



Madhya Pradesh Bhoj (Open) University

(Established Under an Act of State Assembly in 1991)

मध्य प्रदेश भोज (मुक्त) विश्वविद्यालय

Kolar Road , Bhopal, MP

Tel :9424676837

Visit us at <https://www.mpbou.edu.in/>

Tender No.: 118/IT/MPBOU/25, Dated :- 12/03/25

Online E-Tenders for the following work invited by the Registrar MP Bhoj (Open) University.

E-Tender No	Name of work	Estimated Cost of the tender Rs.	EMD Amount	Cost of Tender Form	Time Limit of Completion of work
	Structured E-Learning Content and Engagement Development (SECED)	At Actual (Est. ~25 Lakh)	Rs. 75,000	Rs.2000	03 Months

E-Tender Time Table

Sr. No	Stage	Start Date & Time	Expiry Date & Time
1	Publishing Date & Time	17/03/2025 10:30 AM	15/04/25 05:00 PM
2	Tender Document Sale Start & End Date, Time.	17/03/2025 10:30 AM	15/04/25 03:00 PM
3	Pre-Tender Meeting Date & Time	24/03/2025 @11:30AM Meeting Link => https://meet.google.com/uzr-sfir-yzi	
4	Tender Submission Start & End Date, Time.	24/03/2025 02:00 PM	15/04/25; 5:00 PM
5	Tender Opening Date & Time.	16/04/2025 02:00 PM	—
6	Technical presentation	Date, time, venue shall be communicated to Technically Qualified Tenderers by mail, Phone	

Note: Before submitting the tender, the tenderer shall mandatorily register and then list themselves (the firm and all key personnel), on <https://mptenders.gov.in>. Further the tenderer shall follow the operating procedure as may be prescribed on the said website. The other details are also available on the portal. Extension of tender, retender, corrigendum or changes in schedule will not be published in Newspaper; it will be published only at <https://mptenders.gov.in>.

Registrar

MP Bhoj (Open) University

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Name of work: Structured E-Learning Content and Engagement Development (SECED)

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DETAILS OF WORK


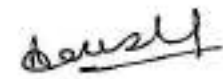

Online E-Tenders are invited by the Registrar MP Bhoj (Open) University from the bidders.
All Govt., Semi Govt. Institutions, PSU working in similar field are also invited to apply (Tender Fee, EMD shall be waived for such organizations)

Name of Work	Structured E-Learning Content and Engagement Development (SECED)
Estimated Cost of the Tender	At Actual (Estimated 25 Lakh; for EMD calculation only)
Earnest Money Deposit (EMD)	Rs. 75,000 (Waived for All Govt., Semi Govt. Institutions, PSU working in similar field.)
Cost of Tender Form	Rs.2000
Period for Downloading Tender Forms	Refer Online schedule on portal https://mptenders.gov.in
Last date and time for online Tender preparation and hash submission(technical and financial)	Refer Online schedule on portal https://mptenders.gov.in
Date and time for online Tender data decryption and encryption (technical and commercial)	Refer Online schedule on portal https://mptenders.gov.in
Receipt of online EMD Document fees, to be paid online only via Payment Gateway mode/TDR of only. Additional performance Security Deposit (If required)	Tender Fee and EMD to be paid via online mode only.

TO BE FILLED IN BY THE TENDERER

I/We have quoted my/our offer in Commercial Tender in figures.

Name and signature of Tenderer
With complete address

DISCLAIMER

Detailed Time Table for the various activities to be performed in e-tendering process by the Tenderer for quoting their offer is given in this Tender Document under "Tender Schedule". Contractor should carefully note down the cut-off dates for the carrying out each e-tendering process/activity.

Every effort is being made to keep the Website upto date and running smoothly 24 x7 by the MPBOU and the Service Provider. However, MPBOU takes no responsibility, and will not be liable for, the website being temporarily unavailable due to any technical issue at any point of time.

In that event MPBOU will not be liable or responsible for any damages or expenses arising from any difficulty, error, imperfection or inaccuracy with this Website. It includes all associated services or due to such unavailability of the Website or any part thereof or any contents or any associated services.

Tenderers must follow the time table of the e-tendering process and get their activities of e-tendering processes done well in advance so as to avoid any inconvenience due to unforeseen technical problems, if any.

MPBOU will not be responsible for any incomplete activity of the e-tendering process of the tenderer due to technical error / failure of the website and it cannot be challenged by way of appeal, arbitration and in the Court of Law. Contractors must get done all the e-tendering activities well in advance.

Project Name:

Structured E-Learning Content and Engagement Development (SECED)

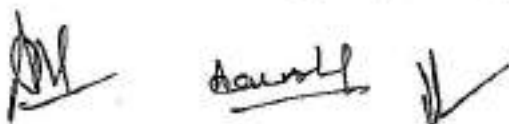
Introduction:

The Madhya Pradesh Bhoj (Open) University invites bids from experienced and reputable vendors/ Govt./ Semi Govt. Organizations/ PSU with expertise and experience in the field of design, development & implementation of e-learning contents development and Management System to develop high-quality e-content in different formats at various levels and domains of higher learning, for undergraduate (UG), postgraduate (PG) and other degree/Diploma/Certificate programs to be hosted on the e-learning platform (The LMS platform - LMS Application Software for hosting is to be provided by the MP Bhoj (Open) University). The content must be compatible with the University's AI-supported Learning Management System (LMS) and strictly adhere to the guidelines set by the University Grants Commission (UGC). The developed content will undergo approval by an Editorial Board before being finalized.

Scope of Services:

This project involves the design, development, and implementation of **Structured E-Learning Content and Engagement Development (SECED)**. E-contents so developed will be hosted on LMS Application Software to automate all processes related to online learning, course management and online examination administration. The selected Tenderer(s) will be responsible for developing and managing the contents in a manner that it should be accessible through the University LMS and the mobile application solution. The broad Scope of Work for this project will revolve around the following deliverables, which include:

- The university will purchase the absolute ownership of the e-contents forever.



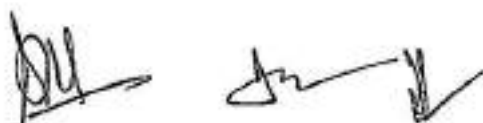
- The content will be fully managed by the University on its hosting platform.
- SECED is all about the 4 quadrant approach of E-Content Development for Online Courses and proctored examination.

1. **4-Quadrant Model:**
 - **Quadrant 1: E-Tutorials:**
 - Concise, professional video lectures (10-30 minutes) with multimedia elements (animations, simulations).
 - **Quadrant 2: E-Content:**
 - Comprehensive reading materials (PDFs, slides), case studies, and curated external web resources including suggestive relevant OERs.
 - **Quadrant 3: Discussion Forums:**
 - Interactive forums organized by topics, with weekly discussion prompts for student engagement and peer learning.
 - **Quadrant 4: Self-Assessment Tools:**
 - Quizzes, assignments, and automated assessments with detailed feedback.
 - Proctored online examination systems for secure assessments.
2. **Content Requirements:**
 - Align with the course syllabus, emphasizing clear learning outcomes and interactive elements.
 - Incorporate AI-driven personalized learning paths and resource recommendations.
2. **Accessibility:**
 - Ensure mobile compatibility, multimedia accessibility (captions, transcripts, alt-text), and multi-language support.
3. **Assessments Module:**
 - Term End Assessment Module
 - Internal assessment tools, question bank management, and adaptive difficulty levels.
 - Leverage AI for personalized content delivery and adaptive learning experiences.

Detailed profile of requirements is given in Annexure-III.


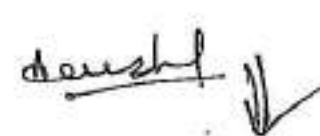
TENDERING PROCEDURE

- Tender Forms can be downloaded from the e-Tendering portal of the Public Works Department, Government of Madhya Pradesh i.e. <https://mptenders.gov.in/> after entering the details of payment towards Tender Fees as per the Tender Schedule.
- The tender submitted by the tenderer shall be based on the clarification, additional facility offered (if any) by the Department, and this tender shall be unconditional. Conditional tender will be summarily REJECTED.
- All tenderers are cautioned that tender containing any deviation from the contractual terms and conditions, specifications or other requirements and conditional tender will be treated as non-responsive. The tenderer should clearly mention in forwarding letter that his offer (in envelope No.1&2) does not contain any condition, deviations from terms and conditions stipulated in the tender.
- Tenderers should have valid ClassII /III Digital Signature Certificate (DSC) obtained from any Certifying Authorities. In case of requirement of DSC, interested tenderer should goto



<https://mptenders.gov.in/> and follow the procedure mentioned in the document; Procedure for application of Digital Certificate.

- For any assistance on the use of Electronic Tendering System, the Users may call the Toll Free: 0120-4001 002, 0120-4001 005, 0120- 4493395. Special Instructions to the tenderers for the e-submission of the tender online through this tender site: <https://mptenders.gov.in/>
- Tenderer must register them on <https://mptenders.gov.in> portal by clicking "Online Tenderer Enrollment" and then map Digital Signature Certificate.
- Tenderer then login to the site giving the user-id /password chosen during registration. The e-token that is registered should be used by the tenderer and should not be misused by others.
- The tenderer can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with tender documents during tender submission.
- After downloading / getting the tender schedules, the tenderer should go through them carefully and then submit the documents as asked, otherwise, the tender will be rejected.
- If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Tenderer should take into account the corrigendum published before submitting the tender online.
- Tenderer, in advance, should get ready the tender documents to be submitted as indicated in the tender schedule and they should be in PDF/xls/rar/dwf formats. If there is more than one document, they can be clubbed together.
- Tenderer should get ready the EMD as specified in the tender.
- The Tenderer reads the terms & conditions and accepts the same to proceed further to submit the tender.
- The Tenderer has to submit the tender document online well in advance before the prescribed time to avoid any delay or problem during the submission process.
- After the tender submission, the acknowledgement number, given by the e- tendering system should be Printed by the Tenderer and kept as are cords of evidence for online submission of tender for the Particular tender.
- The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of tender online by the tenderers.
- The Tenderer may submit the tender documents by online mode through the site (<https://mptenders.gov.in/>) as indicated in the tender.
- The tendering system will give a successful tender updating message after uploading all the tender documents submitted & then a tender summary will be shown with the tender no, date & time of submission of the tender with all other relevant details. The documents submitted by the tenderers will be digitally signed using the e-token of the tender and then submitted.
- The tender summary has to be printed and kept as an acknowledgement as a token of the submission of the tender. The tender summary will act as a proof of tender submission for a tender floated and will also act as an entry point to participate in the tender opening date.
- Tenderer should login to the site well in advance for tender submission so that he submits the tender in time i.e. on or before the tender submission end time. If there is any delay, due to other issues, the tenderer only is responsible.
- The tenderer should see that the tender documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the tender is liable to be rejected.

4.	The Tenderer should have executed Minimum 2 projects with similar scope of activities for any leading educational institutions /examination boards / universities, during last 5 years. IT start-ups should have atleast one project workorder and completion letter for working in similar domain.	The Copy of the Work order or Agreement and Completion or Experience certificate from the party where the work is executed. The list of projects should be summarized in the Annexure-VIII
5.	The Tenderer should not be Blacklisted by any Govt., Board, University or Semi-government organization on the Day of bidding.	Declaration of non-blacklisting on Tenderer's letter head as per the Annexure-IX
6.	The Tenderer should have a minimum experience of 3 years in serving educational institutions in India or Overseas.	Copies of the relevant & valid (as on date of submission of bid) copies of work orders
7.	The Tenderer must possess a valid: Income Tax Registration/ PAN GST Registration Certificate	Copies of relevant certificates of Registration (Attach as required in Annexure-I)
8.	The Bidder should have proper arrangements, development facilities to deliver the products within the shortest period of time frame at MPBOU. Preparedness shall be assessed on the basis of Demonstration/ Presentation on the date scheduled.	Summary of readiness of solution. (Attach as required in Annexure-X, XI)
9.	The Tenderer should have at least 25 Technically Qualified Professionals on the rolls in the area of Video Development/ content composition, editing and other relevant Technical Support & have prior experience in similar projects as per scope of work.	Copy of payroll and work order self-attested (Attach as required in Annexure-VII)

Note: All the relevant documents should be arranged chronologically during the uploading of documents on the online tendering portal.

In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

The Tenderer shall also submit the hard copy of the response documents as per timelines stipulated in tender notice. However, for the purpose of evaluation only, the response document submitted online shall be considered. Along with:

- Online payment Receipt against Earnest Money deposit.
- Online payment Receipt against Tender form fee with GST.

Tenderer must submit work order and Completion Certificate or Experience Certificate from competent authority for each of the cited project experience. In case of MoU, the copy of MoU, work order &

- The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, tender submission, tender opening etc., in the e-tender system. The tenderers should follow this time during tender submission.
- All the data being entered by the tenderers would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during tender submission & not be viewable by anyone until the time of tender opening. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
- The confidentiality of the tender is maintained since the secure Socket Layer 128 Bit encryption technology was issued. Data storage encryption of sensitive fields is done.
- The bidders are requested to submit the tender through an online e-tendering system to the TIA well before the tender submission end date & time (as per Server System Clock).
- The tenderer should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) option in the browser.
- For any other queries, the tenderers are asked to contact through Mail: <https://mptenders.gov.in/>.

Eligibility Criteria / Pre-Qualification Criteria

N.	Pre-Qualification Criteria	Supporting Documents to be submitted
1.	Tenderer must be a company registered in India under the Companies Registration Act, 1956 or 2013 and in business for the last 3 years. Or A proprietary firm registered under relevant act and in business for last 3 years Or A partnership firm registered under relevant act and in business for last 3 years	Following supporting document of the company to be submitted: (in Annexure-I) Copy of the valid registration certificate issued by competent authority Copy of PAN Card Copy of GST Certificate For proprietary and partnerships: Copy of registration, Shop act, industrial registration, Copy of PAN and GST registration
2.	The Tenderer must have ISO and CMMI level-3 or above Certificate. Have working experience with any university or boards in India or Overseas.	Copy of the ISO certificate, copy of the agreement / MoU/ work orders signed with universities/ boards in India (Attach as required in Annexure-I)
3.	The Tenderer must have an average annual turnover of at least INR 2 Crores during last 3 financial years of (FY2020-21, FY2021-22, FY2022-23) MSME Exemption allowed as per rules. Registered Startup should have atleast 50 Lakh average Turnover in last 3 financial years. Due exemptions to Govt./Semi Govt. Dept./PSUs working in the similar domain.	1) Certificate from the Competent Authority (Chartered Accountant) Certifying the Turnover & net worth amount 2) Copy of Audited Balance sheet for 3 financial years issued by Chartered Accountant (FY2020-21, FY2021-22, FY2022-23). 3) ITR for last three Financial Years or (FY2020-21, FY2021-22, FY2022-23) 4) GSTR-3B for last 3 months, in current Fin. Year (Attach as required in Annexure-I) 5) Startup Certificate by GOI is required. (Attach as required in Annexure-I)

completion certificate from awarding company and copy of work order of awarded company from mentioned bodies shall be submitted for such relevant projects

Technical Proposal

Technical Specifications Bid shall be submitted along with a covering letter as per Annexure-X, XI with all necessary documents & Annexures. The technical Bid should contain a detailed description of the proposed work. It should articulate in detail, as to how the Tenderer's technical solution meets the requirements specified in the bid. The technical bid must not contain any pricing or commercial information. Any information submitted additional to the required response should be marked as 'Supplementary' and will be furnished as a separate section. **If the Tenderer wishes to propose additional services (or enhanced levels of services) beyond the scope of this bid, the proposal must include a description of such services as a separate attachment to the bid.** The technical Proposal should contain the details of tasks to be performed as per detailed scope of work and technical specifications. The Tenderer shall submit his performance information on his letterhead along with color photographs of infrastructure, copy of software Licensed, agreement etc.

The Tenderers shall also be evaluated on the technical evaluation criteria given in the below table. The Tenderers shall have to score at least 70% marks in the technical evaluation criteria in order to qualify for the commercial evaluation round.


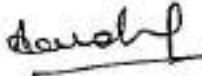

**for S.N 8 in above table: technical presentation date will be communicated to the qualified Tenderer after the pre-qualification process is completed.*

Commercial Proposal

- The commercial proposals should be submitted as per the format of Commercial Bid given at Annexure-II, adherence to the prescribed format and terms as mentioned in this tender must strictly be followed. Any deviation or any condition written in the financial except mentioned in the prescribed format, will result in disqualification of bid.
- Unless expressly indicated, Tenderer shall not include any pre-qualification or technical information regarding the services in the commercial Bid. Additional information may be submitted to accompany the proposal. In submitting additional information, it should be marked as supplemental to the required response. Prices shall be quoted entirely in Indian Rupees up to two decimal places and must include all applicable taxes and levies and exclusive of GST (Goods and Services tax)
- The Tenderer is required to ensure that the products and services quoted are as per prescribed specifications and standard.
- The Tenderers are required to quote their best prices, inclusive of all taxes (and exclusive of GST), levies, freight, handling, insurance, and local costs if any etc.
- The rates offered by the Tenderer should be firm and free from all escalations. Prices quoted by the Tenderer shall be fixed during Tenderer's performance of the contract and shall not be subject to variation on any account.
- Commercial bid shall be unconditional; any conditional bid shall be summarily liable to be rejected.
- Requirements of the e-contents to be developed are as per Annexure-III; including expert review, editing and also modifications, if required. All kinds of technical and charges required for such development and support shall be deemed inclusive in the offer.

Bid Evaluation

- Bids will be evaluated by the Bid Evaluation Committee constituted by the University.

- The decision of the bid Evaluation Committee shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the committee.
- If there is a discrepancy between words and figures, the amount in words shall prevail.
- The Prequalification bid/Technical Evaluation Committee may conduct clarification meetings with each or any Tenderer to discuss any matters, technical or otherwise.

Evaluation Process:

- Bids will be evaluated based on technical and financial criteria as outlined in this document.
- Only technically qualified tenderers matching the pre-qualification criteria will move to the further evaluation phase.

Bid documents shall be evaluated as per following steps:

Examination of Pre-Qualification Criteria

- A three-stage procedure will be adopted for evaluation of bid proposals, with the pre-qualification being completed before the technical evaluation and thereafter financial proposals being opened and compared. Only those Tenderers fulfilling all pre-qualification criteria shall be called for technical presentation which is part of the technical proposal evaluation.
- The documents submitted in pre-qualification & technical envelope shall be examined to determine whether the Tenderer meets the prequalification/eligibility criteria, completeness of the bid, whether the documents have been properly signed by the authorized signatory and whether the bids are generally in chronological order.
- Madhya Pradesh Bhoj (Open) University reserves the right to seek information/clarifications from the Tenderers. Any bids found to be non-responsive for any reason or not meeting the minimum levels of eligibility criteria specified in the various sections of this tender document shall be rejected and not included for further consideration.
- Bid Evaluation Committee may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Tenderer. Prior to the detailed evaluation, the Bid Evaluation Committee will determine the substantial responsiveness of each bid to the bidding documents. For the purpose of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bid documents without material deviations.
- If the Bid Evaluation Committee determines that a bid is materially deviating from the prescribed terms and conditions, then the matter may be referred at a higher level to decide whether the deviations of the bid are material or not. Decision of the Bid Evaluation Committee regarding this shall be final and binding.
- The Committee's determination of a bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.
- If there is any difference in interpretation of the bids Terms, the Bid Evaluation Committee's interpretation will be final and applied on all the bids. Tenderers are advised to seek clarification on such tender terms, if any, during pre-bid meeting.

Evaluation of Technical Bids

- Technical bids shall be evaluated only of the Tenderers who qualify pre-qualification criteria and submitted all the documents and details in prescribed format.
- An intimation of bid opening will be given to all the Tenderers before opening of technical bid through e-mail.
- The bid evaluation committee will evaluate technical bids on the ground of scope of services mentioned in the bid and the technical eligibility criteria mentioned below in the tender document.

o The committee may seek further clarification, if required, from the Tenderers for the purpose of technical evaluation.

o If a technical bid is determined as not substantially responsive, the university will reject it and in such a case, commercial bid will not be opened; the decision of committee in the matter shall be final. No correspondence will be entertained outside the process of negotiation /discussion with the committee.

o Solution, strategies, offerings and compliances presented in the form of technical presentation will become essential part of Services Agreement to be signed with the successful Tenderer.

Technical Evaluation Table

S.N.	Criteria	Max. Marks	Method of Allotting Marks		
1.	The Tenderer should have executed minimum one project with similar scope of activities for any leading educational Institutions directly or through MoU with the awarded Company during last 3 Years. Total Value of such Projects in the relevant work should not be less than 25 Lakh and Startups should have workorder of minimum 3 Lakh.	10	S.N.	Total Value of relevant project work order	Allotment of Marks
			1	>= 100 Lakh	10
			2	>= 50 Lakh and <100 Lakh	05
			3	>=25 Lakh	02
2.	The Tenderer should have executed one or more number of projects having similar scope of all activities for any leading educational Institution/ universities, during last three years	10	S.N.	No. of Works/ Project	Marks
			1	One or more Projects	1 Mark for each (Max 10)
3.	The bidder must have an average annual turnover of at least INR 01 Cr during last 3 financial years (FY2020-21, FY2021-22, FY2022-23). Minimum annual average turnover for startups is 50Lakh.	10	S.N.	Average Annual Turnover (in Crore)	Allotment of Marks
			1	> = 10	10
			2	> =5 and <10	08
			3	> =3 and <5	05
			4	> =2 and <3	02
4*	Technical Presentation (Assessment of sample Contents and Preparedness)	30	S.N	Assessment through Presentation	Allotment of marks
			1	Quality of Sample e-text content & Engagement	15
			2	Audio/Video Contents Quality, Presentation &Assessment Tools	15
Total Marks		60			

Opening & Evaluation of Commercial bids

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- The University will open the commercial bids of only technically qualified Tenderers at the time, date and place, as decided by the University.
- The commercial bids will be opened and compared (after the technical evaluation is completed) for those Tenderers whose technical bids reach the minimum scores of 42 marks out of 60.
- For the final selection of the Tenderer "QCBS" method will be considered

Selection of Tenderer

- Evaluation criteria proposed to be adopted will be Quality cum Cost Based Selection (QCBS) where Technical Bid Score will get a weightage of 60% and the Commercial Bid Score a weight of 40%
- **Bids meeting pre-qualification conditions will be taken up for technical evaluation.**
- The Tenderer would be technically evaluated out of 60 marks. All the Tenderers who secure overall minimum of 70% (42 Marks out of 60 as per technical evaluation criteria) will be considered as technically qualified. Technical score weightage of all technically qualified Tenderers will be calculated on the basis of the following formula:
- Final Technical Score of Tenderers (FTS) = Technical Marks received by the Tenderer
- The technically qualified bid having the Lowest Commercial Quote shall be termed as the Lowest Evaluated Bid and will be awarded 100 marks and 40% of weight of this commercial score shall be considered for final evaluation.

Evaluation of Tender for Award –QCBS

Sr. No.	Particular	Marks	Weightage
1	Technical Evaluation Table		60%
	A. Past Experience and Preparedness	30	
	B. Quality of Sample e-text & Engagement Tools	15	
	C. Audio / Video Contents Quality, Presentation & Assessment Tools	15	
2	Pricing Structure (As Quoted in Annexure-II by the Bidder)		40%
Total			100%

Process and methodology of evaluation:

Financial bid of only those tenderers with at least 42 out of 60 marks in technical evaluation will be considered.

In case at-least 3 tenderers are not available as per above, then the process shall stand cancelled.

The financial bid (fb) will be normalized on a scale of 100, with lowest bid being normalized to 100 and the rest being awarded on a pro-rata basis. The normalized scores would be considered for the purpose of Quality and Cost Based Selection (QCBS).

Final Technical Score of Tenderers (T_b) = (Technical Marks received by the Tenderer)

The individual tenderer's commercial scores are normalized as per the formula

$$F_n = (F_{min} / F_b) * 100\%$$

F_n = Normalized commercial score for the tenderer under consideration

F_b = Absolute financial quote for the tenderer under consideration

F_{min} = Minimum absolute financial quote

$$\text{Composite Score (S)} = T_b + F_n * 0.40$$

The tenderer with the highest Composite Score(s) will be called for negotiations for the award of contract. As a part of their financial bid, the tenderer is required to submit the supporting documents in the formats provided.

While deciding the commercial score the university may adopt item wise lowest rate or cumulative both items lowest rate as per committee decision.

- In case of a tie where two or more Tenderers achieve the same highest overall score, the Tenderer with the higher technical score will be invited first for negotiations.
- The University is not bound to accept the best evaluated bid or any bid and reserves the right to accept any bid, wholly or in part
- After selection, a letter of Award (the "LOA") shall be issued in duplicate by the university to preferred Tenderer and preferred Tenderer shall within seven (7) days of receipt of LOA, sign and return the duplicate copy of LOA in acknowledgement thereof.
- In the event the duplicate copy of LOA duly signed by preferred Tenderer is not received by the stipulated date, university may, unless it consents to extension of time for submission thereof, appropriate the EMD of such Tenderer as damages on account of failure of the selected Tenderer to acknowledge the LOA.
- After acknowledgement of LOA as aforesaid by preferred Tenderer, it shall cause the concessionaire to execute the concession agreement within the period prescribed. The Selected Tenderer shall not be entitled to seek any deviation, modification or amendment in the concessionaire agreement.

Submission of Tenders:

Refer to Key Dates as indicated in the time scheduled mentioned in the detailed tender notice.

Opening of Tenders:

On the date specified in the Tender Schedule, following procedure will be adopted for opening of the Tender.

Envelope No.1: (Documents)

First of all Envelope No.1 of the tender will be opened online to verify its contents as per requirements.

Envelope No.2: (Financial Bid)

This envelope shall be opened online after opening of Envelope No. 1, only if contents of Envelope No. 1 are found to be acceptable to the Department and pre-qualification bid scrutiny committee report

Earnest Money Deposit: Govt / Semi Govt. Organizations/ PSUs are exempted

Earnest money shall be paid via online using NEFT/RTGS or payment gateway mode. After Tender opening, the EMD of the unsuccessful tenderer will be returned to the account provided by the Tenderer during the bid preparation as given in challan under Beneficiary Account Number.

Earnest Money in the form of cheques or any other form except above will not be accepted.

The amount will be refunded to the unsuccessful tenderers on deciding about the acceptance or otherwise of the tender. In case of successful tenderer, it will be refunded on his paying initial Security Deposit amount & completing the tender documents.

The amount of Earnest Money Deposit shall be forfeited incase a successful tenderer does not pay the amount of Security Deposit within the time specified as stipulated by the Registrar & complete the contract documents. In all other cases EMD will be refunded.

Security Deposit:

After acceptance of tender the successful tenderer shall submit the Security Deposit. The total Security Deposit to be paid shall be 3% of the total cost of work entrusted. Security Deposit will be refunded after the completion of work entrusted & satisfactory supply report from concerned department / Examination Division.

The amount deducted as a Security Deposit shall be forfeited in case successful tenderer refuses to accept the work after allotment or successful tenderer fails to start & complete work in scheduled time which is fixed by concerned authority.

Issue of Forms:

Information regarding contract as well as blank tender forms can be downloaded from the e-Tendering website upon providing the details of the payment of cost.

The details of required services are specified in Annexure III.

Tender's Acceptance:

Acceptance of tender will rest with the Registrar, MPBOU, and Bhopal who reserves the right to reject any or all tenders without assigning any reason therefore.

Conditional Tender:

The tenders who do not fulfill the conditions, the general rules and directions for the guidance of tenderer in the tender form or are incomplete in any respect are likely to be rejected without assigning any reason therefore. Conditional Tenders will not be accepted or considered.

Power of Attorney:

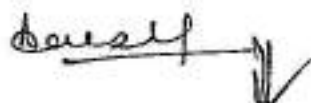
If the tenderers are a partnership firm or com any, they should in their forwarding letter mention the names of all the partners together with the name of the person who holds the power of Attorney, authorizing him to conduct all transactions on behalf of the body, along with the partnership deed. (Annexure-XII)

Payment Terms:

No Advance will be paid. Payment will be made after successfully completion of the each course and after due procedure.

No payment will be made for any kind of incomplete work required in the project.

The Tenderer will be eligible for receiving payment up to 60% of billing amount towards services charges after finalization and final delivery including review by reviewer panel of complete all course material of



a programme. Remaining 40% amount will be released after absolute completion of one cycle of course and upon satisfactory feedback from the stake holders.

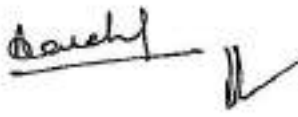
In case, the tenderer to comply with the condition of delivery of services payment of the invoice will be made after receiving a satisfactory report from the Concerned Department/ Programme Coordinator.

Duration of tender:

Duration of validity of tender and subsequent contract shall be for a period of one year from the date of signing of the contract however it may be extended for upto three years as per mutual consent on similar rate, terms and conditions specifically included in the agreement.

GENERAL TERMS & CONDITIONS / INSTRUCTIONS TO TENDERERS:

- The tenderer should read carefully all the tender terms, conditions and work specifications.
- Conditional offers received other than the specified conditions mentioned in the tender enquiry are liable for rejection.
- All the tenderers should note that failure of violation of General Conditions, General Notes, their tenders are liable for prima-facie rejection.
- The supplier must have sufficient capacity to implement the software and complete the services successfully.
- Evaluation of tender will be done on QCBS. However, the University shall consider the merit of the Tenderer while making a decision.
- The decision of the committee in the matter shall be conclusive, final, and binding on the Tenderers and non-challengeable.
- Any price escalation will not be considered, however any change in Goods & Service Tax (GST) shall be paid or if decrease in taxes it shall be deducted from payment to the tenderer.
- The Tenderer should deliver all Application and Cloud Account user controls as per delivery schedule given by the University.
- The quoted rates should be inclusive of all taxes and incidental charges but exclusive of GST. GST will be applicable on actual basis..
- No Joint Venture or Consortium partnership or Subletting the work is allowed.
- The tenderers / companies shall acquaint himself fully with the requirements of the University. No compensation on account of any difficulties will be entertained at a later stage after award of works.
- **Technical bid, Solution Presentation and Commercial bid will be the basis for bid evaluation.**
- Authorities may ask for clarification or further information to evaluate the bid.
- Please note that all the uploaded documents the bid should be signed with date; and the seal of the organization should be put near the signature of the Authorized signatory.
- If any information sought in this document is missing or not clearly specified by the vendor, it will be assumed that the organization is not in a position to supply information.
- An Undertaking (Self Certificate) is to be submitted that the Organization hasn't been blacklisted by any central/state Govt. department/ organization.

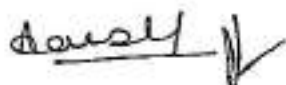


- Technical and financial bids will be opened in the presence of tenderers or their representatives who choose to attend on the specified date and time.
- Financial bids of only eligible tenderers matching the pre-qualification criteria of the bids and qualifying in the presentation will be opened.
- In the event of the date specified for receipt and opening of bids being declared as a holiday by the University, the due date for opening of bids will be the next working day at the appointed time.
- The University reserves the right to accept/reject any or all bids received in response to this advertisement at any stage of the process; without assigning any reasons, whatsoever. The University also reserves the right to raise the eligibility criteria for short listing the vendors.
- Tenders shall be submitted in prescribed tender form through <https://inptenders.gov.in> portal only. The tender will be rejected if not submitted in the prescribed format.
- Tenderers should be prepared to meet with university authorities upon request.
- Development work must be completed within the time limit prescribed by the university.
- Tenderers shall ensure all kinds of security provisions including CAPTCHA facility and password protection at server and client side.
- A Single point of contact will be nominated by Tenderer.
- Tenderer shall keep track of the record of update & maintenance request received from Officer and action taken report. The report shall be sent to the Organization every day.
- Tenderers are not allowed to advertise their own brand/content/logo/symbol or any such things on the portal without written consent from the department.
- If any of the rules won't be followed it may lead, your company to Discontinuation of agreement.
- Delay Penalty: delay penalty/action will be decided by the University which will be binding to the vendor.
- University shall have the right to cancel this work order if services are found unsatisfactory.
- Bids received after the specified date and time, due to whatever reason, shall not be considered for bidding.
- **Conditional Bids/Vague offers shall not be considered.**

Use & Release of Tenderer Submissions:

- The documents/papers prepared in this connection shall be the property of the University and must be deposited with the University after the work is over.
- The work order for the required service will be placed with the selected service provider by the University directly, and the payment for the service mentioned in the said work order will be made directly by the University from their own sources/funds as per the financial terms and conditions of the bid.

Note:

- Consortiums will not be allowed. The tenderer must meet all the eligibility criteria by itself.
- In case the Tenderer finds that the submitted documents are insufficient, the Tenderer is expected to provide additional documents to confirm eligibility based on a request from the Tenderer.

Cost of Bidding

The Tenderer shall bear all the costs associated with the preparation and submission of its bid, and the University will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Clarification of Bidding Documents

A prospective tenderer requiring any clarification of the bidding documents may seek clarification of their query on the date indicated in this document. The University will respond to any request for clarification of any bidding documents, which it receives during the meeting on the date mentioned in this document. The University shall hold a pre-bid meeting with the prospective tenderers on the date and time given in the document.

The Tenderers must ensure that their queries for the pre-bid meeting reach the designated officer by post, facsimile, or email on or before the date and time given in Section 1.

Specific Conditions for Tenderers:

Contract Validity: The contract will be valid for a period of 3 years from the date of award unless terminated earlier or extended in accordance with the contract terms.

Confidentiality: The tenderer shall not disclose any confidential information received from the University to any third party.

Maintenance



- Tenderer must provide the regular and yearly maintenance & upgrade of the application till the contract period.
- In the event of non-extension of contract, the Tenderer must transfer all the knowledge and user credentials, data if any to the university without any hesitation and without any charges.
- **Dispute Resolution:** Any dispute arising out of or in connection with this contract shall be resolved through mutual discussion. If the dispute remains unresolved, it shall be referred to arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996.

General

- Full Ownership/copyright Transfer with no obligation to any third-party, author or publication..
- Content Delivery within the Timeline has the topmost priority.



Manpower Availability:

The Tenderer should have at least 25 Technically Qualified Professionals on the rolls in the area of video and related content development/ System Integration/ Technical Support & Prior Experience in maintaining similar projects as per scope of work.

 _____ 

ANNEXURE-I
Particulars of Bidder

Sl. No	Information sought	Details furnished
1	Name of the Firm	
	Address of Local Regd. office	
	Address of Head Office	
2	Whether Public Limited /Pvt. Limited/ Proprietary etc.	
3	Year of Incorporation	
4	Date of Registration	
5	RoC Ref. No:	
6	Details of company registration	
7	Details of GST registration with app. Authority	Copy of GST registration GST Return for Previous Month
8	TAN No.	
9	PAN Number with Details of Income Tax Returns (FY 21-22, 22-23, 23-24)	Copy of Income tax paid (for previous 3 Fin Years i.e. 2021-22, 2022-23, 2023-24)
10	Name, Address, Email, Phone No. of Bidder	

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CERTIFICATES:

Attach as applicable; ISO/other Certificate, MSME Registration Certificate.

WORK EXPERIENCE:

(Attach: Agreement copy or work order or certificate related to providing the services as a proof of eligibility from Govt./ Semi Govt. Organization)

SN	Name of Institute/ Org.	Type of Institute (Govt. Organizations/ Education Dept. /Educational Institutes/Research Institutes)	Service-Tenure (Date/Month/Year)	
			Commencement of Service	End of Service
1				
2				
3				

ANNUAL TURN OVER: (Attach: Extracts of BS and P&L Statement)

SN	Name of Firm/ Agency	Financial Year	Annual Turn Over
1		2022-23	
2		2021-22	
3		2020-21	

DECLARATION:

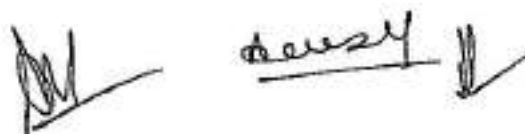
I, the undersigned, hereby declare that I shall abide by all the clauses, of the tender document viz. Penalty, Risk Purchase, Fall, and conditions as prescribed in the document MP Bhoj (Open) University, Bhopal

I declare that our firm/company possesses-

Sufficient number of computer software, license available exclusively for such work

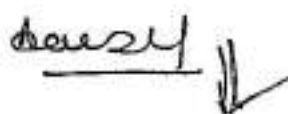
Sufficient Capacity of the manpower available to deliver all the allotted work within delivery period as per Annexure IV.

Date: Signature of the Tenderer
With official seal of company



ANNEXURE-II
FINANCIAL BID SAMPLE FORMAT

S N	Service Type
Development of e-content as per UGC's 4-Quadrant Approach.	
1	<p>E-Tutorials (Video Lectures with Captions, subtitles, and transcripts. Multimedia Enhancements) E-Content (Textual and supplementary content including Core Reading Materials in the form of PDFs, slides, textbooks, and case studies, Web-Based Resource. Suggestions for further reading with brief annotations, Annotated Bibliographies. Interactive Clickable Study Guides. Quotations, Infographics, and Key Highlights) Discussion Forums (Framework for organizing forums by subject area, Introductory posts for each topic to guide students on how to participate, Examples of effective peer-to-peer interactions, Discussion prompts based on the course material, Assessment Criteria: for evaluating student contributions in discussions. Self-Assessment Tools including Quizzes, MCQs, short-answer, fill-in-the-blank, short assignments, and problem-solving tasks, case-study based questions etc.</p>
<p>Absolute financial quote ((for One 4 Credit Course)</p> <p>*Each course is considered a 4-credit course unless specified otherwise, and rates will be calculated proportionately</p>	
<p>I, the undersigned, hereby declare that I fully understand and agree to the following:</p> <ul style="list-style-type: none"> All deliverable functions, services, and modules outlined in the Scope of Work, and the Conditions specified under Technical Requirements, and are essential components of the Service for which rates are being quoted. I acknowledge that no additional charges will be accepted for these functions, and the services will not be considered complete without their fulfilment. The tenderer agrees to provide certificates or documentation verifying the content's compliance with copyright and intellectual property laws; and to indemnify and hold the University harmless from any legal claims, disputes, or financial consequences arising from violations of copyright, plagiarism, or other legal breaches related to the content supplied by the firm. The rates quoted are inclusive of all taxes, except for GST, which will be applied at actual rates. I accept that the University reserves the right to award the work based either on the lowest rate or by considering the feasibility of the work and the Tenderer's capability. The committee's decision in this regard will be final, conclusive, and binding, and I agree that it cannot be challenged. 	

ANNEXURE-III

The broad Scope of Work for this project will encompass the following deliverables:

The project requires the development of e-content that adheres to UGC's **4-Quadrant Approach**. The quadrants ensure a comprehensive and interactive learning experience for students.

1.1. Quadrant 1: E-Tutorials

This quadrant focuses on creating high-quality video-based learning materials that can deliver complex concepts in an engaging manner.

- **Video Lectures (Minimum 5 Hour duration per credit)**
 - Professionally recorded video lectures that cover key concepts in each module.
 - Videos may include animations, infographics, simulations, and live demonstrations to explain difficult topics.
 - Each video should be concise, typically ranging between **10-30 minutes** to ensure student engagement and retention.
- **Multimedia Enhancements**
 - Integration of animations, visual aids, diagrams, and 3D models where necessary to simplify difficult concepts.
 - Interactive elements within the videos, such as clickable hotspots, quick quizzes, or visual cues to emphasize important points.
- **Lecture Segmentation**
 - Videos should be logically divided into chapters or sections, each addressing a specific learning outcome.
 - **Chapter Summaries and Key Points** at the end of each segment to reinforce learning.
- **Delivery Requirements**
 - The video files should be in high-definition (HD) format, optimized for both low and high-bandwidth conditions.
 - Captions, subtitles, and transcripts must be provided for each video to ensure accessibility.

1.2. Quadrant 2: E-Content

The second quadrant emphasizes detailed textual and supplementary content that supports video tutorials and helps deepen understanding. Content should be divided into modules (part by part) in HTML format to support the tools to gauge the learning progress.

- **Core Reading Materials**
 - Comprehensive, structured content in the form of **PDFs, slides, textbooks, and case studies**, created to align directly with the course syllabus.
 - Content must be original and easy to read, with a focus on clarity, accuracy, and alignment with learning objectives.
- **Web-Based Resources**
 - Curated and vetted external resources such as **research papers, academic articles, or reputable websites** that provide additional perspectives on the subject matter.

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- All external content must be correctly cited and licensed for educational use.
 - **Annotated Bibliographies**
 - Suggestions for further reading with brief annotations on the relevance of each recommended text or paper.
 - **Interactive Study Guides**
 - Inclusion of clickable, interactive study guides that allow students to navigate easily between topics, references, and related resources.
 - **Quotations, Infographics, and Key Highlights**
 - Use of pull quotes, infographics, and key highlights to break up large blocks of text and keep learners engaged.
-

1.3. Quadrant 3: Discussion Forums

Quadrant 3 is designed to foster active student engagement, collaboration, and communication throughout the course. Content writers are expected to create materials that support a structured environment for student interaction with peers and instructors. Specific expectations include:

1. **Interactive Forum Setup:** Develop content that outlines the objectives and guidelines for discussion boards, including how students can effectively post queries, share insights, and engage in course-related discussions.
2. **Topic Organization:** Create a clear framework for organizing forums by subject area, with separate threads for different modules or assignments to facilitate focused discussions. This may include writing introductory posts for each topic to guide students on how to participate.
3. **Peer-to-Peer Learning:** Provide prompts and guidelines that encourage students to respond to each other's questions, share resources, and collaborate on problem-solving tasks. Content should include examples of effective peer-to-peer interactions.
4. **Weekly Discussion Topics:** Generate engaging weekly or bi-weekly discussion prompts based on the course material. These prompts should be thought-provoking and designed to stimulate thoughtful debates and reflections, prompting students to critically engage with the content.
5. **Assessment Criteria:** Establish clear criteria for evaluating student contributions in discussions, encouraging quality participation while ensuring accountability.

By addressing these expectations, content writers will help create an engaging and interactive learning experience that enhances student collaboration and communication.

1.4. Quadrant 4: Self-Assessment Tools

Quadrant 4 centers on providing formative assessments that allow students to evaluate their own progress and understanding.

- **Formative Assessments**
- **Quizzes, short assignments, and problem-solving tasks** designed to test students' grasp of key concepts.

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- Provide a variety of question types (MCQs, short-answer, fill-in-the-blank, and case-study based questions) to cater to different learning styles.
 - **Detailed Feedback**
 - For each assessment, detailed feedback should be provided, explaining why certain answers are correct or incorrect. This feedback is essential for continuous learning.
 - **Automated Grading Tools**
 - Integration of automated grading systems that give students instant results, enabling them to track their own progress.
 - **Proctored Examinations**
 - Incorporate systems for **secure, fully-proctored online exams** using AI-based proctoring software to prevent academic misconduct.
 - **Personalized Learning Paths**
 - Based on quiz results, students should receive AI-driven personalized suggestions on which topics to revisit or study further.
-

2. Content Requirements

- **Syllabus Alignment**
 - The e-content must align with the syllabus and prescribed learning outcomes of the university's UG/PG programs. Each course/module should clearly state the expected learning outcomes (LOs) at the start.
 - **Learning Outcome-Centric Design**
 - Content should focus on **Outcome-Based Education (OBE)**, where each element of the course is aligned with measurable learning outcomes.
 - **Engagement Strategies**
 - Interactive content must be incorporated to maintain high levels of student engagement (e.g., scenario-based learning, case studies, simulations).
 - **Integration with AI**
 - Content must be compatible with the AI-powered LMS to allow personalized recommendations, pacing, and difficulty adjustment for each learner based on their progress and performance.
-

3. Accessibility and Usability

- **Mobile-Optimized Design**
- All content, including videos, reading materials, and quizzes, must be optimized for mobile devices. This ensures students can access learning materials on smartphones and tablets.
- **Accessibility Features**
- **Transcripts, captions, alt-text, and screen-reader-friendly formats** must be provided to make the content accessible to differently-abled learners.
- **Multi-Language Support**



- Where possible, content should be available in multiple languages, with particular emphasis on English and regional languages as per the university's needs.
-

4. Subject Matter Expert (SME) Qualifications



To ensure academic excellence, vendors must engage qualified SMEs with the following credentials:

- **Educational Background**
 - A Ph.D. or Master's degree in the relevant subject area from a recognized institution is mandatory. For PG-level content, a Ph.D. is preferred.
 - **Professional Experience**
 - At least 5 years of teaching experience at the UG or PG level, or equivalent professional experience in the field.
 - **Pedagogical Expertise**
 - SMEs must have a deep understanding of curriculum design, focusing on student-centered and outcome-based education. Experience with digital pedagogy and online course creation is essential.
 - **Publication Record**
 - Preference should be given to SMEs who have published textbooks, journal articles, or significant research contributions in their field.
-

5. Editorial Review and Approval Process

An **Editorial Board** appointed by the University will review all content to ensure that it meets academic, pedagogical, and quality standards.

- **Content Review**
 - Review for **accuracy, clarity, and alignment with syllabus objectives**. Special attention will be paid to ensuring that the content adheres to **UGC and international standards**.
- **Language & Clarity**
 - The Editorial Board will ensure that the language used is clear, concise, and appropriate for the target audience, avoiding unnecessary complexity.
- **Multimedia Review**
 - Assess multimedia content such as videos, simulations, and infographics for their educational value and ease of understanding.
- **Plagiarism Check**
 - A stringent plagiarism check using approved software will be conducted. Any content found to contain plagiarism will be rejected.
- **Feedback & Revision**

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- Vendors must make revisions as per the Editorial Board's feedback until the content meets the required standards.
-

6. Assessment Tools



- **Internal Assessment**
 - Develop quizzes, assignments, and exercises that form part of the internal assessment process, allowing students to practice and assess their knowledge.
 - **Question Bank Management**
 - Develop a **comprehensive question bank** with a variety of question types (MCQs, short answers, etc.) across different difficulty levels, enabling randomized test generation.
-

7. AI-Enhanced Learning Features

- **Personalized Learning Pathways**
 - AI-driven content that offers recommendations for additional learning resources or topics based on individual student performance.
 - **Adaptive Difficulty**
 - Quizzes and assessments should feature **adaptive difficulty**, automatically adjusting based on the student's progress.
-

8. Licensing and Copyright

- **Copyright-Free Content**
 - All content must be original or licensed for educational use. Vendors must ensure that no copyrighted material is used without proper permissions.
- **Ownership**
 - Upon final approval, the University will own all intellectual property rights to the developed content.

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ANNEXURE-IV

Delivery Schedule



Delivery of the Contents for the above mentioned scope of modules will be as under:

Delivery of the contents (covering 4-Q Approach) shall be completed within a period of 3 Months after receiving work order for a particular course.

- i. Supply of Core Reading Materials (45 days)
- ii. Completion of Video contents (60 days)
- iii. Remaining all material including engagement, learn more, assessment tools etc. (75 Days)
- iv. Compilation and synchronization in integrated package ready for deployment (90 days)

Note:

All the material developed and supplied must be free from any plagiarism and plagiarism check certificate has to be produced along with the each and every content.

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ANNEXURE-V

Bid covering letter.
(On the letterhead of Tenderer's firm)

To,
The Registrar
MP Bhoj (Open) University, Bhopal -462016, Madhya Pradesh, India,

Subject: Submission of Bid for Selection of Agency for "Structured E-Learning Content and Engagement Development (SECED)"
for MP Bhoj (Open) University . Bhopal

Ref: E-Tender Notice No. ____

Dear Sir,

Having examined the tender/bid Documents, the receipt of which is hereby acknowledged, we, the undersigned, submit deliverables in full conformity with the said bidding documents.

We undertake, if our bid is accepted, to commence work as per the schedule and to achieve the Acceptance within the respective times stated in this bid.

We have read the terms and conditions of bid and confirm that these are acceptable to us.

We further declare that bid is unconditional.

We would be fully responsible for ensuring that all provided content to be original, legally compliant, and free from plagiarism. We as supplier indemnify the University against any legal claims or issues arising from the content's use.

If our bid is accepted, we undertake to provide a Performance bank security deposit in the specified amounts, and within the times specified in the Bidding Documents.

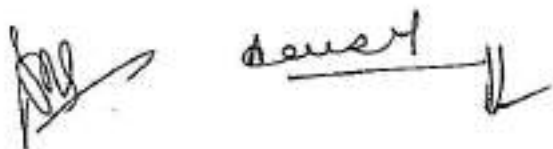
We undertake that, in competing for (and, if the award is made to us, in executing) the above assignment, we will strictly observe the laws against fraud and corruption in force in India.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us.

In the event of any discrepancy or misrepresentation in the provided information or declaration, unsatisfactory performance, or violation of any contract conditions, the University reserves the right to terminate the contract immediately without any obligation for compensation.

Date:

Place: Name & Designation with Seal

The block contains two handwritten signatures. The first signature on the left is in dark ink and appears to be 'Raj'. The second signature on the right is in blue ink and appears to be 'Rajesh'. Below the blue signature is a horizontal line, possibly indicating a stamp or a signature line.

ANNEXURE-VI

Request for clarification form

Name of the Company/Firm:

Name of Person(s) Representing the Company / Firm:

Name of the Person	Designation	e-mail id	Mobile Number

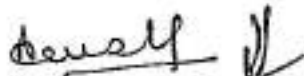
Query/Clarification sought:

S.N.	Bid documents Reference (Section no., Sub sectionno.)	Page No.	Content of Bid Requiring clarification	Clarification Sought

Note: - Queries must be strictly submitted only in the prescribed format. Queries not submitted in the prescribed format will not be considered/ responded by the tendering authority.

Date:

Place: Name & Designation with Seal



Experience of similar Projects Complete

S.N.	Name of Organization & Details of Contact Person	Description of Project	Order Value In INR	Commencement Date	Completion Date

(Please attach workorder and experience or completion certificates issued by the concern organization as per the relevant supporting documents mentioned in pre-qualification criteria)

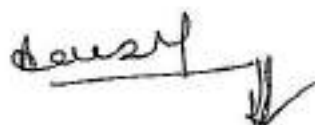
Details of ongoing similar projects with status

S.N.	Name of Organization & Details of Contact Person	Description of Project	Order Value in INR	Project Status

Details of Office, Branch office, Office address

S.N.	Office Name & Address Details	Numbers of Resources / Employees	Locations





ANNEXURE-VII

Self-declaration

To,
Registrar
MP Bhoj (Open) University . Bhopal

Subject: Submission of Bid for Selection of Agency for "Structured E-Learning Content and Engagement Development (SECED)"
MP Bhoj (Open) University, Bhopal
Ref: E-Tender Notice No.____

In response to the Tender for "Structured E-Learning Content and Engagement Development (SECED)" for MP Bhoj (Open) University . Bhopal


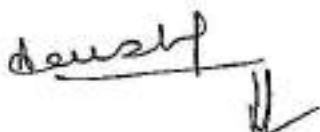
As an owner/partner/Director of.....

I/We hereby declare that our Company/firm is having capacity to implement the above scope of work. Please see below for details of our facility location and resources.

S.N.	Name, Location & detailed Address of office, works	Manpower employed at the office	No. of computer & software
1	2	3	4

Date:

Place: Name & Designation with Seal

ANNEXURE-VIII

Technical Form

The Tenderer should have executed minimum two projects with similar scope of activities for any leading educational boards / examination boards / universities, directly or through MoU with the awarded company, during last five years

Experience of similar Projects Complete

S.N.	Name of Organization & Details of Contact Person	Description of Project	Order Value In INR	Commencement Date	Completion Date

(Please attach work order and experience or completion certificates issued by the concern organization as per the relevant supporting documents mentioned in pre-qualification criteria)

Details of ongoing similar projects with status


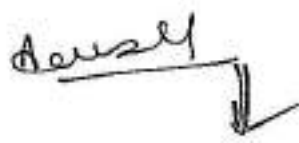
S.N.	Name of Organization & Details of Contact Person	Description of Project	Order Value In INR	Project Status

Details of Office, Branch office, Office address

S.N.	Office Name & Address Details	Numbers of Resources / Employees	Locations

Date:

Place: Name & Designation with Seal

ANNEXURE-IX

Self-declaration of Non-blacklisting

To,
The Registrar
MP Bhoj (Open) University, Bhopal

Subject: Submission of Bid for Selection of Agency for " Structured E-Learning Content and Engagement Development (SECED)" for MP Bhoj (Open) University, Bhopal

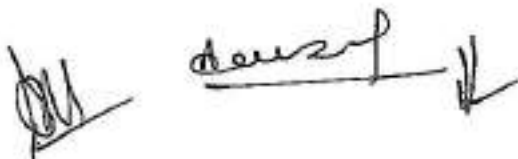
Ref: E-Tender Notice No. _____

In response to the Tender for Submission of Bid for Selection of Agency for Structured E-Learning Content and Engagement Development (SECED)for "MP Bhoj (Open) University, Bhopal as an owner/ partner/ Director of

I/We hereby declare that our Company/firm is having an unblemished past record and has not been declared blacklisted or ineligible for non-performance, corrupt or fraudulent practices it herein definitely or for a particular period of time in last 5 years by any State or Central Government Agency/ Board/ University or Semi-government organization in India.

Date:

Place: Name & Designation with Seal

The block contains a handwritten signature on the left and a rectangular stamp on the right. The stamp has the word "dewar" written inside it in a stylized font, followed by a vertical line.

ANNEXURE-X

Tenderer's Form

(On the letterhead of Tenderers firm)



To,
The Registrar,
MP Bhoj (Open) University . Bhopal

Subject: Submission of Bid for Selection of Agency for " Structured E-Learning Content and Engagement Development (SECED)" for MP Bhoj (Open) University, Bhopal

Ref: E-Tender Notice No.____

For Tenderer



S.N.	Particular	Details									
1.	Name of Tenderer										
2.	Registered office address and website										
3.	Year of establishment										
4.	Type of firm (e.g. Public Limited/ Private Limited etc.) or Partnership/Sole proprietor										
5.	Name of authorized contact person of Tenderer										
6.	Mobile number										
7.	Email address										
8.	Fax no.										
9.	Year-Wise financial turnover (Tenderer shall mention the financial turnover for the 3 years for which documentary evidence has been provided in Pre-qualification criteria)	<table border="1"><thead><tr><th>2020-21</th><th>2021-22</th><th>2022-23</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>	2020-21	2021-22	2022-23						
2020-21	2021-22	2022-23									

 _____ 

- The bid submitted shall be valid upto 180 days from the date of opening of commercial bids. The validity can be extended with mutual agreement.
- We agree to abide by all the conditions mentioned in this tender notice issued by the tendering authority and also the further conditions of the said tender notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein).
- We understand that re-produced/re-word-processed formats or Tenderer's own formats for the price quotations will disqualify the Tenderer.
- We accept payment terms and conditions as mentioned in the bid document.
- Technical bid is duly filled and signed uploaded in a technical envelope of online tendering portal with this Tenderers form along with terms & conditions in token of acceptance.
- Commercial bid of this tender document is uploaded in a commercial envelope of online tendering portal duly signed and sealed.
- We believe and agree in good faith that the decision of bid evaluation committee and tendering authority will be final and will be binding on us.

Date:

Place: Name & Designation with Seal

 Deush 

ANNEXURE-XI

Technical bid covering letter

(On the letterhead of Tenderers firm)

To,

The Registrar,

MP Bhoj (Open) University, Bhopal

Subject: Submission of Bid for Selection of Agency for **Structured E-Learning Content and Engagement Development (SECED)** for MP Bhoj (Open) University, Bhopal.

Ref: E-Tender Notice No. ____

Dear Sir,

Having examined the Bid document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the Professional services as required and outlined in the bid to meet such requirement and provide such services as required are set out in the bid documents, we attach here to the bid technical response as required by the Bid document (mentioned in Annexure- I, VII, VIII, IX, X, XII), which constitutes our proposal.

We undertake, if our proposal is accepted, we will obtain a performance security acceptable to Bhoj (Open) University, for a sum equivalent to 3% of our bid value quoted in our commercial proposal.

We agree for unconditional acceptance of all the terms and conditions set out in the bid document and also agree to abide by this bid response for a period of 180 days from the date of commercial bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this bid response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and the University.

We confirm that the information contained in this bid or any part thereof and other documents and instruments delivered or to be delivered to University is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead as to any material fact.

We agree that MP Bhoj (Open) University, Bhopal not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/service specified in the bid response without assigning any reason whatsoever. It is hereby confirmed that I/ We are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Signature:

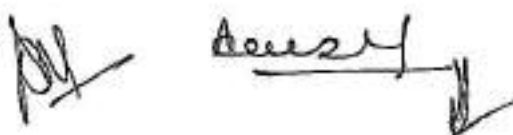
Duly authorized to sign the Bid Response for and on behalf of: (Name and Address of Company) Seal/ Stamp of Tenderer

Witness Signature:

Witness Name and Address:

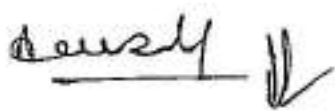
Certificate as to Authorize Signatories

I, certify that I am.....of theCompany and that.....who signed the above bid is authorized to bind the corporation by authority of its governing body.



List of Documents required with technical bid.
(With Proper Serial Number as Below)

1. PAN Card
2. GST Registration certificate
3. GST Return for Previous Month / GSTR-3B
4. Copy of Income tax paid (for previous 3 Fin Years i.e. 2021-22, 2022-23, 2023-24)
5. Certificate from the Competent Authority (Chartered Accountant) Certifying the Turnover & net worth amount
6. Copy of Audited Balance sheet for 3 FYs issued by Chartered Accountant (FY2020-21, FY2021-22, FY2022-23).
7. ITR for last three Financial Years or (FY2020-21, FY2021-22, FY2022-23)
8. Company Registration certificate
9. ISO 27001 / CERT IN Certificate
10. MSME Registration Certificate
11. Payroll Manpower employed list in detail (at least 10)
12. Work of experience in Educational Institute
13. Self-declaration certificate of Non-blacklisting
14. Year wise Turnover declaration
15. List of completed Project with University/ Govt. / Semi Govt. Organization
- Work order, / Agreement Copy
- Experience certificate
- Completion certificate.
16. List of ongoing project with work order and status. (chronological order)
17. List of Machineries or software licenses, patents etc. (certified by Engineer or Chartered Accountant)
18. Details of Office, Branch office, Office address.
19. Provide a write up about your readiness to complete this project in shortest time.
20. Technical bid covering letter (Annexure XI)
21. Authorization letter (Annexure XII)



ANNEXURE-XII

Format for Tenderer's authorization letter

To,
The Registrar
MP Bhoj (Open) University, Bhopal

Subject: Authorization certificate for Submission of Bid for Selection of Agency for "Structured E-Learning Content and Engagement Development (SECED)" for MP Bhoj (Open) University, Bhopal.

Ref: E-Tender Notice No.-----

<Tenderer's Representative Name> ,<Designation> is hereby authorized to sign relevant documents on behalf of the company/firm in dealing with tender for Submission of Bid for Selection of Agency for Supply of The Structured E-Learning Content and Engagement Development (SECED) for "MP Bhoj (Open) University, Bhopal" issued by you. He / She is also authorized to attend meetings, submit bid as may be required by you in the course of processing the above said Bid.

Date:

Place: Name & Designation with Seal

Additional Terms & Conditions: and Project Implementation Timeline:

- Project Kick-off: Within 15 days of contract signing.

The block contains two handwritten signatures. The first signature on the left is stylized and appears to be 'JG'. The second signature in the middle is more legible, possibly 'Suresh', and is underlined. To the right of the underlined signature are some initials, possibly 'JL'.

- Milestones: Detailed project milestones to be defined in the Project Plan.
- Completion: The project should be completed within 6 months of the start date.
- Customization / Development of the existing/ new software modules to be in-scope during the contract period
- Total Access Control over the software by the University.
- 24/7 day support post implementation.
- Integrated Data model for modules or solution with scalability & cost effective solution
- Ability to manage all security aspects of the University Examinations
- Ability to automate the confidential works (QP setting / Delivery Mechanism) with AI proctored enabled model.
- Ability to manage Multi Centre delivery and governance model
- The solution should be developed in-house and owned by the company (Made in India).
- In the absence of required EMD cost, the bid shall be deemed to be invalid & will be rejected by university. Those tenderers, who are exempted from submission of EMD cost, have to submit a scanned copy of the requisite certificate issued by the concerned authority like - "NSIC". Exemption/relaxation will be allowed to start up and MSEs as per applicable Government of India rules/guidelines. Prior Turnover and prior experience will also be relaxed to start up as per OM issued by Government of India. The EMD will be returned to unsuccessful tenderers. No interest shall accrue to this deposit which will be returned after completion of the work and after adjusting dues, if any.
- EMD shall be forfeited in case of the following:
The tenderer withdraws their offer during the period of tender validity.
After opening of tender, the tenderer fails to honour the contract or refuses to comply with any or all terms and conditions of the tender.
If the successful tenderer failed to furnish the security deposit as required.
- Tenderers who secured highest composite scores to whom the contract awarded will be required to deposit performance security @3% of the contract sum in the form of Bank Guaranty. This performance security must be deposited within 10 days of the award of the contract. No interest will be paid on the performance security. Refund of performance guarantee will be released after successful completion of the works of said contract.
- In case two or more companies / agencies are found to have score same marks as per evaluation criteria, the Competent Authority authorized by university shall decide about the Tenderer to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority of university shall be final.
- **Penalties for Non-Compliance:** The tenderer/ company undertake to comply fully with the university's requirements for the project. The project should be completed as per the work plan agreed upon. In case the tenderer/ company do not complete the project as per work plan, university will be at liberty to levy a penalty of up to 1% of the Contract Amount for every two weeks of delay. The maximum amount of penalty shall not exceed 10% of contract value including Performance Security that shall also be forfeited.
- In case of any breach of the contract university will be entitled to withhold any payments due and accrued and also to invoke performance security submitted by the tenderer/ company. University will also be entitled to initiate any actions to recover in whole or part any of the amounts already

released to the tenderer/ company up to that time, besides any other action that university may like to take against the tenderer/ company.

- The losses to the institute which are directly attributable to the agency shall be deducted from the bills adjusted from the Security deposit.
- TDS and other Taxes as applicable will be deducted from tenderer / company bills as per Govt. guidelines from time to time.
- The successful firm shall have to execute an agreement on a nonjudicial paper of the value of Rs. 1000/- duly signed and stamped.
- Subject to Bhopal, Madhya Pradesh jurisdiction only.

General Support and Term & Conditions

The Scope of Work shall be initially valid for a period of 3 (Three) years, extendable by 3 (Three) more years with a provision of review each year by the University.

The bidder must provide 24x7 supports through email, chat and phone. Provide guidance/support required during the span of projects.

The Bidder must comply with all the SLA (Service Level Agreement) clauses.

Warranties and Liability:

- The tenderer/company warrants that it owns and has complete rights to license, convey and without any encumbrance the deliverables covered in the contract.
- The tenderer/company further warrants that the e-contents or any associated portion of it does not contain any virus, worm, Trojan horse routines, trap door, time bomb, or any other codes or instructions that may be used to access modify damage or disable the Website or computer system including that of the customers and other users of the Website.
- The tenderer/company warrants that the contents do not infringe upon the trademark, copyright patent trade secrets or any other rights of any third party and where there is a use or infringement the tenderer/ company shall obtain a license for use from the rights holder permitting such use. The tenderer/ company shall indemnify the university against liability for infringement. The intellectual property rights of the contents will be the propriety of the university and cannot be used by anyone else without the permission of the university.
- The tenderer/ company is solely responsible for ensuring that all academic content provided to the University is original, free from plagiarism, and does not infringe on any intellectual property rights.
- Any part of content that is not original or that is based on third-party sources must be properly cited and attributed in accordance with applicable copyright laws.
- The tenderer/ company affirms that all content provided adheres to relevant copyright laws and does not violate any intellectual property rights.
- The tenderer/ company agrees to indemnify and hold the University harmless from any legal claims, disputes, or financial consequences arising from violations of copyright, plagiarism, or other legal breaches related to the content.
- The tenderer/ company is responsible for ensuring the accuracy, relevance, and quality of the content. Any errors, omissions, or misstatements in the provided materials are the sole responsibility of the tenderer/ company.

- The University would not accept any liability for any issues arising from the use of the supplied content in academic settings, including but not limited to claims of plagiarism, legal disputes, or the content's adherence to academic standards.
- The tenderer/ company must be able to provide proof of the originality and legality of the content, including licenses for any third-party materials used.
- The tenderer/ company shall provide certificates or documentation verifying the content's compliance with copyright and intellectual property laws.
- The tenderer/ company would agree to indemnify the University and its affiliates, employees, and agents from any claims, damages, or legal actions arising from the use or distribution of the supplied materials, including any costs associated with defending against such claims.

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Validate

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Help

Tender Inviting Authority: MADHYA PRADESH BHOJ OPEN UNIVERSITY BHOPAL

Name of Work: e-Tender for Dev. of e-content as per UGC's 4 Quadrant Approach

Contract No: -----/IT/MPBOU/2025 DTD. -----/01/2025

Name of the
Bidder/ Bidding
Firm / Company

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description (Pls. refer Annexure - II of Tender doc.)	BASIC RATE PER STUDENT TO BE ENTERED BY THE BIDDER IN INR WITHOUT GST	Balanced Rate after Weightage without Taxes in Rs. P	Balanced Rate after Weightage in Words
1	2	13	54	55
1	Absolute financial quote (for One 4 Credit Course)		0.00	INR Zero Only
Total in Figures			0.00	INR Zero Only
Quoted Rate in Words				

11/03/25

Handwritten signature