

Baba Farid University of Health Sciences

Faridkot, Punjab, INDIA-151203



TENDER DOCUMENT

Sealed Tenders superscribed “ **Tender Digital Evaluation Project**” and in the prescribed form are invited from firms for **Scanning of answer scripts and digital evaluation**, for the specific requirements as mentioned in Technical Bid. Selected bidder will be required to execute the **Digital evaluation** as per the requirement of Baba Farid University of Health Sciences, Faridkot.

This tender document consists of four parts -

Part-1: "TERMS & CONDITIONS".

Part-2: "TECHNICAL BID".

Part-3: "FINANCIAL BID".

Part-4: "ANNEXURES".

Bidders are required to submit their responses in the prescribed format and complete in all respect to the Registrar, Baba Farid University of Health Sciences, Faridkot on or before **29 February 2016**

Bidders have to enclose Earnest Money Deposit (EMD) of Rs. 3,00,000/- (Three Lacs Only) along with the “Terms & Conditions” in the form Demand Draft in favour of Registrar, Baba Farid University of Health Sciences payable at Faridkot from any of the nationalized scheduled commercial bank.

The sealed envelopes of the bidders containing “Technical Bids” shall be opened on **01 March 2016** . If bids opening day is a government holiday, then the bids shall be opened on next working day at the same time. Maximum two representative of each bidder may participate at the time of opening the technical bids. Financial bids for responsive bidders shall be opened on **01 March 2016**. The Tender Document can be downloaded from the University website <http://bfuhs.ac.in>

Tender Fee Rs. 2000/-

Please make DD infavour of Registrar BFUHS ,Farikdot Payable at Faridkot

TENDER NOTICE

IMPORTANT DATES & TIME

- ◆ Last Date & Time For Submission : 29 February 2016
- ◆ Date/Time of Opening of Technical Bids : 01 March 2016
- ◆ Date/Time of Opening of Financial Bids : 01 March 2016
- ◆ Venue of Bid Opening : Committee Room, VC Office, BFUHS, Faridkot

PART – 1

TERMS & CONDITIONS

**FOR DIGITAL EVALUATION PROJECT
FOR
Baba Farid University of Health Sciences, Faridkot**

1. The Bids are invited from solution providers.
2. The Bids submitted by the bidders should be valid for a minimum period of 3 months from the date of opening of tender. Initially the order will be for one year which may be extended on yearly basis subject to the satisfactory performance. However, the prices quoted should be valid for a minimum period of 3 years from the date of issue of the purchase order or execution of purchase agreement.
3. The tender is "Two Bid" document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD). Technical Bid should be submitted in a separate sealed envelope clearly indicating that it is a "TECHNICAL BID".
4. The financial bid is needed in a separate sealed envelope clearly indicating that it is a "FINANCIAL BID". It should contain only commercial in the prescribed format. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
5. Both covers (Technical bid and Financial bid envelopes) be placed in sealed bigger envelope and marked with the bidders name. The tender complete in all respect, as prescribed in the tender document, should be hand delivered to Registrar, Baba Farid University of Health Sciences, Faridkot on or before To be filled by 29 February 2016 failing which tender will not be accepted.
6. The Earnest Money Deposit (EMD) of INR 3,00,000/- (Rs Three Lacs only.) should be in the form of Demand Draft Demand Draft in favour of Registrar, Baba Farid University of Health Sciences payable at Faridkot from any of the nationalized scheduled commercial bank
7. The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting. The bidder's name and signature of authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head.
8. The sealed envelopes of the bidders containing "Technical Bid" shall be opened on **29 February 2016**. If bids opening day is a government holiday, then the technical bids shall be opened on next working day at the same time. Maximum two representative of each bidder may participate at the time of opening the technical bids.
9. Uninterrupted power supply, basic electrical fixtures, Internet connectivity (along with required bandwidth), LAN connectivity, and location (location shall be made secured by BFUHS) along with the basic facilities (viz table, chairs, covered spaces etc) for setting up the scanning facility will be provided by Baba Farid University of Health Sciences, Faridkot.
10. Adequate number of evaluators of every subject for the purpose of evaluation will be nominated and paid for by the Baba Farid University of Health Sciences, Faridkot and bidder needn't include any such costs in their pricing.
11. In case, excise duty and/or trade tax/sales tax/ service tax are reduced or increased subsequently by the Government at the time of placement of the purchase order or delivery, then the same will be adjusted by either party on production of requisite proof.
12. Payment for the items to be supplied by the bidder against the purchase order shall be made by Baba Farid University of Health Sciences, Faridkot as follows: -

10% amount of the total order value will be released to the bidder on completion of the necessary infrastructure required.

30% on completion of scanning of 50% of the scripts.

20% on completion of scanning of 75% of the scripts.

Remaining **40%** amount of the total order value will be paid to the bidder within 30 Days after successful delivery of evaluated answer scripts.

Payment shall be released on receipt of the original bills in triplicate complete in all respect.

- 13.** The successful bidder shall sign an agreement immediately after the acceptance of the tender. The purchase order shall be issued only after signing of the purchase agreement with the selected bidder.
- 14.** The tender must be submitted on the format given by Baba Farid University of Health Sciences, Faridkot. Any other technical details required to supplement the information quoted in the prescribed tender document may please be attached separately. The information required in the tender document should be given at the place provided for it in the tender document. The tenders in which information is not given at the place provided for it or not in the similar format given in the tender document, may be rejected.
- 15.** In case of tenderers whose tenders are not considered for placing the purchase order, the earnest money deposit (EMD) will be refunded normally within one month of taking the purchase decision. In case of selected bidder, the earnest money deposit will be converted into security money and will be retained till the complete items are supplied and accepted by the University. The EMD deposited will not earn any interest & Baba Farid University of Health Sciences, Faridkot will not pay any interest on EMD to the bidder.
- 16.** All the documents required should be submitted along with the technical bid of the tender only.
- 17.** Printed conditions of the bidder submitted with the tender will not be binding on Baba Farid University of Health Sciences, Faridkot.
- 18.** The tenders have to be submitted by hand/ post/ courier. Any tender submitted by telex/telegrams/fax/email will not be considered. No further correspondence will be entertained on this matter.
- 19.** Baba Farid University of Health Sciences, Faridkot will not be responsible for any delay in obtaining the tender document by the bidder from the University or submission of the completed tender document to the University
- 20.** Technical Pre-requisite:
 - a. The bidder should be a company/Trust/society registered in India under under Indian Company Act, 1956/ The Partnership Act 1932/ Society Registration Act, 1860. and having undertaken similar operation of digital evaluation in India.
 - b. The bidder should have successfully executed atleast 3 similar digital evaluation projects in India for Govt., Central or State University/ Medical University / School Boards / Public service Commission. Assignments of similar nature must include the major activities such as Scanning and Digitising of the pages of Answer scripts, preparation for Digital Evaluation (e evaluation/ On Screen Marking), organising online evaluation centre (if evaluation conducted at evaluation centres), Training of Evaluators and Supervisors/ Reviewers, Dynamic allocation of digitised Answer scripts to Evaluators (in case of online evaluation), Providing the tabulated marks to the School Board/ University in both soft and hard copy. The bidder must have executed digital evaluation of not les than 2 (Two) Lacs Answer scripts in any one year during the last 2 years.
NOTE: Pilot projects will not be entertained. The documentary evidence in form of work/contract/client report must be enclosed along with Satisfactory Performance report from the client. Similar work means scanning, computer based evaluation, scoring, marking of answer scripts of any reputed examination/ education body as specified in the tender.
 - c. The bidder should not have been Debarred/ blacklisted by the Central Government/ State Government/ Government Departments./ Central and State Universities/ Central and State School Boards/ Educational Institutions/ Organisations, etc.

- d. Bidder should own the complete source code of the software being used for conducting the Digital Evaluation System.
 - e. The bidder must have own / third party Tier III or above Data Centre for Data Security and application hosting. The Data Center should be located in India.
 - f. The bidder should have on his pay roll minimum 25 Technical and Administrative employees for providing support to Baba Farid University of Health Sciences, Faridkot.
 - g. The bidder should be registered with appropriate tax authorities such as Income Tax and should submit the certificate of registration with these authorities.
 - h. The bidder's Annual Turnover during last three years should not be less than 10 Crores in India and must be a profitable organization during 2 year from the previous three financial years.
 - i. The bidder should have its own or leased infrastructure in computers, appropriate technology, hardware and software, trained staff, adequate security measures and due diligence. The bidder should be able to demonstrate the capability on any day if called for technical presentation.
 - j. Bidder must have experience of doing digital evaluation work for any state/ central university/ Medical University/ school board.
 - k. The bidder must have ISO 27001 Certification.
 - l. Bidder should be CMMi Level 3 or above certification.
 - m. The registration number of the firm along with the CST/U.P.T.T. No. allotted by the sales tax / trade tax authorities and Income Tax registration number (P.A.N.) along with the place of registration should invariably be given along with the technical bid.
- 21.** The technical bid shall consist of the following informations/documents without which the tender is liable to be rejected–
- a) EMD of Rs. 3,00,000 (Three Lacs Only) in form of Demand Draft in favour of Registrar, Baba Farid University of Health Sciences, Faridkot.
 - b) Technical information as desired in prescribed format (Part 2).
 - c) The financial information as per Annexure – A
 - d) Organizational Structure and information as per Annexure B
 - e) Technical and Administrative manpower available for this work as per Annexure C
 - f) The details of experience of similar works as per Annexure –D
 - g) Documentary Evidence to support clauses 22.
- 22.** All of Above Clauses and information provided shall subject to a AUDIT and Validation by Baba Farid University of Health Sciences, Faridkot at any point of time , before , during or after the Bidding Process, if at all any Information or feedback is found to be wrong or malafide, Baba Farid University of Health Sciences, Faridkot RESERVES the Right to REJECT the BID without assigning any reason whatsoever and the Bidder will have No Right to Claim any damages of any Nature.
- 23.** Tender will be rejected, if technical specifications offered by the firm in the technical bid differ from what is quoted in financial bid.
- 24.** Detailed technical evaluation shall be carried out pursuant to technical specifications and other conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation.
- 25.** *The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion/presentation. Atleast 2 working days of notice will be given to responsive bidders for making themselves available for the aforesaid presentation.*
- 26.** *Financial Evaluation – The financial bid shall be opened of only those bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. Opening of financial bid will be done on 01 March 2016.*
- 27.** Tender not conforming to any or all the above terms and conditions will be rejected.
- 28.** Incomplete tenders are liable to be rejected.
- 29.** Baba Farid University of Health Sciences, Faridkot reserves the right to increase/decrease the specified

quantities of any item(s) given in the tender.

30. Canvassing in any form in connection with tender is strictly prohibited and will disqualify the bidder.
31. Bids must be submitted for all the items in single category as mentioned in the tender, otherwise it may be rejected. However, Baba Farid University of Health Sciences, Faridkot reserves the right to select only one bidder for all items or more than one bidder for different items.
32. Baba Farid University of Health Sciences, Faridkot reserves the right to reject any or all the tenders without assigning any reason whatsoever. Baba Farid University of Health Sciences, Faridkot would not be under any obligation to give any clarifications to those bidders whose tenders have been rejected.
33. All disputes or differences arising between the parties out of or relating to meaning and operation of effect of the contract or breach thereof shall be settled by arbitration in accordance with the rules and regulations of arbitrator. **In case of any legal dispute the jurisdiction will be Faridkot only.** The arbitrator shall be appointed by the Vice Chancellor and the whole decision of the arbitrator shall be binding on both the parties.

Yours faithfully,

Registrar,
Baba Farid University of Health Sciences
Faridkot

PART - 2
TECHNICAL BID
(IN SEPARATE SEALED ENVELOPE)
FOR DIGITAL EVALUATION PROJECT
FOR
BABA FARID UNIVERSITY OF HEALTH SCIENCES
FARIDKOT

Answer script Specifications

Answer scripts Specification	The configuration / specification of answer sheet shall be as per the requirement of the service provider. Student writes both side of the answer script.
Number of Pages	(a) Each Answer script Contains 18 leaves and 36 sides + 2 pages (4 leaves) Front and Back
No of Evaluations	Each Answer script will be evaluated twice by different evaluators, if minor variation in the scores, system should provide average score, if the variation is more than 20-25%, the answer script will go for a third evaluation
Bar Code Printing	Specifications To be provided by the Bidder
Type of Paper	Specification to be provided by the bidder

Scope of Work for Digital Evaluation

This has been categorized in three broad phases:

A) Pre-Evaluation Phase.

Sr.No	Description	Does Bidder's solution comply ? (Y/N)
1.	Designing the evaluation plan and evaluation process in consultation with Baba Farid University of Health Sciences, Faridkot at : A. To provide technical specification for Designing / Printing of Answer Sheets to be compatible for Digital Scanning and Evaluation viz. printing of Bar codes, size of sheet, pater type, No. of pages, margins etc. (The answer sheets to be printed by BFUHS) B. For Online evaluation and Scanning Centre C. Complete Security management processes (Physical and IT for scanning center and servers etc.) D. Evaluator handling process E. Click by Click Audit processes F. Other related processes involved for evaluation G. Training of Reviewers /Evaluators and confidential section staff of the University on e- Evaluation towards capacity building of all involved stakeholder(s)	
2)	To prepare and provide documentary manuals for all processes for safe and secure conduct of Evaluation, to be	

	followed along with rules for contingency and exception handling/ emergency Procedures.	
3)	To provide specifications for Hardware and Software required at all stages of the evaluation as per marking scheme for A. Scanning Centre B. Online evaluation C. Devices and systems to be used for authentication and audit trail mechanisms required for evaluation	
4)	The software should have role base security mechanism	
5)	Answer scripts in sealed bags /packets will be handed over to the service provider by the designated BFUHS official for proper accounting of Answer scripts and slips and processing leading to Digital Evaluation.	
6)	Scanning should be done by cutting the spine of the Answer Booklet. by employing the Scanners. All the pages of the booklet should be accounted for and identified with the booklet ID number.	
7)	The scanned answer scripts to be securely uploaded to bidder's Data Center and then made available in the evaluators for online evaluation by the service provider.	
8)	To provide suitable scoring system or software as per requirement of the university.	

B) Evaluation Phase

Sr.No	Description	Does Bidder's solution comply? (Y/N)
1)	To manage the evaluation process through internet	
2)	To securely transmit, download, install and implement evaluators / evaluation details received from BFUHS, Faridkot	
3)	To provide unique username/ password to the evaluators.	
4)	To arrange/provide adequate displays and provide required instructions/ information to the evaluators	
5)	To maintain complete log of all activities of evaluators during the course of evaluation to enable complete audit ability of the evaluation process.	
6)	To calculate marks obtained by each candidate	
7)	A device system for monitoring and supervision of the evaluation activities (Centre level/ evaluator level) by the competent authority.	
8)	To transfer/export the data in encrypted format including raw scores data from local computers to Data Center.	
9)	Server data to be secured at a designated site by a responsible official of the agency in the presence of Supervisors and a back up copy in C.D/ D.V.D to be handed over to The Supervisors	

C) Post Evaluation Phase

1. To share the evaluation results

Sr.No	Description	Does Bidder's solution comply? (Y/N)
1)	Supply of data reports soft copy as per format provided by the university during the entire period of contract to the VC of BFUHS, Faridkot or any other officer designated by VC, BFUHS, Faridkot for use by the university or any other designated agency for result preparation, research as decided by the VC, BFUHS, Faridkot.	
2)	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 relevant clauses of I.T. Act for any breach of this clause.	

Notes:

Description	Bidder Agrees to Process (Y/N)
<p>Handling of Answer scripts</p> <p>1. The Answer scripts in sealed bags/Packets received from examination centre will be handed over to the service provider by Baba Farid University of Health Science, Faridkot officials with direct bar coded Answer scripts for counting, comparing with Answer scripts Performa submitted by BFUHS Official giving details on actual number of Answer scripts received from exam centre for processing leading to scanning and Digital Evaluation. The suitable number of trained manpower for opening sealed packets/bags contains Answer scripts and statements shall be supplied by the service provider.</p>	
<p>2. The details of Answer script data (like subject name, subject code, subject medium, barcode number , bag no etc.) mapped with the roll number of the student will be prepared by BFUHS before the scripts are handed over to the Service Provider. The student identity will not be disclosed to the Service Provider</p>	

Description	Bidder Agrees to Process (Y/N)
<p>Training</p> <p>The service provider selected shall undertake to train the officials of confidential section of the Reviewers / Evaluators appointed by the BFUHS to know the process of Digital Evaluation. Later the Reviewer /Evaluator will be trained as per the marking scheme (if any) provided by the BFUHS. A detailed report of evaluators and their performance for each day shall be shared with the BFUHS. Since the Digital Evaluation training to Evaluators/ Reviewers at BFUHS will be a continuous assignment throughout the year only agencies having sufficient staff/ Experts to handle such continuous training and sufficient financial strength may apply</p>	

Infrastructure for scanning and evaluation of Answer scripts

Sr.No	Description	Bidder Agrees to Process (Y/N)
a)	University shall provide the service provider sufficient space for scanning purpose along with the basic facilities (viz table, chairs, etc) which should be secured by the university	
b)	University shall provide uninterrupted Power Supply along with required bandwidth internet connection at the scanning centre for the purpose of data transfer(scanned answer scripts)	
c)	All efforts would be made by BFUHS, for adequate power points at the place of scanning center. Sufficient number of UPS and generators have to be installed by BFUHS	
d)	Hardware for the purpose of evaluating of the digitized answer scripts will be available to the evaluators and will be organized by BFUHS.	
e)	The service provider would ensure server deployment for Online Evaluation. Internet connectivity to the servers will be provided by BFUHS	
f)	All the manpower involved in the scanning work should be engaged by the service provider and the secrecy of the Answer scripts will be the responsibility of the service provider.	
i)	Adequate number of evaluators of every subject for the purpose of evaluation will be nominated and paid for by the university, and their availability will be the responsibility of the University	

Periodicity - Period of completion of work and contract

The agency may complete the entire process of Answer scripts verification with center Performa, scanning, Digital Evaluation within 2 (Two) **days'** time from the date of handing over the relevant subject Answer scripts or as may be mutually agreed.

The period of contract will be up to BFUHS, Faridkot main and compartments/ supplementary examination 2016. It will be the discretion of the University to digitally evaluate all or selected examination in the year 2016 or onwards. The contract may be extendable up to three more examination years on same terms and conditions / rates subject to satisfactory performance in 2016 examinations.

Features required in Digital Evaluation Software

The Application must be customized based on the requirement of BFUHS and must contain the features enlisted herein. Provision for automatic back up of evaluated answer scripts.

1. User account management i.e. addition, modification and deletion of Evaluator and Reviewer.
2. Answer scripts management i.e. mapping of answer scripts.
3. Security setting for setting of password.
4. Provision for marking of question by Evaluator as evaluated, optional, marked for review or not attempted.
5. Tracking of IP on evaluator side
6. Evaluated check box to ensure that Evaluator has visited each and every page of an answer script.

7. Evaluator comment box for each question.
8. Provision for zooming of answer scripts for proper viewing.
9. Provision for skipping of an answer script by an Evaluator if the same is in different medium / subject or not properly scanned.
10. Provision to Save an answer script as draft to evaluate at a later stage on the same day.
11. Provision for reviewing of any answer script by the Reviewer.
12. Provision for viewing of evaluated answer scripts by the Reviewer.
13. There has to be a command center to know the status of overall evaluation at any point of time.
14. Provision of forecasting report of evaluation to enable the University to know the timeline to complete the entire evaluation process and number of evaluators/ reviewers required.
15. Provision of restriction of evaluation/ reviewing time as the evaluators and reviewers can perform actions only in the time stipulated by the University
16. There should be dash board displaying the following
 - (i) Daily and consolidated Evaluators' attendance
 - (ii) Daily and consolidated Reviewers' attendance
 - (iii) Daily and consolidated Subject-Medium wise Evaluator details
 - (iv) Daily and consolidated Subject-Medium wise Reviewer details
 - (v) Skipped Answer script Details (till date)
 - (vi) Overall Subject-Medium wise Evaluation (till date)
17. Providing password to each and every Evaluator through Authorised Representative nominated by VC of BFUHS, Faridkot and the password has to be changed on the 1st day
18. The delivery of digital evaluation has to be Internet based anywhere anytime
19. Date wise working hours report of Evaluators and Reviewers
20. Availability of answer scripts, question paper and marking scheme on the computer nodes of each and every Reviewer and Evaluator.
21. After scanning of answer scripts, the delivery of digitized answer scripts to the Evaluators can be by any secured mode.
22. Enabling of security settings for Reviewers authentication.
23. Maintaining audit log of each and every Reviewer, Evaluator and IT Manager of Digital Evaluation agency.
24. Provision for forgot Password and secret question settings.
25. Annotation of each and every question and page of answer scripts.
26. Provision of timer on computer node of each and every Evaluator to know the time taken in evaluation of answer script.
27. Provision for subject/medium wise selection of answer script.
28. Provision of message broadcasting to evaluators/reviewers
29. Provision for configuration of multi-lingual question paper.
30. Provision of selection of question paper by Evaluator If a subject-medium has multiple question papers with set categorization, the evaluator can choose the appropriate question paper from the question paper list
31. Provision of re-opening of submitted answer scripts by Reviewer for evaluation in case of any need for correction on the same day of evaluation Evaluators and Reviewers online feedback.
32. Provision for reviewing based on the rules shared (No of AB will be reviewed)
33. Provision of setting of minimum time of evaluation of an answer script to avoid fast and possibly inaccurate evaluated answer script.
34. Setting of limit/ceiling for maximum no. of scripts to be evaluated by an Evaluator.
35. Detailed audit log of evaluation.
36. Provision for PDF / JPEG view of answer scripts.
37. Provision for Subject – Medium wise Evaluator report for reviewer to generate the report of evaluation for a subject-medium-evaluator combination during any date range in the evaluation period
38. Provision of viewing Answer script in Landscape/Portrait orientation
39. Provision of revisiting/ editing the marks/ evaluation by evaluator of evaluated answer script on same day
40. Provision of easy assignment of marks as the evaluator can assign full or 0 marks for an answer by selecting the same from the drop down at the question level. In case of sub-questions, the full or 0 marks are awarded automatically

41. Provision of key board shortcuts to enable evaluator to evaluate the answer scripts faster
42. Provision for Evaluation of each answer scripts by two (2) different evaluators (subject and medium wise). The provision also should be provided to select best of the two or average scores and if the discrepancy is more than the set limit (20-25%), the answer script will be reviewed by the Reviewer of the subject and medium to which he/she is mapped.
43. The software should have an enhanced search operation facility to enable reviewer to view the details of an individual answer script and the percentage range for viewing the evaluated / reviewed answer scripts by specifying the answer scripts code
44. The following reports needs to be generated by the Digital Evaluation software:
 - i. Date wise Reviewers and Evaluator attendance report
 - ii. Subject-Medium wise Evaluator detailed report
 - iii. Subject-Medium wise Reviewer detailed report
 - iv. Skipped answer scripts' detailed report
 - v. Overall Subject-Medium wise Evaluation report
 - vi. Evaluator detailed report
 - vii. Variance report in case of discrepancy in the marking of Evaluator (s) and Reviewer(s)
45. Printing of answer script(s) with all annotation of marks (for example Tick right or wrong), if marked by Evaluator as per requirement.
46. Provision for auto uploads of marks file.
47. The service provider must take adequate care while cutting the answer script without damaging the written portion. All the pages without missing any should be scanned & stapled.
48. Scanning to be completed within stipulated time with adequate manpower.
49. The software to have image rotating options for correction of inverted scanned images of answer script by the evaluator themselves.
50. Back up of the scanned answer scripts to be stored in a separate server apart from the one which is used for the evaluation.
51. Stacking software provision to be made available for retrieval of scanned answer scripts.
52. Questions which are Not Answered must not be allotted 'zero' marks. They should be treated as 'Not Answered'. The score card must show the NA questions separately.
53. Authorised personnel with prior approval of the university to be allowed entry into the scanning zone and Server zone.
54. Backup of all the valuation data needs to be ensured in the server of the university on the specifications to be provided by the vendor.
55. The cutting and scanning manpower should not bring any bag inside the scanning section and should undergo frisking procedure at the entrance of the scanning section.
56. If manpower for scanning is outsourced then such personnel Entry, exit timings and purpose of all personnel from the vendor should be entered in the register provided by the security.

System Requirements for Scoring

The **evaluation scoring system** should have the following features:

Sr.No	Description	Does Bidder's solution comply ? (Y/N)
a)	The evaluation scoring system must provide for a safe scoring environment;	
b)	The system must employ a framework that ensures the most efficient processing time	
c)	The system must allow for both the scoring of objective and subjective responses (e.g. open-ended and constructed response questions);	
d)	The system must provide for a rapid-response framework for arbitration and handling scoring discrepancies;	
e)	The system must provide for real-time, live reporting of scoring progress and accurate time projections for reporting of results;	
f)	The system must allow for real-time monitoring and evaluation of test scores and questions by administrators, pedagogic directors, or other relevant personnel; The system must demonstrate mechanisms for heightened accuracy for subjective question responses;	
g)	The system must demonstrate integrated security mechanisms (such as serial numbers / Barcode on each page)	
h)	The system should be capable of handling different response formats like images.	
i)	The system should be able to capture the remarks and comments made on the answer sheet by the evaluators.	

The **Software/Forms-Processing Requirements** must include the following characteristics:

Sr.No	Description	Does Bidder's solution comply ? (Y/N)
a)	All administration and scoring-related functionality must be accessed through Internet Explorer 8 and above.	
b)	The scoring process should maintain anonymity, where evaluators only receive the image of the response without any student information;	
c)	The system should allow for flexibility in scoring supervision (e.g. Supervisors can monitor evaluators assigned to one exam, to a group of exams or to a subject or group of subjects.);	
d)	The system should be able to allow for flexible work flow(e.g. the Supervisor/Administrator should be able to define how much work one or more evaluator receives);	
e)	The system should allow for flexibility in the scoring process eg. flexibility in seeing	

	entire question booklets or one at a time	
f)	The system should be able to alert the supervisor/ administrator when the multiple scores of an answer sheet result in very diverse scores	
g)	System should allow for the real-time checking of evaluator's work quality	
h)	System should allow for real time supervisor access to any evaluator's work as well and to exams already scored, with the ability to modify assigned scores;	
i)	System should support real time reports to monitor evaluators' production and scoring operation progress;	
j)	The system should support the daily evaluation report post scoring by the evaluator	
k)	System should allow for customized results reports based on user needs or service provider should have standard reporting format	
l)	System should support online training using real exam images or service provider should have web based training module	

EVALUATION OF THE BIDS-

Technical Evaluation-

- 1.** Detailed technical evaluation shall be carried out pursuant to terms and conditions and other conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation.
- 2.** The evaluation committee may call the responsive service provider(s) who comply all terms and conditions of the tender for discussion and presentation to facilitate and assess their understanding of the scope of work and its execution. The service provider should give a detailed presentation on how their technology is best suited for the University. However, the committee shall have sole discretion to call for discussion/presentation.
- 3.** The service provider should propose a solution for the optional items shown in the financial bid of the Tender Documents as per suitable process. The solution quality of the optional items would also be considered for evaluating the technical bid.

Financial Evaluation-

- 1.** The financial bid shall be opened of only those Bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible Bidders, who may like to be present.

**PART - 3
FINANCIAL BID
(IN SEPARATE SEALED ENVELOPE)**

**FOR DIGITAL EVALUATION OF ANSWER SCRIPTS PROJECT
FOR**

Baba Farid University of Health Sciences, Faridkot

Cost Per Answer Script for scanning and digital evaluation service for complete pre and post evaluation process as per tender document

Option 1

S.No.	Particular	Price (Per Answer Script)
1	Online Evaluation (with centralized scanning infrastructure to be provided by Service Provider)* Support manpower/software at each location will be provided by Service provider	

Option 2

1	Online Evaluation (with centralized scanning infrastructure be provided by Baba Farid University of Health Sciences, Faridkot)* Support manpower/software at each location will be provided by Service provider	
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Option 3

1	Online Evaluation (with Decentralised scanning centres and complete scanning infrastructure* to be provided by Service Provider 15 locations) Support manpower/software at each location will be provided by Service provider)	
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Option 4

1	Online Evaluation (with Decentralised scanning centre and complete scanning infrastructure* to be provided Baba Farid University of Health Sciences, Faridkot at 15 locations) Support manpower/software at each location will be provided by Service provider)	
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*** Scanning Infrastructure**

- Computer/ computers and Server/ servers / Cutter etc. (As per specification provided by Bidder)
- Highspeed ADF Scanners (as per specifications provided by Service Provider)

Note:

- Taxes as per rules as applicable would be extra to the above basic price quoted
- The price should be quoted for a period of 3 years.
- The price should be quoted for per Answer Script basis, each answer script will be evaluated minimum twice.

Date:

(Signature/Seal of the Bidder)

(Signature of Bidder)

Name : _____

Address : _____

Contact No. of Authorised Person : _____

**PART - 4
ANNEXURES**

**FOR DIGITAL EVALUATION PROJECT
FOR
BABA FARID UNIVERSITY OF HEALTH SCIENCES
FARIDKOT**

ANNEXURE– A

FINANCIAL INFORMATION

- I. Financial Analysis : Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last 3 (three) years and certified by the Chartered Accountant, as submitted by the bidder to the Income-Tax Department (copies to be attached).

FINANCIAL YEARS				
S. No.	Details	(1) 2012-13	(2) 2013-14	(3) 2014-15
i)	Gross annual turnover similar works.			
ii)	Profit/Loss			
iii)	Financial Position: a) Cash b) Current Assets c) Current Liabilities d) Working Capital (b-c) e) Current Ratio: Current Assets/Current Liabilities (b/c)			

- II. Up to date Income Tax Clearance Certificate.
III. Financial arrangements for carrying out the proposed work.

Note: Attach additional sheets, if necessary.

(Signature of Bidder)
Name _____

Address : _____

Contact No. of Authorised Person : _____

ANNEXURE – B

STRUCTURE OF THE ORGANIZATION

1. Name and address of bidder :
2. Telephone No./Fax No./Email address :
3. Legal status (Attach copies of original document defining the legal status).
 - a) An Individual/ Consortium:
 - b) A Proprietary/ Partnership firm :
 - c) A Trust :
 - d) A Limited Company or Corporation :
4. Particulars of Registration with various Government bodies (attach attested photocopy)
 1. Registration Number :
 2. Organization/Place of registration :
 3. Date of validity :
5. Names and titles of Directors & Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
6. Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reasons for not completing the work.
7. Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reasons for not completing the work.
8. Have you or your constituent partner(s) been debarred/black listed for tendering in any organization at any time? If so, give details.
9. Area of specialization and Interest
10. Any other information considered necessary but not included above.

ANNEXURE - C

DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

S N	Designation	Total number of employee s in that category	Number available for this work	Name	Qualification	Professional experience and details of work carried out	In what capacity these would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9

(Signature of Bidder)

Name :

Address : _____

Contact No. of Authorised Person : _____

ANNEXURE - D

DETAILS OF SIMILAR WORK EXPERIENCE DURING LAST 3 YEARS

S N	Name of work/proje ct and location	Name of sponsoring organisation / owner	Date of commen cement as per contract	Actual Date of completion	Any Litigation/A rbitration pending (Y/N)	Name, Email and Phone Number of officer with whom reference check can be made	Remarks (if any)
1	2	3	4	5	6	7	8

(Signature of Bidder)

Name :

Address : _____

Contact No. of Authorised Person : _____