



# Madhya Pradesh Bhoj (Open) University

(Established Under an Act of State Assembly in 1991)

मध्य प्रदेश भोज (मुक्त) विश्वविद्यालय

Madhya Pradesh Bhoj (Open) University Bhopal

Serial no. 223/IT/MPBOU/2026

Date: 07/04/2026

## e-Tender Notice for Online/Digital Evaluation of Answer Books

e-tenders are invited for Online/Digital Evaluation of Answer Books from turn key solution providers who are state/central PSUs and working in India. Tender document and other tender terms and conditions can be downloaded from the website of government of Madhya Pradesh tender portal (<https://mptenders.gov.in>) on online payments of Rs.5000/- (Non-refundable) as cost of tender form and documents.

### Summary of Tender

#### (A) Name of Work: Online/Digital Evaluation of Answer Books

S.No.	Events	Date and Time
1.	Uploading/Publication of Tender Document	08/04/2026 at 4:00 PM
2.	Downloading of Tender Document through website <a href="https://www.mptenders.gov.in/">https://www.mptenders.gov.in/</a>	09/04/2026 at 10:00 AM
3.	Pre-Bid Meeting & Bid submission start date	21/04/2026 at 12:00 hrs at Registrar Office, MPBOU, Bhoj (Open) University Bhopal ; 23/04/2026 12:00 hrs
4.	Last date of bid submission	30/04/2026 at 17:30 hrs.
5.	Technical bid opening	05/05/2026 by 04:00 PM at Store section office, MPBOU, Bhoj (Open) University Bhopal
6.	Financial Bid opening	Date will be notified on University website <a href="https://mpbou.edu.in/">https://mpbou.edu.in/</a>
7.	Estimated value of tender	1,92,00,000 Rupees (Rs. One Crore Ninety Two Lacs) (In case of any changes in the value the same will be notified on MPBOU's website)
8.	Bid Security / Earnest Money Deposit (EMD).	Amount equivalent to 3% of tender value is to be paid Online. The bidder is required to upload the scanned copy of their e-transaction details.
9.	Tender Fee	INR Rs. 5,000.00 (Rs. Five Thousand Only) + GST is to be paid online. The bidder is required to upload the scanned copy of their e-transaction details.

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### **Amendment of Tender Terms and Condition**

At any time till one day before the deadline for submission of Bids, for any reason, University, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by corrigendum or addendum. All the modifications made in the document would be informed through the **Madhya Pradesh Bhoj (Open) University Bhopal (MPBOU) Website Only**. All such modifications shall be binding on all the Bidders. The Bidders are also advised to visit the University's website [www.mpbou.edu.in](http://www.mpbou.edu.in) on regular basis for checking necessary updates. MPBOU also reserves the rights to amend the dates.

Registrar  
MPBOU

### **1. PRE-QUALIFICATION CRITERIA**

The bidder must compulsorily possess the requisite experience, strength and capabilities in providing the services in order necessary to meet the requirements, as described in the Tender document. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the services sought by the Madhya Pradesh Bhoj (Open) University Bhopal (MPBOU) during the entire period of the contract. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the Tender document else the bids shall be rejected summarily.

The invitation to bid is open to all bidders who qualify the eligibility / pre-qualification criteria as given below:

- i) Bidder should be a state/central PSU and working in India. The registered agency should be operating in India for a minimum of eight years as on 31st Mar 2025 with an objective of offering IT services and IT enabled Services in Madhya Pradesh.
- ii) The bidder should have an average minimum annual turnover of Rs.10 Crore in IT related activities in the last 3 financial years (22-23, 23-24 & 24-25).
- ii) The Bidder must be a profitable organization during the previous successive three years of operations.
- iii) The bidder should not be declared defaulter to any financial institution and shouldn't have any legal case regarding the same pending in the court of law.
- iv) The bidder must be in the field of Digital Evaluation of answer books in universities/HEIs for a minimum of 8 (eight) years. Work order pertaining to the same must be provided as documentary evidence. Copy work order from Central/ State Government shall only be considered.
- v) The bidder should be registered with appropriate tax authorities such as Income Tax SGST/CGST and should submit the certificate of registration with these authorities.



- D. Software should be at par with legal compliance and statutory requirement of MPBOU.
- E. Results processing by applying the validation rules & declaring the results and related reports.
- F. The Digital Evaluation software should have the following broad features:
1. The solution has to provide a simple and effective medium for faster and accurate evaluation of answer scripts. All the peripheral tasks of totaling, validation of maximum marks awarded, ensuring all answers are marked and taking care of optional sections/ questions/ Extra questions answered than the prescribed, is to be taken care by the software system as per the business logic provided by MPBOU, and the evaluator's burden has to be minimized.
  2. The method of evaluation will be intimated by MPBOU, Bidder should make necessary changes in the software as per requirements of MPBOU.
  3. Digital Evaluation will be organized by MPBOU, at various locations by the agency.
  4. Bidders should provide the comprehensive plan for implementation to MPBOU, with the training schedule. Accordingly, MPBOU, will permit the University staff, teaching staff and other staff to attend the training sessions as per the schedule.
  5. MPBOU will hand over the master data related to its study centers, Regional Centers, examination centers, Courses, Programmes, Evaluation Centers Students' data and pool of examiners subject wise.
  6. The proposed system should enable digitization of the hand written Answer Scripts (AS) with appropriate resolutions and store the same in the servers for digital evaluation in a distributed environment by the assigned examiners.
  7. Scanning should be done without cutting the spine of any Answer script.
  8. Digitization process should have
    - a) The ability to read Barcode/OMR/QR/ICR / other code from the Answer sheet.
    - b) Automatic generation of unique random numbers for each Answer sheets in order to ensure anonymity of the examinee.
    - c) Masking of selected fields on any or every page of the Answer Script
  9. The proposed system should have inbuilt features for tracking the entire life-cycle of the Digital Evaluation process viz., receipt of the physical Answer scripts from MPBOU to digitizing centers, sorting for preparation of evaluation, and handing over the same back to MPBOU.
  10. The proposed solution should provide suitable authentication using login id and password to the evaluators. Provision should also be given for the password to be sent to the registered mobile numbers of the evaluators.
  11. The system should dynamically allot the digitized Answer scripts to the registered evaluators through randomization and ensure complete secrecy in the whole process. Randomization and allocation of the Answer Scripts should be fully automated.



- vi) The bidder must have a minimum certification of "CMMI Level 3" and ISO 27001:2022.
- vii) The bidder must have experience in carrying out Digital Evaluation of at least 05 Lakh booklets per year for each of the last three consecutive financial years — FY 2022–23, FY 2023–24, and FY 2024–25

## 2. SCOPE OF WORK

The MPBOU wants to implement a system that will manage the Answer Book Scanning and On-Screen evaluation cum marking process.

The following activities are included:

- A. Scanning of Answer books must be without cutting spine
- B. On-screen Marking (evaluation cum marking process)
- C. Post evaluation activities
  - A. Scanning and digitizing all pages of Answer Booklets.
    - 1. Digitization and packing of answer booklet images for Digital Evaluation (e-Evaluation)
    - 2. Setting up of Digital Scanning Centers at University Premises and/or Regional Centers (11) in Madhya Pradesh Bhoj (Open) University Bhopal which can match the demand/requirement of the University.
    - 3. Digitization of Answer booklets should be done without cutting the spine and by using high speed scanners.
    - 4. Digitization of Answer booklets should be pushed to secure State data center servers.
  - B. Digital Evaluation
    - 1. Complete Evaluation process of Answer booklets using the Digital Evaluation software.
    - 2. Setting up and Management of evaluation centers and also giving permission to work from home to the examiners maintaining the security features, on case-to-case basis.
    - 3. Dynamic allocation of Answer scripts to eligible evaluators.
    - 4. Mapping of evaluator data to the valuation centers and sending SMS and emails.
    - 5. Daily hard copy report Generation of Answer booklets checked by the evaluator and signature collections and uploading to systems
  - C. Training to evaluators

Providing training to evaluators as per the schedule given by MPBOU, The Agency should impart training to the head evaluators and other evaluators both through online and offline mode as per the certified list and venues provided by the competent authority of MPBOU.



12. The proposed digital evaluation system should be user friendly with Answer scripts, Question Paper, Scheme and Marks Entry etc to be provided on the same screen in a single window with zoom in/out facility and marking facility with markers.
13. The un-evaluated Answer scripts by any particular examiner should get back to the common pool in the server and should be made available to other examiners for evaluation without any time delay or pending for valuation under any evaluator bin/login.
14. A proper tracking system should be made available to MPBOU for monitoring the number of Answer scripts received by the Service Provider, digitized answer books, evaluated answer books and answer books pending evaluation to monitor daily progress and closure of camp.
15. The proposed system should have the feature to re-evaluate and retotaling the Answer scripts without disclosing the marks entered during the previous evaluation(s).
16. The proposed system should have a stacking module for enabling proper storing and retrieval mechanism of physical answer scripts after scanning the answer scripts.
17. MPBOU will provide the list of evaluators to the Service Provider.
18. Bidder prices are exclusive of payment to evaluators/examiners.
19. The proposed system should make the Answer Script available to the student through web services as per the provisions of university.
20. The evaluation center's requirements will be decided by MPBOU considering the number of answer scripts and availability of examiners (evaluators).
21. The Mode of evaluation will be evaluation center based/Home based.
22. MPBOU shall only provide power supply and furniture.

#### **G. Privacy and Security Standards**

Privacy and Security Standards should be as per existing Government Norms.

### **3. MODEL OF ENGAGEMENT**

Following will be operational aspect of proposed project:

1. The Successful Bidder shall be awarded work order for a period of 3years which is extendable upto a maximum period of three years subject to the satisfactory performance which will be assessed by a technical committee and approval by competent statutory authority of MPBOU.
2. Site allocation by MPBOU in consultation with selected Agency and number of computer systems with specific configuration.
3. Payment will be made on per answer booklets evaluation basis.
4. The unit of work will be awarded to selected Agency would be "Academic session (Year Wise)".
5. MPBOU will nominate an authorized person from university who will be responsible to provide required candidate's data in consultation with selected agency.



6. In the event of an increase in the tender scope—whether related to manpower, modules, or additional features—the applicable rates shall be revised through mutual discussion and agreement.

## 5. GENERAL TERMS & CONDITIONS

1. Tender documents, costing to Rs.5000/-(non-refundable) can be purchased by paying online on website <http://www.mptenders.gov.in>
2. Bid offer should be valid for 1 year from the date of opening of tender.
3. The entire work shall be carried out under successful bidder's custody and the successful bidders should follow all safety regulations and take all the essential measures to prevent damage/loss of the documents of the University.
4. Agency will make arrangement for the stay of its staff at Madhya Pradesh Bhoj (Open) University Bhopal or at regional centers of University.
5. The EMD of successful bidder will be refunded on signing the contract and submitting requisite Bank guarantee/Performance guarantee equivalent to EMD amount.
6. The payment shall be made only on presentation of bills in duplicate on the basis of quantum of actual work done, after verification of work to the satisfaction of the undersigned, as per terms and conditions. The bill should be accompanied with work order, non-tampering certificate.
7. The bidders are required to quote their rate per Answer Book.
8. Data provided by the successful bidder shall be accepted subject to satisfactory report of the IT Department of the University.
9. No advance payment on any account will be made by University to Service Provider.
10. Payments shall be subject to deduction of any amount for which the vendor is liable under the agreement against this contract. Further, all payments shall be made subject to deduction of TDS (Tax Deduction at Source) as per the Income Tax Act and any other taxes.
11. The Tender Committee constituted for the purpose reserves the right to accept or reject any or all the bids or negotiate on any of the tender conditions/items and to annul the bidding process and reject all the bids at any time prior to placement of work order without assigning any reason thereto and without any obligation to inform the affected bidders.
12. The decision of the Madhya Pradesh Bhoj (Open) University Bhopal shall be final and binding upon in the event of any dispute arising out of the terms of the contract. Disputes, if any, shall be subject to jurisdiction of Madhya Pradesh Bhoj



- (Open) University Bhopal Courts. Any other jurisdiction mentioned in Agency's quotation or invoices shall be invalid and shall have no legal sanctity.
13. All the entries in the letter on the prescribed tender should be written in clear and neat letters. If there is any type of overwriting in the cut chart, the tender form will be rejected.
  14. At the time of verification of the tender form, the authorized representative will be present with the authority letter and identity card given by the tenderer.
  15. After successful completion of the contract, the Performance Security/Performance Guarantee shall be returned. In case of violation of the terms and conditions written in the contract, the Performance Security shall be forfeited.
  16. In case if the successful tenderer fails to execute the contract after receiving the work, such In such a case, the performance security amount deposited will be forfeited by the University and action will be taken to blacklist the tenderer.
  17. If any of the parties wants to terminate the tender, then it will be necessary to give prior notice of minimum three months.
  18. In normal circumstances, the amount will be paid within one month after deducting tax as per rules, but in case of unavoidable delay, no interest and any extra payment or claim shall be made.
  19. The University reserves the right to accept or reject any tender. The University is not constrained to give any reason in this regard. The University's decision in this regard shall be final and binding.
  20. The Service Provider whose bid is accepted will have to start the work within 15 days from the date of issuing of the work order. The Service Provider shall, however, have to start its office in the premises of MPBOU. This period will not be extended in normal situation.
  21. A written agreement shall be made on the Notarized Stamp paper between MPBOU and the Service Provider within 15 days of receiving work order along with the submission of performance guarantee in the form of Bank Guarantee. The amount of performance guarantee shall be equivalent to 3% of the tender value.
  22. The Service Provider shall require to sign non-disclosure agreement with MPBOU for not leaking or exposing sensitive and confidential data to anyone. **All the data including marks and other information should be end-to-end encrypted.**
  23. In case of any dispute, pertaining to the tender or contract, decision of MPBOU shall be final and binding.
  24. All disputes shall be subject to Madhya Pradesh Bhoj (Open) University Bhopal's jurisdiction.

- a. In case the rates quoted in the financial bids submitted by the bidders are found to be equal, the University shall be free to determine suitable parameters/process for selecting the successful bidder as per the Quality & Cost Based Selection (QCBS) methodology as described below and in this regard, no claim or objection of any kind shall be entertained.

### QCBS Evaluation & Marking

In order to ensure selection of a technically competent and financially sustainable bidder for the Digital Evaluation System, the evaluation of bid be conducted under the **Quality-and-Cost Based Selection (QCBS) methodology**.

- Technical weightage ( $W_t$ ): 70%
- Financial weightage ( $W_f$ ): 30%

The selection process is divided into three stages: Pre-Qualification, Technical Evaluation (100 Marks), and Final Weighted Ranking. The bidder achieving the highest combined score shall be declared the successful bidder.

### Technical Evaluation (Total: 100 Marks)

Bidders will be evaluated based on their technical bid and a live demonstration of the software. A minimum technical score of **70 marks** is required to qualify for the Financial Bid opening.

Sr No	Evaluation Criteria	Detailed Mark Distribution	Maximum Marks
1	Experience in Digital Evaluation Projects	3 Marks per year of successful Digital Evaluation operations (Last 5 Years). Maximum 15 Marks.	15
2	Infrastructure Deployment Capability at various locations of MPBOU	Central Data Center Setup – 5 Marks; Regional/Multi-location Deployment – 5 Marks; Cloud/Hybrid Infrastructure – 5 Marks.	15
3	Technical Solution Features & System Architecture	Scanning & On-screen Evaluation – 5 Marks; Workflow & Dashboard – 5 Marks; ERP Integration – 5 Marks; Scalability & Performance – 5 Marks.	20
4	Bidder's Certification for the last 5 years (Max - 10 Marks)	CMMI Level Development CMMI level 3 Development - 4 Marks CMMI level 4 Development - 6 Marks CMMI level 5 Development - 10 Marks	20
5	Data Security & Compliance Certifications	ISO 27001 – 5 Marks CERT-In/STQC/MeitY Compliance – 5 Marks; Data Encryption & Secure Hosting – 5 Marks.	15
6	Project Implementation Methodology	Implementation Plan & Timeline – 5 Marks; Training & Capacity Building – 5 Marks; Support & Maintenance – 5 Marks.	15
<b>TOTAL TECHNICAL SCORE</b>			<b>100 Marks</b>

*M. Singh*  
*Quishy*

### The Final Scoring Formula

The Final Combined Score ( $S$ ) will be calculated based on the following formula:

$$S = \left( \frac{T_b}{T_{high}} \times 70 \right) + \left( \frac{F_{low}}{F_b} \times 30 \right)$$

Where:

- $T_b$ : Technical marks obtained by the bidder.
  - $T_{high}$ : Highest technical marks obtained among all qualified bidders.
  - $F_{low}$ : The lowest financial bid price.
  - $F_b$ : The price quoted by the bidder under consideration.
- b. In matters relating to any type of legal interpretation, clarification, or explanation regarding the tender, the decision of Madhya Pradesh Bhoj (Open) University, Bhopal shall be final.
- c. The University reserves all rights to accept, reject, or cancel any tender or all tenders, either fully or partially, at any stage.
- d. In case of any dispute arising between the bidder and the University regarding the tender/contract, the decision of Madhya Pradesh Bhoj (Open) University, Bhopal shall be final and binding on both parties.
- e. In case of any dispute related to the tender, the Sole Arbitrator shall be the Madhya Pradesh Bhoj (Open) University, Bhopal.
- f. In case if the L1 (successful) bidder withdraws or fails to accept the work order or unable to execute the contract for one or other reasons during the entire period of the contract the University reserves the right to offer the work to the L2 bidder on the same rates/terms and conditions as quoted by the L1 (successful) bidder.

## 6. INSTRUCTIONS TO BIDDER

### (i) Instruction

- a. Other details can be seen in the complete tender documents available on e-portal <http://www.mptenders.gov.in> and MPBOU website.
- b. Tender documents can be purchased only online and can be downloaded from main portal <http://www.mptenders.gov.in> by making online payment for the prescribed non- refundable tender document fees.

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- c. The relevant portion of tender i.e. Technical bid and financial bid has to be submitted online. The MPBOU reserves the right to reject any or all the tenders or accept any tender in full or part as considered advantageous to the MPBOU, whether it is lowest or not, without assigning any reason whatsoever it may be.
- d. Bidders intending to participate in the Tender are required to get themselves trained on the e-Procurement System.
- e. The required amount of EMD shall be paid online.
- f. No offer will be accepted without valid Earnest Money Deposit. If on opening of tender, it is revealed that EMD amount is inadequate / any other discrepancy is noticed, the tender shall be rejected and returned to the tenderer.
- g. The corrigendum or addendum to the bidding documents, if any, as well as any change in due date(s) of opening of tender will be published on the MPBOU's website but will not be published in newspaper. Hence participant bidders are advised to regularly visit the university's website until the bid opening. The MPBOU shall not be responsible in any way for any ignorance of the bidders about the corrigendum or addendum or change in the due date(s).

**(ii) Authentication of Bid**

The Bid shall be signed by the Bidder or a person duly authorized to bind the Bidder to the Agreement. All pages of the Bid, shall be signed and stamped by the person or persons signing the Bid.

**(iii) Validation of interlineations in Bid**

The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

**(iv) Language of Bids**

The proposal and all correspondence and documents shall be written in English. In case of accompanying literature or brochures etc. being in a language other than English, a certified translation should accompany the documents as a part of the Request for Proposal (TENDER).

All proposals and accompanying documentation will become the property of MPBOU and will not be returned.

*M. S. Gupta*  
*Chairman*

(v) Documents Comprising the Bids

The Proposal shall have Two Envelope System for this TENDER:

a) TECHNICAL BID

b) FINANCIAL BID

The technical Bid submitted by the Bidder shall include scanned copy of e-transaction for payment of EMD, signed tender document and number of formats and Annexures given in this tender document. The information to be filled in the given formats.

Format 1	Total Responsibility Undertaking
Format 2	Structure & Organization
Format 3	Affidavit of company's / firm's representative that bidder is not black listed by any state or Central Government Department.

Annexure A	A valid copy of Bidder having proof of a state/central PSU and working in India. With a proof of operating in India for a minimum period of eight years as on 31st Mar 2025 with an objective of offering IT services and IT enabled Services.
Annexure B	Copy of the GST Registration Certificate.
Annexure C	Copy of the PAN Number
Annexure D	Copy of the Certificate of Registration or start-ups /MSME (If Applicable)
Annexure E	Proof of average minimum annual turnover of Rs. 10 Crore in IT related activities in the last 3 financial years (22-23, 23-24 & 24-25).
Annexure F	Audited Balance Sheet & Profit & Loss has to be submitted certified by Authorized reputed CA firm as documentary proof <b>Start-ups + MSME will be exempted from the same (as per the provisions of MP Store Purchase rule 2023 Madhya Pradesh).</b>
Annexure G	Proof of Work order pertaining to Digital Evaluation of answer books for a minimum of 8 (eight) years must be provided. Work order from Central University/ State University or any Government Educational Institute is mandatory.
Annexure H	Proof of minimum certification of "CMMI Level 3" and ISO 27001:2022.
Annexure I	Proof of experience in carrying out Online/Digital Evaluation of at least 10 lakh (1 million) booklets per year for each of the last three consecutive financial years — FY 2022-23, FY 2023-24, and FY 2024-25 — for any Department of the Central/ State Government

Financial Bid Submitted by bidder shall Comprises the Following Format.

Format 4	Financial Bid Format
Format 5	Detailed Financial Bid



Both Technical & Financial Bid to be submitted online through e-procurement portal of Govt. of Madhya Pradesh. Copies of work order, certificate of completion of successful execution of work or successfully running work if work is undergoing and completion certificate shall be furnished as documentary evidence.

Bidders shall furnish all the required information such as Qualification/commercial strengths in the prescribed formats. **Any deviations with respect to this may make the Bid liable for rejection.**

## 7. Bid Prices

- a. The Bidder shall quote the proposed price. In absence of above information as requested, the Bid may be considered incomplete and shall be summarily rejected. The price components furnished by the Bidder in accordance with format provided in the TENDER will be solely for the purpose of facilitating the comparison of Bids by MPBOU.
- b. The Bidder shall prepare the Bid based on details provided in the TENDER. It must be clearly understood that the Scope of Work is intended to give the Bidder an idea about the order and magnitude of the work and is not in any way exhaustive and guaranteed by MPBOU.

The Bidder shall carry out all the tasks in accordance with the requirement of the TENDER with due diligence and it shall be the responsibility of the Bidder to fully meet all the requirements of the TENDER. If during the course of execution of the Project any revisions to the work are to be made to meet the goals of MPBOU, all such changes shall be carried out within the current price.

- c. The Bidder shall quote a fixed price as detailed in the TENDER on a single responsibility basis. No adjustment of the Agreement price shall be made on account of any variations in costs of labor and materials or any other cost component affecting the total cost in fulfilling the obligations under the Agreement. The payment based on commercial proposal of the Bidder shall be the only payment, payable by MPBOU to the selected Bidder for completion of the contractual obligations by the selected Bidder under the Agreement, subject to the terms of payment specified in the Agreement.
- d. The prices, once offered, must remain fixed and must not be subject to any escalation for any reason whatsoever during the period of Project. A proposal submitted with an adjustable price quotation or conditional proposal shall be rejected as non-responsive.

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**(i) Bid Currencies**

Prices shall be quoted in Indian Rupees (INR).

**(ii) Bidder Qualification**

- a. The term "Bidder" as used in the TENDER shall mean the one who has signed the Bid Form. The Bidder may be either the Principal Officer or his duly Authorized Representative, in either cases he/she shall submit a Certificate of authorization. All Certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative and the Principal Officer.
- b. It is further clarified that the individual signing the TENDER or other documents related to the Bid must certify whether he/she signs as the Constituted Attorney of the Company.

**(iii) Bid Security (Earnest Money Deposit)**

- a. Bidders shall submit, along with their Bids, Bid security or Earnest Money Deposit (EMD) equivalent to 3% of the Tender value, should be paid Online. EMD in any other form will not be accepted.
- b. The EMD of all unsuccessful Bidders would be refunded automatically from E-Portal. Bank guarantee deposited by the successful bidder would be returned by MPBOU after completion of the contract by the Bidder.
- c. Bid without adequate Bid security/EMD shall be rejected without assigning any reason.

**(iv) Forfeiture of Earnest Money Deposit (EMD):**

The Earnest Money Deposit shall be forfeited in the following cases, in addition to the conditions specified in the earlier clauses:

- a. If the Bidder withdraws the Bid after the last date and time of submission for any reason whatsoever;
- b. If the Bidder, whose Bid has been accepted, fails to execute the Agreement and/or fails to submit the Performance Bank Guarantee within the time stipulated by the University.
- c. If the Bidder adopts unfair practices to influence the outcome of the Bid process.



**(v) Modification and Withdrawal of Bids**

No proposal shall be modified / withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the Bidder on the proposal form. In case the Bidder wishes to withdraw the Bid after the date of opening of the bids he may do so, but the EMD of the Bidder shall be forfeited.

**(vi) Opening of Bids**

**(a) Tender Fee and EMD verification**

The amount of Tender Fee Rs.5000/- (Five Thousand only) and EMD equivalent to 3% of the Tender value will be verified.

**(b) Opening of Technical Bid**

The Online Bid shall be opened in the presence of Bidders' representatives who choose to attend the Bid opening sessions on the specified date, time and address. The Bidders' representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for MPBOU the Bids shall be opened at the same time and location on the next working day or any further date convenient to MPBOU and shall be intimated to bidders. No off-line papers will be accepted.

**(c) Evaluation of Technical Bid**

- a. Tender Committee duly appointed by MPBOU shall evaluate the Technical Bids.
- b. The evaluation shall be done for only those Bidders, who have deposited EMD amount as per the TENDER.
- c. Bidders need to fulfil all the Qualification and conditions mentioned in Qualification Criteria of the TENDER. Tender Committee shall examine the Bids to determine whether they are complete, whether the Bid format conforms to the TENDER requirements, whether documents have been properly signed, and whether the Bids are generally in order.
- d. Bids of Bidders whose Qualification proposal do not meet the set criteria shall be rejected forthwith.
- e. Tender Committee may seek oral clarifications with the Bidders. The primary objective of seeking clarifications in the evaluation process is to remove ambiguities and uncertainties arising during the evaluation of the Bid Documents. The

*[Handwritten signatures]*

Committee may also seek inputs from other external technical experts and teaching staff having domain knowledge during the evaluation process.

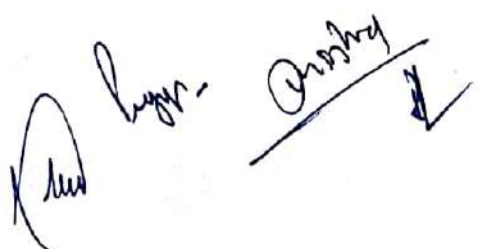
- f. Conditional Bids will be rejected.
- g. The decisions of the Tender Committee on whether the tenders are responsive or non-responsive shall be final.
- h. A Bidder, at any stage of tender process or thereafter, in the event of being found after verification by the Tender Inviting Authority, to indulge in concealment or misrepresentation of facts, in respect of the claims of the offer, shall be debarred/black listed and agreement / contract / LOI / work order shall be cancelled.

**(d) Bids Not Considered for Evaluation**

Bids that are rejected during the Bid opening process due to incomplete documentation or late receipt shall not be considered for further evaluation. The MPBOU, at its discretion, reserves the right to reject all or any of the Bids without assigning any reason.

**(e) Opening of Financial Bids**

- a. Financial Bids of only those companies/firms qualified in the detailed scrutiny and evaluation of the Technical bid conducted by the Tender Committee/Tender Inviting Authority shall be opened in the second stage.
- b. The Financial Bid shall be submitted in the format given in this document as Financial Bid Form. The Financial Bids submitted in any other formats shall be treated as non-responsive and shall not be considered for tabulation and comparison.
- c. The Price offered should be given without GST/Taxes strictly in the prescribed format given in the Financial Bid only.
- d. The financial bid offer should have details of all payable taxes including GST etc.
- e. Financial quote offered shall be in Indian Rupees.
- f. If the contract attracts any statutory deductions, the same shall be deducted while settling the payment.
- g. There should not be any hidden costs in the financial bid submitted by the Bidder.

Handwritten signatures and initials in blue ink, including a large circular mark and several lines of cursive text.

#### (f) Handling of Bid Withdrawal

In case the selected bidder withdraws from the project after award of contract:

- The bidder shall be liable for forfeiture of Earnest Money Deposit (EMD) and Performance Security
- The bidder may be debarred or blacklisted from future bidding as per MPBOU procurement rules

In such circumstances, University reserves the right to award the work order to the L2 bidder on the same rates/terms and conditions as quoted by the L1 (successful) bidder.

#### (g) Negotiation Policy

There shall be no post-bid negotiations.

However, MPBOU reserves the right to negotiate with the highest-ranked bidder in exceptional cases for achieving better value, without compromising technical quality.

#### (h) Negotiation

There should be no post TENDER negotiations. If at all negotiations are warranted, it should be only under exceptional circumstances and MPBOU shall reserve the right to negotiate with the Bidder based on the evaluation of the proposals.

#### (i) Rectification of Errors

- a. Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted price will be entertained after the final bids are opened. All corrections, if any, should be signed by the person signing the proposal form before submission, failing which the bid prices quoted for such items shall not be considered.
- b. Arithmetic errors in proposals will be corrected as follows:

In case of discrepancy between the amounts mentioned in figures and in words, the amount quoted in words shall be considered. The amount stated in the proposal form, adjusted in accordance with the above procedure, shall be binding for the bidder unless it results in the increase of the overall proposal price, in that case the proposal price shall only be considered.

*[Handwritten signature]*  
*[Handwritten signature]*  
*[Handwritten signature]*

**(j) Contacting MPBOU**

- a. No Bidder shall contact the MPBOU on any matter relating to its Bid, from time of opening of bid till the time of award of contract. If the Bidder wishes to bring additional information to the notice of the TENDER Issuing Authority, the same should be done in writing to MPBOU. The TENDER Issuing Authority reserves the right to decide whether such additional information should be considered or not.
- b. Any effort by a Bidder to influence the TENDER Issuing Authority in its decision on Bid evaluation, Bid comparison or contract award may result in disqualification of the Bidder's Bid and also forfeiture of his Bid security money.

**(k) Notification of Award**

- a. The MPBOU may award the contract to the Bidder whose Bid is found to be most responsive, competitive and technically sound. The decision of the MPBOU in this regard shall be final and binding on the Bidder(s). The MPBOU, however, at its discretion, reserves the right to reject all or any of the Bids without assigning any reason.
- b. Work Order / Award of Contract (AOC) shall be issued only after execution of the Agreement and submission of the Performance Bank Guarantee subject to verification from issuing Bank by MPBOU.

**(l) Signing of Agreement**

At the time MPBOU notifies the successful Bidder that its proposal has been accepted then MPBOU shall enter into an Agreement with the successful Bidder.

**(m) Discharge of Bid Security**

Prior to signing of the Agreement, MPBOU shall promptly request the Selected Bidder to provide Performance Guarantee/Bank Guarantee.

**(n) Expenses for the Agreement**

The incidental expenses of execution of Agreement/Contract shall be borne by the successful Bidder.

**(o) Bank Guarantee for Performance**

- a. The successful Bidder shall at his own expense deposit with MPBOU, within 15 (fifteen) days after the receipt of notification of award of the Contract (Letter of Intent) from MPBOU, an unconditional and irrevocable Performance Bank

*[Handwritten signatures and initials]*

Guarantee (PBG) from a Scheduled commercial Bank acceptable to MPBOU, in the format prescribed for the due performance and fulfilment of the Agreement by the Bidder.

- b. This Performance Guarantee shall be an amount equivalent to 3% of Tender value. All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Guarantee shall be borne by the Bidder. The Performance Guarantee shall be valid for six months post completion of the contract period. Subject to the terms and conditions in the performance Bank Guarantee, at the end of 6 months of completion of contract, the Performance Bank Guarantee may be discharged/ returned by MPBOU upon being satisfied that there has been due fulfillment of obligations by the Bidder under the Agreement. However, no interest on Performance Guarantee shall be paid by MPBOU.
- c. The Performance Guarantee may also be submitted in the form of Demand Draft/Banker's Cheque/Bank Guarantee from a Scheduled commercial Bank.

*Handwritten signatures and initials in blue ink, including a signature that appears to read "Dumlan" and a checkmark.*

7. **General Information to be Submitted with Bid:**

Format & Annexure to be submitted along with Bid.

**FORMAT-1**

**TOTAL RESPONSIBILITY UNDERTAKING**

*(Submit this form by printing the below specified content in your Organization's letter head.)*

To,  
The Registrar,  
Madhya Pradesh Bhoj(Open) University Bhopal (M.P.),  
India Pin- 452 016

dated <dd/mm/yyyy>

Ref: TENDER Notification no.....<xxxx>

**Sub: Self certification regarding Total Responsibility**

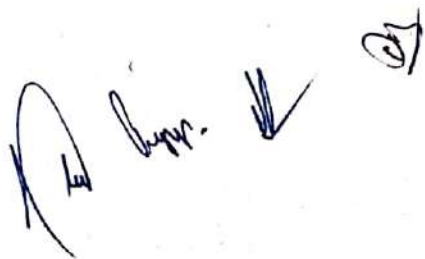
Dear Sir,

This is to certify that we undertake the entire responsibility for the successful and defect free operation of the proposed Project solution, as per the requirements of the TENDER for Answer Book Scanning and Digital Evaluation cum on screen marking process for MPBOU, Madhya Pradesh Bhoj (Open) University Bhopal.

Thanking you,

Yours faithfully

(Authorized Signatory  
Authorized Signatory's Name:  
Authorized Signatory's Designation:  
Place:  
Date:  
Bidder's Company Seal:

Handwritten signature in blue ink, followed by a blue ink stamp or mark.

FORMAT 2

STRUCTURE & ORGANIZATION

1	Name & Address of the applicant:	
2	Telephone Number: Fax Number: Email ID:-	
3	Legal status of the applicant (attached copy of incorporation certificate)	
4	Name of Officers with designation to be concerned with this work:	
5	Designation of individuals authorized to act on the behalf of the Organization	
6	Has the applicant ever been required to suspend assignment for a period of more than six months continuously after the commencement of the assignment? If so, give the name of the project and reason for suspension of work.	
7	Has the applicant ever been debarred/black listed for tendering in any organization at any time? If so, give details.	
8	Has the applicant ever been declared insolvent/Bankrupt and Defaulter by any scheduled commercial Bank whether Private or Government.	
9	Has the applicant is being or ever been implicated by EOW/CVC/LOKAYUT/CBI/ Enforcement Directorate/STF/Other probe agencies? If so, give details.	
10	Has the applicant ever been convicted by a court of law? If so, give details.	
11	Any other information considered necessary which is not included above	

Signature of Applicant(s) with date & seal

*[Handwritten signature]*

**UNDERTAKING REGARDING NON-BLACK LISTING AND NON  
BANKRUPTCY**

*(Submit this form by printing the below specified content in your Organization's letter head.)*

To,  
The Registrar,  
Madhya Pradesh Bhoj(Open) University Bhopal (M.P.), India Pin- 462016

Ref: TENDER Notification no.....<xxxx> dated<dd/mm/yyyy>

Subject: Self Declaration of not been blacklisted

Dear Sir,

We declare that our company/Organization/firm\_, is not terminated or blacklisted in any manner whatsoever by any of the State/UT and/or Central government in India on any ground and also not indulged in corrupt practices, fraudulent practices, coercive practices, undesirable practices or restrictive practices.

We also declare that our firm/agency/Organization has neither been declared nor had been insolvent, Bankrupt and defaulter by any scheduled commercial bank and any other financial institution.

Thanking you,

Yours faithfully

(Authorized Signatory  
Authorized Signatory's Name:  
Authorized Signatory's Designation:  
Place:  
Date:  
Bidder's Company Seal:



**FORMAT 4**

**FINANCIAL BID FORMAT**

(To be printed on letter head and to be included in Financial Proposal Envelope)

To,

.....

.....

.....

.....

Dear Sir/

Madam,

*Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, I / we, the undersigned, offer to supply and work as service providers for all the assigned work by Madhya Pradesh Bhoj(Open) University Bhopal(MPBOU) as mentioned in the scope of the work & in conformity with the said bidding documents.*

I / We undertake that the prices quoted by us are in conformity with the requirement as specified in the tender.

The above quote is inclusive of all costs likely to be incurred for executing this work including recurring cost, if any and all taxes, duties etc.

It is hereby confirmed that I/We are empowered and authorized to act on behalf of our corporation/company /firm/organization and empowered to sign all the necessary document which are required in this connection.

Dated this Day of XX

(Signature)

(In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of:

.....

(Name and address of the Bidder) Seal/Stamp of Bidder

Handwritten signature in blue ink, followed by a circular stamp containing illegible text.

**FORMAT 5**

**Financial Bid (BoQ)**

Financial Bid for Selection of Agency for Answer Book Scanning and Digital Evaluation cum Onscreen marking process for MPBOU, Madhya Pradesh Bhoj(Open) University Bhopal.

**Note: Single rate on per answer booklet basis must be quoted.**

<i>For Entire work described in this document</i>	<i>Per answer booklet</i>
Per Answer booklet Cost	--
<i>Total Cost per answer booklet Basis:</i>	
<b><u>In words:</u></b>	

Station :  
Date:

Signature of MD  
OR  
Authorized person  
Name & Designation:  
with Office Seal.

