplier who has quoted the overall lower rates/total cost. The rate above will be inclusive of cloud charges. Additional Cloud charges will not be paid in any case.
2. Above charges including Manpower and Technical team or support team cost additional cost not be paid in any case.
3. Above Sr. No 1 and 2 (1.Cost Scan per answer booklet for OSM& Cost per scan for non OSM document) shall be compatible with the IUMS/Existing software in user at (PAHSUS)University
4. GST applicable as per Govt. norms.