



KRISHNA UNIVERISTY MACHILIPATNAM

SCHEDULE

1. Name and full detailed postal address :
of the firm with phone number
2. Income Tax PAN Number :
(Photo copy be enclosed)
3. GST Registration number :
(Photo copy be enclosed)
4. Latest Two Financial Years Filed Income Tax Returns:
Certificate (Photo copies be enclosed)
5. Experience Certificate from two educational :
Institutions (Photo copies be enclosed)
6. Type of firm :
7. Responsible person to be contact legally :
8. works to be executed are as follows: :

I. The following are the works to be executed by the firm for the students

Sl. No	Nature of work	Price quoted by the firm in Rupees	
		Rs.	Ps.
I	Section-A –Online Examination Applications for each Notification		
	Providing online login facility for colleges	:	
	Online registration of the candidates along with fee particulars as per the notification	:	
	Providing online printing of individual applications and consolidated statements for colleges	:	
	Online login for university & providing consolidated statements and statistical reports on day to day basis	:	
	Incorporation of necessary corrections as per the directions of officers of Examination Section	:	
	Providing detailed soft copy in DVD incorporating all necessary corrections and including late registrations to the examination section in Ms-Excel format at least three working days before the	:	

	commencement of examinations			
	Sub Total of Price Quoted for Section-A for each notification per candidate	:		
II	Section-B-Generation of formatted data for conduct of examinations for each Notification			
	Preparation, printing and supply of question paper requirement college-wise, centre-wise and subject-wise	:		
	Generation and printing of Hall-Tickets with data, photo & signature of the candidates on the stationery furnished by the university including all late registrations and supply of the same in duly packing in covers supplied by the university in college wise / center wise	:		
	Printing of Nominal Rolls with data, photo and signature of the each student course-wise/college-wise/centre-wise in triplicate including all late registrations and supply of the same in duly packing in covers supplied by university in college wise / center wise	:		
	Generation of Bar-Code technology to be printed on the OMR award sheet of the student and the same have to be handed over to the authorized printer as instructed by the university authorities for theory, practical & etc.	:		
	Preparation and Printing of D-Forms college-wise, centre-wise, day-wise and subject-wise on the stationery supplied by the University including all late registrations and supply of the same duly packing in covers supplied by the university college wise / center wise	:		
	Preparation and printing of statement of theory and practical entitlement amount for college wise/ center wise	:		
	Sub Total of Price Quoted for Section-B for each notification per candidate	:		
III	Section –C : Result Processing for each notification			
	Data entry of manually entered marks (double entry by different persons) (Please mention rates for each double entry)	:		
	Reconciliation and finalization of both data entries	:		
	Scanning of OMR award sheet (Theory, practical & etc.,) including verification and incorporation of corrections	:		
	Processing of results work	:		
	Preparation of results consolidated college-wise, and category wise	:		
	Incorporations of corrections if any noticed after the publication of results	:		
	Sub Total of Price Quoted for Section-C for each notification per candidate	:		
IV	Section-D: Printing and supply of certificates for each notification			
	Printing and supply of certificates including college wise packing in covers supplied by the university along with three copies of the detailed statements with serial nos of certificates including supply of soft copy in PDF format of each certificate			

	Incorporations of corrections if any noticed after the publication of results and printing and supply of the certificates packing in college wise in covers supplied by the university with three copies of the detailed statements with serial nos of certificates including supply of soft copy in PDF format of each certificate	:		
	Sub Total of Price Quoted for Section-D for each notification per candidate	:		
V	Section-E: Printing and Supply of Records of Results for each notification			
	Preparation, printing ,and supply of TMs / TRs as Bonded Books including supply of soft copy in PDF format of each Book duly	:		
	Back-postings of corrections in TMs/TRs in bonded Books including supply of soft copy in PDF format of each Book	:		
	Preparation, printing, and supply of all the particulars of course completed candidates including marks, grades, year of passing, class as Bonded Books including supply of soft copy in PDF format of each Book	:		
	Sub Total of Price Quoted for Section-E for each notification per candidate			
VI	Section-F: Printing and Supply of Consolidated Certificates for each student	:		
	Printing and supply of Consolidated Statement of Marks Memos/Consolidated Statement of Grades including verification of all particulars for applied candidates in prescribed format along with soft copy of records in CD/DVD including supply of soft copy in PDF format of each certificate in excel format (Quote Price per candidate)	:		
VII	Section G: Printing and supply of Original Degree Certificate for each student			
	Printing and supply of Original Degree Certificate including verification of all particulars for applied candidates in prescribed format along with soft copy of records in CD/DVD including supply of soft copy in PDF format (Price for each certificate) (Quote Price per candidate)	:		
VIII	Section-H: Printing and supply of Convocation Books for each academic year/each convocation per page			
	Printing and supply of Convocation Books three copies including supply of soft copy in PDF and word format of each Book (Specify rate per page including Bonding of Books as specified by the university) (Quote Price per page)	:		
IX	Section I: Printing and Supply of Transcripts for each candidate			
	Printing and supply of transcripts in the prescribed color format duly printing verification code and supply of soft copy in PDF and excel			

	format duly verifying particulars for each applied candidate (Quote Price for each candidate for two sets of certificates)	:		
X	Section-J: Online View & Printing of Student Data for each candidate			
	Creating & Maintain of Database with Online View & Printing of Detailed Student Data for all the registered candidates since 2008 batch to up to date updated on ever day in the format specified by the University and supply of data base for every month to the University in CD/DVD (Quote Price for each candidate)	:		
XI	Section-K: Online View & imaging of Student Data for each candidate			
	Should have experience of using Imaging Technology comprising of Bar Codes / QR Code / OMR / OCR and ICR for University Examination Results Processing Activities.			
XII	Section-L: Maintain all the results in web service mode			
	The vendor should be able to handle and provide web service of the results to the Social welfare and other departments of the A.P., Government and UGC, New Delhi to maintain all the results in web service mode			
	Grand Total of Price Quoted for all Sections A to L	:		
	<i>Note : All the above rates includes all taxes, including Preparation and printing statistical reports such as ranks lists, best college statement, list of gold medals as and when asked by the concerned officer (C.E/A.C.E) and any other statistical reports as per the requirement of the university/Government/ UGC or any other agency with the signature and subject to conditions of agreement.</i>			

REGISTRAR
KRISHNA UNIVERSITY

SIGNATURE OF TENDERER
WITH FIRM SEAL



KRISHNA UNIVERISTY MACHILIPATNAM

Tender Schedule containing terms and conditions for the tenders called for processing University Examination results

Pre Bid Meeting : 17.01.2022 at 11.00AM at Registrar's Chamber, Krishna University, Rudravaram, Machilipatnam

The work for which tenders are called for pertains to the processing and publication of results of University examinations of UG, PG and Professional Courses by way of computerization. The work consists of the following components.

1. Scanning of ICR sheets submitted by the colleges, issue of Hall-Tickets, etc.
2. Printing of ENRs & Nominal rolls in triplicate. Computer data entry of marks, Scanning of OMR sheets / awards, processing and publication of results and issue of marks list on pre-printed sheets/Certificates for concerned courses.
3. Processing and publication of results, printing of marks memos and provisional certificates on pre-printed sheets, preparation of T.M's and T.R's etc.
4. The Tenderer should submit the tender form in a sealed cover addressed to the Registrar, Krishna University along with Demand Drafts for an amount of Rs. 1,00,000/- (Rupees one lakh only) towards EMD and for an amount Rs. 3000/- (Rupees Three Thousand only) towards application fee from any Nationalized Bank in favour of the Registrar, Krishna University payable at the Machilipatnam for the work of processing University Examination results by way of computerization. Interest will not be paid on EMD amounts under any circumstances.
5. The Tenderer should submit all the necessary document copies (Self-Attested) along with the Tender Document.
6. In addition to the EMD the tenderer shall also submit Bank Guarantee for ` 2,00,000/- (Rupees two Lakhs only) which may be executed by the University any time, in the event of Breach of contract.
7. The prices quoted should be inclusive of all taxes.
8. The successful tenderer has to undertake the work and complete the same within the period specified, at the University campus only.
9. Since it is confidential and sensitive work, all the work should be done in the University campus only.

10. The successful tenderer has to undertake the work with specified number of trained staff as below.
 - a) Three Programmers (2 Persons for UG + 1 Person for PG & Professional Courses)
 - b) Three Data Entry Operators
11. The successful tenderer shall furnish the names of the Programmers and data entry operators with qualifications and responsibilities entrusted to them prior to the commencement of the work.
12. The successful tenderer has to undertake the work and complete the same with their own equipment and furniture at the space provided by the University.
13. The successful tenderer has to make their own arrangements to accommodation their staff.
14. If the tenderer fails to complete the work within the prescribed period, the orders given will be cancelled and EMD will be forfeited and penalty as decided by the University can also be imposed.
15. The University reserves the right to accept or reject the tender in whole or part without assigning any reason.
16. The tenders will be received on or before 22-01-2022 at 11.00 AM and will be opened on 22-01-2022 at 02.00 PM in the presence of the tenderers who are present at that time or their authorized representatives.
17. The tenderer must be a firm having good experience in this field and they must have already carried out similar work at least for two similar Educational Institutions in the State for which documentary evidence must be submitted.
18. The rates approved shall be valid upto one year from the date of the work order
19. The selected tenderer shall enter into an agreement with the Registrar, Krishna University on ` 100/- non-Judicial Stamp paper containing all terms and conditions of this work. The agreement shall be entered into within one week from the date of issue of work order.
20. Approximate strength of the candidates per annum will be around 100000 (two semesters) only for all UG, PG and Professional Courses, inclusive supplementary and instant examinations.
21. The tenderer should furnish the following documents along with the tender form, failing which their tender is liable to be rejected.
 - a. Name and full detailed postal address of the firm with phone number.
 - b. Type of Firms:
 - c. Responsible person to be contacted Legally.
 - d. Registration of firm in District Employment Exchange
 - e. Certificate of Registration of the firm
 - f. Latest Income Tax Clearance Certificate.
 - g. Experience Certificate of similar work from at least two similar educational institutions.
22. The tenderer shall undertake the work in a most confidential manner and not to indulge in any kind of malpractice by himself or by his employees for which the tenderer shall be held responsible. In the event of any such incident, the

University shall have the power to impound EMD and execute Bank Guarantee, in addition to taking necessary civil and criminal action as per law.

23. The payment will be made to the firm after completion of the work on submission of related programs, database files and relevant documents in both soft and hard copies.

R E G I S T R A R
KRISHNA UNIVERSITY