

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY,
CHENNAI – 600 032

TENDER DOCUMENT NO.10
DATED: 24.07.2018

**IMPLEMENTATION OF END TO END SOLUTION FOR SECURED
SCANNING, IMAGING AND ON-SCREEN EVALUATION OF
ANSWER BOOKLETS OF THIS UNIVERSITY (INCLUDING
MULTIPLE EVALUATION)**

Tender No.SII(2)/27653/2018, Dated : 24.07.2018.

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

TENDER DOCUMENT

TERMS AND CONDITIONS FOR IMPLEMENTATION OF END to END SOLUTION FOR SECURED SCANNING, IMAGING AND ON-SCREEN EVALUATION OF ANSWER BOOKLETS OF THIS UNIVERSITY (INCLUDING MULTIPLE EVALUATION).

1. DUE DATE AND TIME:

The sealed Tenders are invited by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032, for Implementation of End to End solution for Secured scanning, imaging and on-screen evaluation of answer booklets of this University (including multiple evaluation), as per the specification indicated in **Annexure I**.

The Sealed Tenders should reach the Registrar, Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 before 2.00 p.m. on 05.09.2018. Tenders received after the due date and time will be summarily rejected.

2. MODE OF DESPATCH OF TENDERS:

The Sealed Tenders should reach the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, No.69, Anna Salai, Guindy, Chennai – 600 032, by designation and should be sent only in wax sealed Covers by Registered Post with Acknowledgment due or by Courier or In person. The University shall not be responsible for any delay in transit in such cases. Tenders received in ordinary covers without duly sealed, by sealing wax will not be considered.

3. SUPERSCRPTION:

The Sealed Tender cover should be superscribed for "Implementation of End to End solution for Secured scanning, imaging and on-screen evaluation of answer booklets of this University (including multiple evaluation)", due on 05.09.2018" The Tender covers received without such superscription and sealed with sealing wax will not be considered and summarily rejected. Further, the tenders submitted by facsimile (Fax) or by Electronic Mail will not be accepted. The Tenderer shall be responsible for proper superscribing and wax sealing the cover in which the Tender is submitted to

the University shall not be responsible for accidental opening of the covers that are not properly superscribed and wax sealed as required in the Tender documents before the Time appointed for Tender opening. The Tender documents may be downloaded from the official website www.tnmgrmu.ac.in and www.tnmgrmu.edu.in of this University at free of cost.

4. EARNEST MONEY DEPOSIT AND COST OF TENDER SCHEDULE:

Each Tender should be accompanied by an Earnest Money Deposit of 1% of the quoted price "Implementation of End to End Solution for Secured Scanning, imaging and on-screen evaluation of answer booklets of this University, " by way of Demand Draft payable at Chennai IOB by way of e-payment. The Tender Documents received without the EMD will be summarily rejected. The above EMD amount will be held by this University till it is returned to the Tenderer will not earn any interest therefor. The Earnest Money Deposit to the unsuccessful Tenderers will be returned after the acceptance of the successful Tenderer at the expenses of the Tenderers within a reasonable time consistent with the rules and regulations prescribed in the Tender Transparency Act. The Earnest Money Deposit of the successful Tenderers will be returned only after the successful completion of the Tender period.

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

EMD/SECURITY Deposit can also be made through RTGS/NEFT as per the bank details furnished below:

Bank : Indian overseas Bank
Account No.: 167901000000666
IFSC Code : IOBA 0001679
Branch : Dr.M.G.R. Medical University Branch

5. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION:

a) The Tenders should contain particulars like the name and addresses of the Tenderer, the rates should be kept for **one year** from the date of execution of agreement by the Tenderer.

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

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

d) A copy of Audited Annual Accounts duly authenticated by Chartered Accountant showing the details of annual turnover exclusively in the Software working development / business should be furnished by the Tenderer.

e) Evidence such as Registration Certificate issued by competent authority for the establishment of business as proof should also be enclosed, along with Sales Tax Registration No. / PAN. No. & TIN No., CGST and SGST etc.

f) In case of any technical clarification, the firm may meet the Controller of Examination during the Office hours.

6. PRE-QUALIFICATIONS:

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

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

b. Minimum of Two Years previous relevant experience in digital/Computer based evaluation and assessment in any University, should have been successfully implemented the Computer Based Scanning and Evaluation of Answer Books.

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

7. DEFICIENCY IN SERVICE:

If the University found any deficiency in service by the successful tenderer during the tenure of the work, the Tenderer will have to pay the University unliquidated damages which will be arrived at by the University at that point of time. In addition the University will black list the particular tenderer for their non performance and deficiency in service.

8. OPENING OF TENDER:

The Tenders received upto 2.00 p.m. on 05.09.2018 will be opened by the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, or any other officer authorized by him/ her on behalf of the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 at 4.00 p.m. on 05.09.2018 in the presence of such of those Tenderers or their authorized representatives who may be present at the time of opening. The representatives of the Tendering firms who are attending the opening of tenders should bring a letter of authority to identify their representative.

Two Bid System

1. Technical bid shall be opened and evaluated
2. Secondly, financial bid of technically acceptable offer should be opened and evaluated.

9. AGREEMENT:

- a) The successful Tenderer should execute an Agreement as in the Annexure – II for the due fulfillment of the contract on the Non-Judicial stamp paper on the value of Rs.100/- (Rupees One Hundred only) within 5 (five days) from the date acceptance of Tender for implementing of Secured scanning, imaging and on-screen evaluation of answer booklets of this University as specified in the supply order issued by the University.
- b) The expenses incidental to the execution of the Agreement shall be borne by the successful Tenderer.
- c) The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the right of the University and to recover any consequential loss from the successful Tenderer.

10. SECURITY DEPOSITS:

- a) The successful Tenderer will be required to remit the Security Deposit equivalent to 6% (six) percent of the value of the work order within 5 (Five) days from the date of receipt of communication intimating the acceptance of the Tenders in the form of Demand Draft/University Challan/Bankers Cheque or by way of e-payment. If the accepted Tenderer fails to remit the Security Deposit within the above said period, the Earnest Money Deposit remitted by him will be forfeited to the The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 and his tender for Scanning, Imaging and On-Screen Evaluation of Answer Booklets of this University will be held void. Work order will be released after the execution of the above agreement by the successful tenderer and after the remittance of the Security Deposit.

b) The Security Deposit furnished by the tenderer in respect of his tender will be returned to him on receipt of the request from the tenderer only after the successful completion of the work subject to the condition that the Tenderer has rendered service to the fullest satisfaction of The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 without any complaint from the user departments/colleges. If the Tenderer fails to fulfill the same, the work will be carried out by the University by engaging third party and the expenses incurred there for will be recovered / adjusted from the Security Deposit amount and the balance if any shall alone is refundable.

11. PAYMENT OF COST:

a. The successful tender should furnish the bill of cost for Scanning, Imaging and On-Screen Evaluation of Answer Booklets of this University in triplicate on completion of examination work through the Controller of Examinations. After verification, action will be taken by this University for the payment of the bill of cost after deduction of applicable taxes.

b. Cheques will be handed over on production of stamped receipt.

12. FORFEITURE OF EARNEST MONEY DEPOSIT:

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

13. ASSIGNING OF TENDER IN WHOLE OR IN PART:

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

14. ACCEPTANCE AND WITHDRAWAL:

a. The final acceptance of the Tender is entirely vested with the Registrar, The Tamil Nadu Dr.M.G.R. Medical University who reserves the right to accept or reject,

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

b. Tenders with incomplete information will not be entertained and will be summarily rejected.

15. PENALTY FOR NON-FULFILMENT OF CONDITIONS:

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

16. MODIFICATION:

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

17. TERMINATION CLAUSE:

During the contract period, if the Tamil Nadu Dr.M.G.R. Medical University is not satisfied with the services of the contractor, or the contract is transferred to the third party, the contract will be terminated and the contractor shall pay back the proportionate amount of the maintenance charges of the University. In such cases, the University shall give an advance intimation of not less than 30 days to the Contractor. In the event of unsatisfactory maintenance, the University reserves the right to claim damages for non-fulfillment of contract.

18. LEGAL JURISDICTION:

The Legal Jurisdiction shall be the courts at Chennai only.

19. GENERAL:

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

REGISTRAR
The Tamil Nadu Dr. M.G.R. Medical University

FROM

TO

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

I / We have gone through the terms and conditions of the tender as mentioned in tender documents from para 1 to 19 in the tender number and will abide by them as laid down above.

TENDERER.

WITH SEAL OF THE ORGANISATION.

PLACE:

DATE :

ANNEXURE - I

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

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

SCOPE OF THE PROJECT

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

There are around 95,000 candidates from 620+ institutions appearing for over 367 courses. The University Examinations are being conducted in a year during Feb-Apr-May and Aug-Oct- November. It is proposed, Scanning, Imaging and On-Screen evaluation of Answer Booklets for Medical, Dental, Pharmacy and Nursing courses around 4,90,000 Answer Scripts for one year.

The Vendor will include all components of work i.e. training, infrastructure, scanning, imaging, On-screen delivery, one or more evaluations, submission of marks and reports in the desired formats, compatible with the University soft copy of evaluated answer booklets with the marking by evaluator including total marks, with right and wrong Ticks for RTI/Verification/Revaluation and other purposes. This has been categorized in four broad phases:

1.1.Pre-Evaluation Phase

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

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

1.1.2 To prepare and provide documentation manuals for all processes for safe and secure conduct of Evaluation, to be followed along with rules for contingency and exception handling/ emergency Procedures.

1.1.3 To provide specifications for Hardware and Software required at all stages of the evaluation as per marking scheme.

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

1.1.5 Software application should have been security audited.

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

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

1.1.8 Answer Booklets in packets will be handed over to the service provider maintain an account of Answer Booklets and processing leading to Computer based Evaluation.

1.1.9 Scanning should be done and all the pages of the booklet (5% of Answer booklets with 74 pages, 75% Answer Booklets with 62 pages and 20% Answer Booklets with 42 pages) should be accounted for and identified with the booklet ID number.

1.1.10 The scanned answer booklets to be securely made available in the evaluation centers by the service provider.

1.1.11 Answer booklets would be handed over by the University to the Service provider and after processing the work of scanning and digitization, the same would be kept under joint custody of the University and the service provider until the work is over. The Service provider shall hand over the Answer Booklets after scanning & QC is over.

1.1.12 To provide a suitable assessment scoring system or software as per requirement of the University.

- (a) To ensure that Evaluation Centre has the required suitable Hardware, Software and LAN Connectivity
- (b) To ensure that UPS facility available at each Evaluation Center
- (c) To carry out periodic audits for

- i. Hardware - Operating System, Processor Speed, RAM and Network connectivity for standard operations, Key Boards etc.
- ii. Software-Screen resolution, bandwidth for LAN connectivity, Browser
- iii. Working conditions of UPS and Generator

1.1.13 Sufficient number of scanners and required expertise manpower should be provided by the agency to complete the entire work within the University premises.

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

1.1.15 The accumulated Data back-up to overcome natural uncertainties to be mapped with process of automated & incremental backup at a place. Data backup, recovery and archiving to be maintained.

1.2 Testing Phase

Prior to the evaluation process, the selected service provider would submit the software testing report with the approval of selected evaluators deployed by the University and would be treated as pre user acceptance. The service provider may have the programme through which the cover page of answer booklets should reflect the marks awarded by the evaluator against each question and the total marks secured by the examinee should be displayed on the front page of the answer booklets.

1.2.1 The University would engage a few evaluators to check the processes and efficiency of the working atmosphere and the accuracy of output (Scanned answer sheets)

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

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

1.3 Evaluation Phase

1.3.1 To manage the evaluation process through **intranet** based solution in the University premises only.

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

1.3.3 To provide unique user name/ password to the evaluators at the evaluation centers

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

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

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

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

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

1.3.9 Server data to be secured at a designated site by a responsible official of the Service Provider in the presence of University IT team along with a back-up copy in University External Hard Disk to be handed over to the COE/DCOE at the end of the Examination session.

1.4 Post Evaluation Phase

To share the evaluation results

1.4.1 Supply of tabulated marks and all reports generated through the software in the form of hard and soft copy as per format provided by the University during the entire period of contract.

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

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

1.5 Features required in e-Valuation Software

1.5.1 Provision for automatic backup of evaluated answer books.

1.5.2 The single custodian of data would be the University.

1.5.3 User account management, i.e. addition, modification and deletion of the evaluator.

1.5.4 Answer book management, i.e. mapping of answer booklets.

1.5.5 One time Security setting for setting of password.

1.5.6 Provision for marking of questions by the evaluator as evaluated.

1.5.7 Evaluated check box to ensure that the evaluator has visited each and every page of an answer booklet.

1.5.8 Provision for zooming in/out of answer booklets for proper viewing.

1.5.9 Provision for reviewing of any answer booklet by the evaluator.

1.5.10 At each evaluation center there should be a dashboard displaying the following -

(i) A Real-time based dashboard for monitoring of activates/progress of work at higher level

(ii) Daily and consolidated evaluators' attendance

(iii) Daily and consolidated Subject-wise evaluator details

1.5.11 Providing password for each and every evaluator.

1.5.12 Date wise working hours report of Evaluators.

1.5.13 Availability of answer booklets, question papers, Answer keys and marking scheme on the computer of each and every evaluator.

1.5.18 After scanning of answer booklets, the allotment of the Answer Booklets to the evaluator can be by any secured mode as per the technology available with the service provider which should be fully secured and any type of lapses in this mode will be the sole responsibility the service provider and in the event of such a lapse the University reserves the right to take necessary action which may include termination of the contract and forfeiture of all claims under this project.

1.5.19 Maintaining audit log of Evaluators.

1.5.20 Provision for forgot Password and secret question settings.

1.5.21 At the end of the day, marking reports of every evaluator to know the number of answer booklets evaluated per day and the time taken to complete the given assignment.

1.5.22 Provision for subject-wise selection of answer booklet.

1.5.23 Evaluators feedback to be obtained.

1.5.24 Provision for day wise re-evaluation based on evaluation feedback.

1.5.25 Setting of minimum time of evaluation of an answer booklet to avoid faster and possibly inaccurate evaluated answer booklet.

1.5.26 Setting of limit/ceiling for maximum no. of booklets to be evaluated by an evaluator.

1.5.27 Detailed audit log of evaluation.

1.5.28 Provision for view of answer booklets after the completion of evaluation

1.5.29 The following reports need to be generated by the Evaluation software:

a) Date wise Evaluator attendance report

b) Subject- wise Evaluator detailed report

c) Overall Subject-wise Evaluation report

d) Evaluator detailed report

e) Mark Pattern Report

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

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

1.5.31 Hands-on Training to Evaluators

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

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

1.5.34 Step-by-step Marking of a question

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

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

1.5.37 The report console should be facilitated with the print command.

1.5.38 Provision to preview the answer booklet and the evaluator able to select the unwritten pages to avoid go the unwritten page.

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

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

Qualifications required

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

2. Minimum of two years previous relevant experience in digital/Computer based evaluation and assessment, in any University, should have been successfully implemented the Computer Based Scanning and Evaluation of Answer Books.
3. Average turnover of Rs.10 crores or more during last three years.

2. Penalty:

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

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

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

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

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

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

Any amount which would be paid by the University and which would be the liability of the University and which may be recovered from the University by any person on account of errors/mistakes of the Firm or any loss incurred by the University in executing the remaining work by any other service provider or any such damages besides

the damages stipulated herein before would also be the liability of the Firm and would be paid by the Firm to the University without any objection of any type.

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

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

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

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

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

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

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

3. WORK FLOW FOR ON-SCREEN EVALUATION SYSTEM

1) Batching the Answer booklet

- i. Subject wise booklets are to be arranged into batches, preferably 15 Answer booklets.
- ii. Packet / Batch number to be stuck on the cover for identification.

2) Answer Booklet pages Identity Marking Process

- ✓ A process to be implemented through which each page in the answer booklet of a batch to be given an identification through which it can identify to the concerned answer booklet. This identification should be readable and automatically verified through the software from the images. (Write-up to be submitted)

3) Pre-scan Process

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

4) Scanning Services

- ✓ High-resolution scanned images of answer booklet
- ✓ High-speed scanning

5) Quality Control (QC) Process

- ❖ Segregation of booklets on the basis of the barcode on the cover page of the answer booklet.
- ❖ Tally of number of pages on each booklet.
- ❖ Check on the page sequence in each booklet.
- ❖ Using the ID on each page, verify if that page belongs to that booklet
- ❖ The Directory structure is to be created and named based on the subject and batch.

6) Stitching / Stapling Process

- ✓ After completion of QC the answer booklets have to be stitched or stapled as required.

7) On-screen Evaluation System

- a. The soft copy of the Question Papers and key points for each questions to be available for the evaluator and the same should be viewed along with the images of Answer Booklets.
- b. Provision for defining the template of each question paper
- c. Maintenance of the evaluator database with the subjects allocated.
- d. Provision for second valuation, third valuation and fourth valuation on a given criteria
- e. Screen space maximization for better marking/evaluation possibilities
- f. Thumbnail navigation feature
- g. Marking guidance display
- h. Annotation based marking possibilities or Direct entry marking
- i. Possibility for marker to review their past marking
- j. Provision to attach the first page with the details of question wise marks and total marks scored
- k. Provision to print Summary report of each evaluator after each session and getting their signature on the same.
- l. Flexibility to change allocation settings based on the rate of marking by individual marker
- m. Provision for the other analytical report required by customer after evaluation, including evaluator details of evaluation for payment purpose.
- n. Should work in a University LAN environment

8) Other Details:

- ✓ Adequate technical support personnel to be deployed by the vendor to take care of any technical issues during valuation.
- ✓ The Vendor should provide adequate training and change management process to make the evaluators comfortable with new technology.
- ✓ Automatic monitoring of markers performance through moderated answers.
- ✓ Continuous sampling of marking activity either automatically or by an examiner that can be audited and authenticated by a senior marker or administrator.
- ✓ All round quality checks through sampling rate adjustment while marking or on the basis of individualized marker performance.

- ✓ Configurability in applying marking standards that includes and revolves around sampling interval, tolerance and escalation methodology.
- ✓ Audit reporting per examiner.
- ✓ A Hierarchy based review of marking work either by senior markers/administrators.
- ✓ Automated quality of marking, reporting.
- ✓ Marking progress reports.
- ✓ Provision for the senior markers to intervene in the marking process to check the quality of marking.
- ✓ Provision for the administrators to set up for differing levels of access

The required Desktop Computers with 21"/19" Monitor for Evaluation and high speed scanners with systems, UPS, Servers are to be provided by the Vendor. The Audit Report certificate pertaining to this work at the University is to be provided by the Vendor.

Approximate number of Answer Booklet for On-Screen Evaluation for One Year

Sl.No:	Examination Session	Course Code	Approx. No. of Answer Booklets
01	E102018	20 MD	193
02	E102018	22 MS	211
03	E102018	24 MDS	88
04	E102018	26 M Pharm	1185
05	E102018	30 M.Sc(N)	2906
06	E102018	34 P.G Diploma (M)	130
07	E102018	35 P.G.Diploma (S)	36
08	E102018	38 Pharm D	12004
09	E112018	26 M.Pharm	760
10	S112018	52 MBBS	2433
11	E022019	16 DM	52
12	E022019	18 MCh	29
13	E022019	52 MBBS	84390
14	E022019	54 BDS	5236
15	E022019	56 B.Pharm	20578
16	E022019	66 B.Sc(N)	19103
17	E022019	68 PBBS(N)	765
18	E032019	56 B.Pharm	12938
19	E052019	20 MD	2863
20	E052019	22 MS	1548
21	E052019	54 MDS	844
22	E052019	26 M.Pharm	2372
23	E052019	30 M.Sc(N)	160
24	E052019	34 PG Diploma (M)	1243
25	E052019	35 PG Diploma(S)	372
26	E052019	38 Pharm D	1515
27	E052019	39 Pharm D (PB)	1

28	E082019	16 DM	453
29	E082019	18 MCh	436
30	E082019	52 MBBS	37596
31	E082019	54 BDS	30476
32	E082019	56 B.Pharm	60966
33	E082019	66 B.Sc(N)	181388
34	E082019	68 PBBS(N)	9146
	TOTAL		494416

There will be 20% of additional evaluation, that means 494416 Answer Booklets for first evaluation and 98883 Answer Booklets for Second/Third/Fourth evaluations approximately.

ANNEXURE II

AGREEMENT

Draft Contract form

This Agreement is made and entered into the Day of Month of Two thousand and Eighteen between the Tamil Nadu Dr. M.G.R. Medical University represented by its Registrar, having its registered office at No.69, Anna Salai, Guindy, Chennai-32 , hereinafter referred to as the Medical University (which expression shall unless repugnant to the context of the meaning there of include its successor or successors and assignee) Party of the First Part and M/s. represented by itshaving its registered office at herein after referred to as the SERVICE PROVIDER (which expression shall unless repugnant to the context or meaning thereof include its successors and assignee) Party of the Second Part.

NOW THIS AGREEMENT witnesses and it is here by agreed by and between the parties hereto as follows.

2.1. GENERAL PROVISIONS:

2.1.1. Terms of Reference:

The services to be performed by the Service Provider under this Agreement are described in the Terms of Reference (Annexure I).

2.1.2. Service of Notice:

Any notice intimation or request required or permitted to be given or made under the Agreement shall be in writing. Such notice intimation or request shall be deemed to be duly given or made when it shall be delivered by hand, mail or cable to the Party to which it is required to be given or made at such Party's address specified below, or at such other address as the Party shall have specified in writing to the Party giving such notice or making such intimation or request.

2.2. COMMENCEMENT, COMPLETION, ALTERATION AND TERMINATION OF THE AGREEMENT:

2.2.1. Agreement in force:

The Agreement is considered to have come into force with effect from

2.2.2. Commencement and Completion dates:

The Service Provider shall commence the work from and shall complete the work before

2.2.3. Time Schedules and Reports :

(i) The Service Provider should submit an interim URS report within days from commencement of the assignment. The University will review and respond to the interim report within days from the date of submission of the interim report.

(ii) The Service Provider should submit periodical progress report indicating the milestones achieved as per schedule.

(iii) The discussion papers and minutes of the meetings will form part of the progress reports.

(iv). The Service Provider should submit an interim report of their findings and the proposed recommendation for deliberations.

(v) The Service Provider should submit the draft final URS and SRS reports.. days after the University approval of interim URS report. The University will respond in the next days for finalisation of the report. The Service Provider should thereafter submit the final report along with the software.

(vi) Three copies of all reports should be submitted by the Service Provider.

(vii) After the submission of the final report and software, the Service Provider should commence implementation and provide necessary guidance during implementations which may require the key personnel attendance for discussion and suggestions which should be provided by the firm with in the scope of this contract agreement.

2.2.4. Should circumstances arise which call for modifications of the Agreement these may be made by mutual consent given in writing. Proposals in this respect from one Party shall be given due consideration by the other Party.

2.2.5. Assignment:

The Service Provider shall not, without consent of the University, assign the benefits, other than the assignment and / or hypothecation of any monies due or to become due under this Agreement or in any way transfer the obligations of this Agreement or any part thereof. Without prejudice to the generality of the foregoing clauses, the Service Provider shall be entitled at any time to take into partnership another partner or partners and he or they shall hence be deemed to be included in the expression 'the Service Provider'.

2.2.6. Sub-Contracts

The Party of the second part has agreed that he shall not enter into subcontract either wholly (or) partly to any third parties without consent of the Party of the First Part in writing.

2.3. DUTIES OF THE SERVICE PROVIDER:

2.3.1. The Service Provider shall exercise all reasonable skill, care and diligence in the discharge of their duties under the Agreement. The Service Provider shall in all professional matters act as a faithful advisor of the University and, in so far as any of their duties are discretionary, act fairly so between the University and the third parties.

2.3.2. The firm will have to give an undertaking that they will ensure the secrecy and safety of data processed by them. Safe handling and security of sheets will be the responsibility of the firm. The data should not be taken out of the University on any electronic storage media or in whatever form.

2.3.3. The remuneration of the Service Provider is charged to the University after successful development, implementation and training along with necessary manuals. All payments shall be made on submission of pre-receipted bill by the Service Provider in quadruplicate for respective stages.

The contract amount is final and no extra payment is admissible under this contract for any contingency what so ever unless such payment is specifically agreed to between and parties herein. All payments are subject to deduction of taxes, levies, etc as per the statutory provisions according to the Labour laws, regulations, enactments, etc.

2.3.4. The Service Provider shall not have the benefit, whether directly or indirectly or any royalty on or any gratuity or commission in respect of any person other than the University any documents or reports or part thereof relating to this Agreement.

2.3.5. The Service Provider will provide all the expert technical advice and skills which are normally required but where such specialist technical advice or assistance as it required is not available with the SERVICE PROVIDER may with prior written approval of the University arrange for the provision of such services. The SERVICE PROVIDER shall pay for such services but the University shall not reimburse them thereof.

2.3.6. The ownership and proprietary rights of all the software including source code, computer media or other outcome developed by the Service Provider under this agreement shall vest with the University.

2.3.7. All the documents/reports what so ever prepared by the Service Provider under this contract will be the property of the University. The Service Provider may attend this office for the collection of any data / details / information that may be required for the preparation of the report. No written documents will be given. The Service Provider should maintain the Oath of secrecy for all the information collected from the University. The Service Provider shall keep all documents and reports relating to this Agreement confidential. The SERVICE PROVIDER shall not publish or supply to any person other than the University any documents or reports or part thereof relating to this agreement.

2.3.8. The Service Provider shall provide to the University one copy of the reports in accordance with the schedule given by them.

2.4. SETTLEMENT OF DISPUTES:

All disputes, differences and questions whatsoever which shall arise between the parties hereto during the continuance of the contract or after wards touching any clause or matter herein concerned, or the rights, duties & Liabilities of either party is connection therewith shall be referred to the sole Arbitrator to be appointed by the Service Provider & the Registrar of Tamil Nadu Dr. M.G.R. Medical University. All such Arbitration proceedings shall be held within the Jurisdiction of Chennai & shall be in accordance with and subject to the provisions of the

Indian Arbitration and conciliation Act 1996, or any statutory modification or re-enactment thereof for the time being in force.

2.5. PERSONNEL:

The Service Provider shall provide the services of their partners, officers and servants provided that the Service Provider may make adjustments in such personnel and in such periods as may be appropriate to ensure the efficient performance of their services with prior approval of the University.

2.6. PAYMENTS TO THE SERVICE PROVIDER:

2.6.1. The University shall pay the Service Provider in respect of their services as per Payment Schedule Provided that the said payment schedule may be modification by mutual consent consequent to any charges made in the time schedule.

2.6.2 The Service Provider should furnish the bill of cost for Scanning, Imaging and On-Screen Evaluation of Answer Booklets of the University in triplicate on completion of above said work through the Controller of Examinations. After verification action will be taken by this University for the payment of the bill of cost after deduction of applicable taxes.

2.6.3. The University shall pay the Service Provider separately for any additional works as agreed between the parties, and resulting from the University specific request for amendments to the services or postponement of the services or termination of this agreement.

2.6.4. All payments made by the University shall be made to the account of the Service Provider

2.6.5. The remuneration received from the contract, will be subject to normal tax liability in India.

2.7. PENALTIES / LIQUIDATED DAMAGES DUE TO DELAYS BY SERVICE PROVIDER TERMINATION OF CONTRACT:

2.7.1 Time shall be considered as the essence of the contract on the part of the Service Provider. If at any time the University shall be of the opinion that the Service Provider is delaying commencement of the work neglecting or delaying the progress as defined in the time schedule or not attending to the office for discussion as stated in this contract or if the Service Provider fail to maintain the progress as per the time schedule or violates any of the provisions of this contract, the University shall so advise the Service Provider and at the same time demand compliance.

2.7.2 If the Service Provider neglect to comply with such demand within 5(Five) days after receipt of such notice, it shall then or at anytime be lawful for the University to impose a penalty at 1% per week on the value of contract amount and if fails to comply with up to a maximum of 10% on the value of contract amount the order will be canceled.

- 2.7.3 Should there be any breach of contractual obligation by the Service Provider, the University has the right to take appropriate action as deemed fit for such violation. Making the solution go-live and providing transitional support to the users. Performing any new setups and changes to existing setups, as may be necessary
- 2.7.4 During the contract period, if the T.N. Dr.M.G.R. Medical University is not satisfied with the services of the Contractor or the contract is transferred to the third party the contract will be automatically terminated. In such cases, the University shall give an advance intimation of not less than 30 days to the contractor. In the event of unsatisfaction of services, the University shall reserve the right to claim damages for non-fulfillment of contract.

Training

The bidder should conduct the following training during the implementation at the University premises.

Functional training for the All Examination wing staff/Officer

Technical training for the IT Team

DB & System Administration training for the super users

Supervisory officers training (handling work flow activities)

Providing hand holding support during the support period to the end users on the data.

2.8. FORCE MAJEURE:

The Parties shall not be liable for failure to perform any of their obligations under this contract, if such failure was caused by any one or more of the following happenings:

- i. Act of God
- ii. War, riot or civil commotion
- iii. Fire, tempest, explosion or flood
- iv. Other occurrences beyond their control

The party relying upon the above at any time shall notify the other promptly if any of the said happenings prevent it from performing any of the said obligations under this contract and shall take all reasonable steps to resume with least possible delay the performance of its obligations. Nothing herein shall be deemed to require either party to settle any strike, lockout, or other industrial disturbance.

2.9. MISCELLANEOUS

All data, analysis, diagrams, program, software including source code, etc, are the property of the University. The Service Provider will not disseminate information in any form to any third Party without prior written permission to the University.

2.10. EFFECTIVE DATES AND DURATION OF THE CONTRACT

The parties hereto intend to give effect to this agreement from and the same shall remain in force and effect till months from the date of Agreement, unless terminated in writing earlier or extend beyond any date as mutually agreed by the Service Provider and the University.

IN WITNESS WHEREAS the parties hereunto have caused this contract to be signed in their respective names as of the day, month and year first above written.

For and on behalf of Service Provider
(Name and Address of the Service Provider with Official seal with date)

WITNESS:

- 1.
- 2.

ACCEPTANCE

The Registrar, The Tamil Nadu Dr. M.G.R Medical University, Chennai hereby accepts the contract in accordance with the conditions of the contract and work order there into annexed.

REGISTRAR.
For and on behalf of
The Tamil Nadu Dr. M.G.R. Medical University, Chennai-32.

WITNESS:

- 1.
- 2.

INSTRUCTION TO FILL THE AGREEMENT

1. The Agreement should be executed on a Non-Judicial Stamp Paper of Government of Tamil Nadu worth Rs.100/- (Rupees Twenty only). If Non-Judicial Stamp Paper is not available, Special Adhesive Stamp to the value of Rs.100/- may be affixed to the Agreement.

2. The Agreement should be executed in bond paper or in thick papers which may last long and not in thin papers like manifolded sheets etc.,

3. The Agreement apart from Stamp paper should be signed at the bottom of all pages with full signature and date and official seal by both the parties.

4. Signature of witnesses with their addresses should be obtained in the Agreement.

5. Any corrections made in the Agreement should be attested with full signature and date under official seal by both the parties.

6. If the stamp tenderer is the partnership concern the copy of the partnership Deed, Copy of the certificate of Registration should be enclosed with the Tender Document.

7. If the tenderer is Private Limited (or) Public Limited Company copy of the certificate of incorporation, copy of memorandum and article of association and Board resolution the particular director should sign in the Tender Document.

ANNEXURE – III
TENDER SCHEDULE (TECHNICAL BID)
THE TAMIL NADU Dr.M.G.R. MEDICAL UNIVERSITY,
CHENNAI – 600 032

TENDER SCHEDULE FOR IMPLEMENTATION OF END TO END SOLUTION
FOR SECURED SCANNING, IMAGING AND ON-SCREEN EVALUATION OF
ANSWER BOOKLETS (INCLUDING MULTIPLE EVALUATION) FOR THIS
UNIVERSITY

Sl.No:	Particulars Required	Particulars to be correctly furnished by the firm
1.	Name of the Organization	
2	Nature of the Business	
3	Office Address:	
4	Telephone No./Mobile No & e Mail No.	
5	Status of the firm	
a	Proprietorship	
b	Partnership	
c	Private Limited	
d	Public Limited	
6	Date, Month and year of Establishment of Business. (Xerox Copy of the proof to be enclosed)	
7	Name and Residential address of the Proprietor with Telephone Number	
8	Sales Tax,Registration Number, Date, Month and Year of Registration (xerox copy of the Registration Certificate to be enclosed) VAT/CST/PAN No:	
9	Service Tax Registration No:	

10	To furnish the Xerox Copy of Audited Annual accounts for the financial year 2015-2016 , 2016-2017 & 2017 – 2018 duly authenticated by a chartered Account showing the details of Annual Turnover exclusively in the purchased business should be furnished by the Tenderer.	
11	To furnish the Xerox copy of the current business the name of proprietor or firm	
12	To furnish the Xerox copy of the current Service Tax clearance certificate.	
13	Whether the firm had already installed any software with the Tamil Nadu Dr. M.G.R. Medical University, if so, furnish the details of the transactions.	
14	To furnish the details of the Software work under taken in any Government/Quasi/autonomous Bodies and furnish the Xerox copy of the order	
15	EMD payment particulars	
16	Solvency Certificate of Rs.10,00,000/- after the date of issue of the tender.	

**SIGNATURE OF TENDERER
WITH SEAL**

Place:
Date:

Details on similar work experience certificates enclosed

Sl.No:	Name of the Firm	Year of execution	Nature of work	Value of the work	Stage of work

Signature with seal

ANNEXURE – IV

COMMERCIAL BID

**TENDER SCHEDULE FOR IMPLEMENTATION OF END TO END SOLUTION
FOR SECURED SCANNING, IMAGING AND ON-SCREEN EVALUATION OF
ANSWER BOOKLETS (INCLUDING MULTIPLE EVALUATION) FOR THIS
UNIVERSITY**

Sl.No :	DESCRIPTION OF THE WORK	RATE PER ANSWER BOOKLET (Inclusive of all charges)	Amount (Tax applicable in Govt. in force)
1.	TENDER FOR IMPLEMENTATION OF END TO END SOLUTION FOR SECURED SCANNING, IMAGING AND ON-SCREEN EVALUATION OF ANSWER BOOKLETS (INCLUDING MULTIPLE EVALUATION) FOR TAMIL NADU DR.M.G.R. MEDICAL UNIVERSITY, CHENNAI.		
2.	Any other cost, specify in detail		
	Total		

(Rupees)

**SIGNATURE OF TENDERER
WITH SEAL**