



राजा शंकर शाह विश्वविद्यालय छिंदवाड़ा (म.प्र.)
RAJA SHANKAR SHAH UNIVERSITY CHHINDWARA (M.P.)

P.G. College Campus Dharam Tekri,

ChhindwaraEmail-registrar.cuc@mp.gov.in



28790

REF:STORE/EXAM/2025/

Chhindwara Date:11/06/2025

E-Tender Notice

Exam Result Processing

Raja Shankar Shah University, Chhindwara invites E-Tender through website www.mptenders.gov.in for Pre & Post Examination Result Processing.

Cost of tender form	Rs. 5000/- (Non Refundable) to be paid online on www.mptenders.gov.in
Earnest Money Deposit	Rs. 4,50,000/- to be paid online on www.mptenders.gov.in (3% of tender value)
Sale of Tender Documents	14/06/2025 to 28/06/2025 at 17.30 pm
Last Date of Bid Submission online	28/06/2025 to 17.30 pm
Opening Technical Bids	30/06/2025 17.30 pm
Opening Financial Bids	Decided by University
Place of Opening of Bids	Office of Registrar, RAJA SHANKAR SHAH UNIVERSITY, CHHINDWARA (M.P.)
Address for Communication	Registrar, RAJA SHANKAR SHAH UNIVERSITY, CHHINDWARA (M.P.)

For further details please visit on website www.mptenders.gov.in and official website of RSSU further all amendment publish only official website of RSSU.


Registrar

Raja Shankar Shah University,
Chhindwara (M.P.)



Scanned with OKEN Scanner

RAJA SHANKAR SHAH UNIVERSITY, CHHINDWARA (M.P.)

E-TENDER FOR POST EXAM RESULT PROCESSING

Raja Shankar Shah University is a public university in the state of Madhya Pradesh, it has been imparting state of art education to the students. The university has a large jurisdiction and conducts a number of examinations every year.

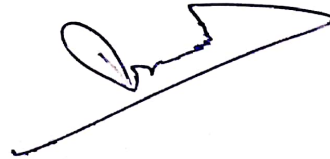
With a view to maintain secrecy, accuracy and processing of results, it proposes to outsource the result processing work to only reputed and experienced agencies.

SCOPE OF WORK: There are a number of examinations conducted at various levels graduate level, post graduate level, annual/supplementary/semester examinations. The number of students vary at each examination. Total number of students for Pre & Post Examination is 1.5 lakhs approximately. 1.5 lacs. The detailed scope of work is given below-

- A) Annual/Supplementary/Semester: B.SC./ B.A. / B.COM. / B.H.SC. / BBA / B.LIB. / BCA, etc.
- B) Semester Exams: MA/ M.SC. IM.COM./ M.H.SC. / PGDCA / BA.BED / SSC.BED/ BA.LLB/ LLB/ M.LIB /MSW/ B.ED etc.

INPUT TO THE SYSTEM

1. Scheme of examination
2. Exam wise and subject wise coding
3. College code list
4. Exam center list
5. Datasheet, online data of candidates appearing at various examinations.
6. Marks & carry forward marks.
7. Marks obtained by each candidate in each subject/paper/practical/sessional in the form of foil/counter foils/online/OMR sheets.
8. UFM List, absentee list, withheld list-exam wise/subject wise.
9. Photograph of the students.



OUTPUT FROM THE SYSTEM

1. Center wise/category wise numerical returns (for semester, main and supplementary examination separately)
2. Statements or reports as required by the university.

Post Examination (Annexure- A1)

Sr.no.	Particulars	Type of Stationery
1.	Statistical summary of Result in 2 copies	80 GSM paper
2.	Tabulation register in three copies with photo For main and supplementary/semester/ATKT examination separately Agency has to prepare Tabulation Register with Cloth Binding (Hard Binding)	One copy sample TR on 80 GSM paper Two copies Final TR on 80 GSM with binding
3.	Result sheets in two copies	80 GSM paper
4.	College wise result sheet in 3 copies	80 GSM paper
5.	Merit list in 2 copies for each examination	80 GSM paper
6.	Subject wise, Roll No. wise and bundle no. wise marks foil/counter foil details to be provided	—
7.	The data of all results will be given to the university in a cd/pen drive/hard drive or in required format.	—
8.	The firm has to upload the results on CUC website. Web search page for results to be designed by the agency as per directives of exam section, The firm has to publish the results on website in the given format.	—
9.	Print variable data of candidate of each examination in approved mark sheet format with each candidate's photo with security features. (After the examination result process the firm will have to provide data in the following formats. (i) Data format as desired by M.P. Online Portal. (ii) Data format as desired by Digi Locker data for Display Results on National Portal (iii) Data format as desired by ABC Digi Locker portal for Credit Transfer Data.)	Specification of mark sheets 1. Size of mark sheets 8.5"x11.5" (Use of paper brand Non- Tear able (PET) 205 micron or equivalent 250 GSM) Safety features 1. QR Code, Bar Code 2. UV- Invisible ink 3. Microline border 4. Numbering 5. Hologram 6. Copy and check feature 7. Multi colour printing 8. Any other features
10.	OMR sheet – designing, printing, scanning and colour pink	Size A4 100 GSM
11.	Any other statements or reports as required by the university (for example data of digi locker process)	



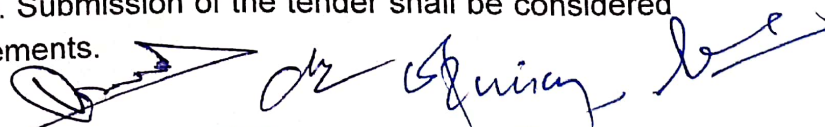
GENERAL TERMS AND CONDITIONS

1. Earnest Money Deposit

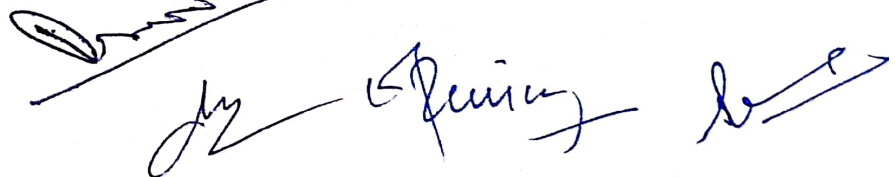
- i) The cost of the tender form is Rs. 5000/- (non refundable). The tender form along with terms and condition may be downloaded from Raja Shankar Shah University website (<https://cuc.ac.in>), the cost of the tender form is Rs. 5000/- which is not refundable and without tender documents the tender will not be accepted. Enclose tender form purchase receipt.
 - ii) Tender shall be accompanied by an earnest money of Rs. 4,50,000/- without which tenders will not be considered.
 - iii) Refund of earnest money - The earnest money of unsuccessful bidder shall be refunded within 15 days after finalization of tender.
2. The agency should have at least 5 years of continuous experience of post examination related data processing work in any two govt/semi-govt universities. Self-attested copy of the certificate and copy of work orders must be enclosed.
 3. Enclose sufficient proof of 5 years continuous result procession experience for minimum 3 lacs students per annum and with at least one University with more than 1.5 lacs students per annum enclose two successful completion certificates from any two govt /semi-govt universities. Self- attested copy of the certificates must be enclosed.
 4. All tenders received within the specified due date and time shall be opened on the date mentioned in the tender notice.
 5. The bidder must have experience of ICR/OMR technology in designing, printing, scanning and evaluation of OMR sheets. (Copy enclosed)
 6. The agency should have experience in preparing the exam results as per the New Education Policy (NEP). Enclose experience certificate of any institution for NEP result processing work.
 7. Successful bidder will prepare scheme of tabulation of examination results in accordance with existing rules and regulations of the university. Two copies of the scheme for each examination result shall have to be submitted and got approved before starting with post examination process.
 8. Bidders are requested to fill up per student total rates for all works as stated in the financial bid. The rate quoted must be for rates inclusive of all charges including stationery.
 9. As the work is of confidential nature there must be proper security arrangements of the premises round the clock.
 10. Enclose copy of PAN no. issued by Income Tax department, copy of GST Registration No. issued by concerning tax department, copy of the registration as registered firm certificate.
 11. Enclose copy of the Income Tax return of the company for the previous three assessment years. (2021-22, 2022-23, 2023-24) The average. 3 year ITR return not below than 7.5 lakhs.
 12. Enclose copy of the experience certificates as required. The bidder should be also quality certification as ISO 27001:2013 of 9001:2015 (Copy enclosed).



13. Enclose copy of the complete list of the hardware infrastructure and layout. The bidder should have minimum permanent staff strength minimum of 30 persons for result processing work. (submit ESIC and PF returns) Self attested copy of the certificate should be enclosed.
14. The firm should submit sample TR based on previous data of any university. After satisfaction by the university final work order will be issued, failing to which work order will be issued to next in order.
15. Bidder will collect and submitted the required data such as roll list, schemes, marks foil/counter foil etc. required for the result processing and will provide all reports for example roll list, sample TR, final TR, notifications, mark sheets (250 GSM) and other reports directed by the university to the confidential section within stipulated time.
16. The firm is supposed to do the result processing of UG/PG etc. examination being run in annual/semester/supplementary/ATKT. The firm will also process results of revaluation, re-totaling etc. The firm will be given a time of 3 days to process and complete the results.
17. Required data i.e. soft copy / hard copy and counter foils of the marks will be provided by the university.
18. Responsibility of data backup and security will be of the firm.
19. All corrections / conversions of data will be the responsibility of the firm including handling of ATKT, supplementary examination students and the marks brought forward.
20. Preparation of with held/revaluation cases will be prepared when marks/notification is provided to the firm.
21. Enclose copy of the OMR and photo scanners available with the firm.
22. Bidder shall furnish Rs. 100/- stamp notarized affidavit stating that the bidder has not been black-listed in any university/organization/state or central government offices or institution since last three years.
23. Enclose all relevant samples.
24. After accepting the bidder's bid & contract signed by the bidder, the contractee shall perform the work as per university order. Payment will be made to the contractee only for the works performed by him as per approved rate and terms & conditions of the bid and contract signed by the contractee. The works performed by the contractee shall be verified by the university confidential/examination department.
25. Payment will be made after audit by crossed cheque and the taxes as per rules shall be deducted or transferred online.
26. All bidders are required to read the tender document carefully before quoting rates and submission of tender. Submission of the tender shall be considered as meeting the following requirements.



- i. Tender documents have been carefully read and understood by the bidder.
 - ii. The bidder is ready to quote the rate as per the terms and conditions mentioned in the tender document of Raja Shankar Shah University, Chhindwara (MP).
27. Conditional tenders shall not be accepted in any case.
 28. The firm should be ready to start the processing within 2 weeks from the issuance of the order from the university.
 29. All the documents uploaded should be clear and legible otherwise the tender may be disqualified.
 30. At the time of agreement the concerned firm has to submit bank guarantee of Rs. 4,50,000/- to the university.
 31. Physical inspection of the infrastructure and availability of the competent man power may be made by a committee constituted by the university.
 32. The Registrar, Raja Shankar Shah University, Chhindwara does not bind itself to accept the lowest or any other offer and reserves all the rights to accept or reject any or all the offers either in full or in part without assigning any reason. The Registrar, Raja Shankar Shah University also reserves the right to reject any bid which in his opinion is violating any of the condition and statutory provisions without any liability to any loss what so ever it may causes to the proposer in the process.
 33. The contract shall be for a period of two years only. However, under certain circumstances the running contract may be renewed for another two years on mutual agreement between the contractor and the university.
 34. After depositing security deposit/bank guarantee amount the successful bidder will have to execute an agreement on a non-judicial stamp paper of Rs. 1000/- in the prescribed form with the Registrar, Raja Shankar Shah University within 10 days. After executing the agreement work order shall be issued to the bidder, through registered post/speed post only.
 35. The university will not pay any interest on the EMD and security deposit.
 36. Earnest money shall be forfeited in case the selected bidder does not start the work/complete the work within specified time as mentioned in the work order by the Registrar, Raja Shankar Shah University, Chhindwara. Under such circumstances the University is free to reward the contract to the second lowest bidder and the excess money will be deducted/adjusted from the EMD deposited by the bidder.
 37. The tendered shall have no right to sub-let, assign the work / part of work in any manner to any third party or authorize any other person to complete the contract awarded to him.
 38. The contractor has to maintain secrecy at all levels and throughout the execution of the work.
 39. The contractor has to provide all data online as per the university instruction.



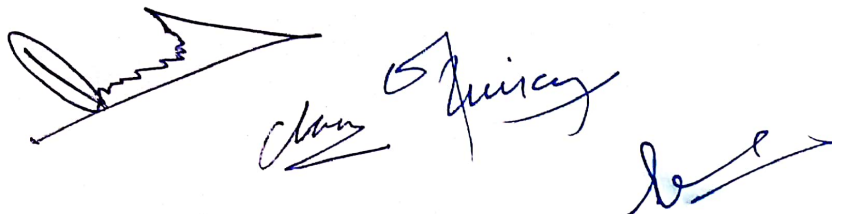
40. According to the financial bid rates are valid for one year but by the mutual understanding of both said (L-1 and University) tender will be extended up to maximum three years.
41. In case of change of contractor in future, the working contractor must be liable to transfer all the data (online & otherwise) to the new contractor.
42. In case of delay/violation of condition, the Hon'ble Vice Chancellor may deduct amount from 10% to 20 % of total payable amount of affected cases and if required the university may cancel the agreement in the interest of student/ university. In this case the university may also forfeit the security deposit.
43. Legal proceeding if any arising out of the tenders shall have to be lodged in the court of law situated in the Chhindwara city only.
44. In the event of dispute arising out of this agreement, the Vice Chancellor, Raja Shankar Shah University, Chhindwara shall be the sole arbitrator *and his decision shall be final and binding* on both the parties.
45. *The Registrar, Raja Shankar Shah University, Chhindwara reserves the right to modify/change/delete/add any further terms and conditions prior to issue of the contract.*
46. It is expected and assumed that all documents, certificates, declaration made are true and correct on the basis of which technical evaluation will be made. If the
47. above information is not correct and subsequently has come to the knowledge of Raja Shankar Shah University, Chhindwara then the awarded contract may be liable for cancellation at the discretion of Raja Shankar Shah University, Chhindwara.
48. If university required at the time, bidder should be available minimum one person in the university examination cell.

49. Procedure for submission of the tender document.

Tenders have to be submitted in online two bid system as indicated <https://mptenders.gov.in>. Envelope A shall contain covering letter, technical bid sand other documents as indicated in Annexure A-3. Envelope B shall contain financial bid in the format given in Annexure B.

All the documents shall be submitted online (in the form of PDF files). Original copies shall be kept ready at the time of bid opening. The date and time for online submission of envelopes shall strictly be followed in all cases. The tenderer should ensure that their tender is prepared before the expiry of the scheduled date and time and then submitted online before the expiry of the scheduled date and time. No delay on account of any cause will be entertained. Tender(s) not submitted online will not be entertained. If for any reason, any interested tenderer fails to complete any online stages during the complete tender cycle, University shall not be responsible for that and any grievance regarding that shall not be entertained. due to high end technicality of the work, the financial bid will be opened only for those firms who qualify the terms of technical bid.

After scrutinizing the technical bids, the tenders, who are found qualified as per the technical parameters and conditions laid down in this document, their financial bids Shall be opened, in the office of Registrar, Raja Shankar Shah University,



Chhindwara. Qualified Tenderer or their duly authorized representatives are requested to be present at the time of opening the financial bids whose date and time will be announced later. The Tenders, which have not been found technically qualified, their financial bids shall not be opened and their tenders shall be summarily rejected.


Registrar,

Raja Shankar Shah University,

Chhindwara (M.P.)



QUALIFICATION CRITERIA (Annexure A-2.)

1. The agency should have at least 5 years of current continuous experience of pre and post examination result data processing work in any two universities.
2. Sufficient proof for 5 continuous years result processing for at least two universities for minimum 3 lacs per annum with at least one university with more than 1.5 lakh students.
3. Agency shall furnish Rs. 100/- notarized affidavit stating that the bidder has not been black-listed in any of university/ organization/state or central government offices or Institution since last three years. If the bidder has a work in this university previously then a certificate for satisfactory work must be given by the agency.
4. Samples to be submitted of result processing related report of any university.
5. The agency must have experience of handling OMR technology.
6. Enclose complete list of hardware infrastructure and layout maps.
7. Enclose copy of the OMR and photo scanners available with firm.
8. Enclose copy of experience certificates as required.
9. Enclose copy of PAN no, GST Registration No., copy of the registration as registered firm certificate of incorporation from registrar of company.
10. Enclose copy of the Income Tax return of the company for the previous three assessment years as required.
11. The agency should have experience in preparing the exam results as per the New Education Policy (NEP). Enclose experience certificate of any institution for NEP result processing work.
12. The agency should be ISO 27001:2013 OF 9001:2015 certified.
13. The agency must have a turnover of at least 2 crore per year in preceding three financial years, for evidence of this self-attested copy of chartered accountant certified turn over certificate for last three years.
14. The agency's net worth minimum 1 crore as on 31st March 2024. For evidence of this self attested copy of the certificate of Chartered Accountant must be enclosed.
15. Agency should have minimum permanent staff strength minimum of 30 persons (submit ESIC and PF returns) Trained work force for executing work including data entry, processing and support systems.
16. All other document submitted as above required.



DECLARATION

I have read the terms and conditions mentioned above in this tender document and undertake to abide by as specified in the terms and conditions sections of this document in case of award of the contract of the pre and post examination work.

SIGNATURE OF THE BIDDER

SEAL.....




NAME IN FULL.....

ADDRESS.....

TELEPHONE NUMBER.....

E-MAIL ID OF THE TENDER.....

MOBILE NUMBER

Signature of the bidder

Raja Shankar Shah University, Chhindwara (MP)

Bidders Profile (For Technical Bid)

Name of bidder (Firm/Company)

Address:-

Tel Nos:-

Fax:-

E-mail:-

Status PSU/P.Ltd./firm:-

Name of CEO:-

Contact Person:-

GST No:-

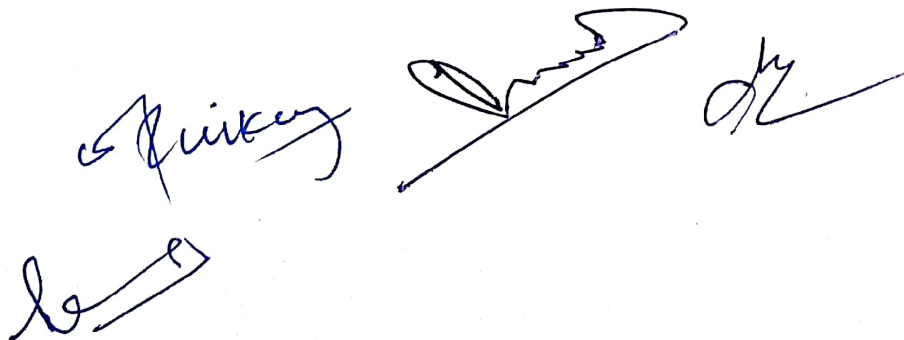
PAN No.:-

Bankers:-

Date:-

Place:-

Signature Seal of the bidder

The block contains three handwritten signatures in blue ink. The first signature on the left is a stylized cursive script. The second signature in the middle is a more formal, bold cursive script. The third signature on the right is a simple, quick cursive script. Below the first signature is a rectangular stamp with a diagonal line and some illegible text.

FINANCIAL BID (Annexure-B)

S.no	Details of Work	Unit	Rate in Rupees
1	Exam Result Processing, Mark sheet Printing as per scope of the work	Per Student Per Processing	
2	OMR, Designing, Printing, Scanning & Processing	Per Sheet	

Note: The minimum rate supplier of the sum of the rates of the quoted work from serial No.1 to 2 above will be declared as the successful tenderer. (L-1)

TERMS & CONDITIONS:

1. The rates are inclusive of all pre-printed and blank stationery files etc.
2. The agency shall quote the rates inclusive of all taxes, duties, etc. other than GST which will be paid extra, if the University is liable to pay the same and its rate will be applicable as imposed by Central Govt., from time to time.
3. The rate should be inclusive of transportation cost for delivery outputs.

Date:.....

Signature of Bidder
with official seal

[Handwritten signatures and marks]