



NAGALAND UNIVERSITY
 (A Central University Estd. by the Act of Parliament No. 35 of 1989)
HEADQUARTERS-LUMAMI

NO.NU/Ex-CAE-121/2022(Vol-II)

Dated: 28.07.2022

NOTICE INVITING EXPRESSION OF INTEREST

The Examination Section, Nagaland University, HQ Lumami desires to develop software for “Customized Automated Examination Management System under CBCS”. Therefore, Expression of Interest (EOI) is invited from reputed Firms/Organizations/Companies having experience in the field. For the detailed tender documents, interested bidder may visit our website www.nagalanduniversity.ac.in.

The filled in Expression of Interest (EOI) must reach to the office of “The Controller of Examinations, Hq: Lumami, Nagaland University, PIN: 798627” on or before 12.08.2022 (4.00 pm). Any extension of tender, corrigendum or change in schedule will be published only on above mentioned website.

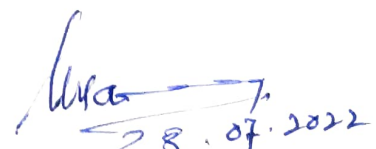
Ref : NU/Ex-CAE-121/2022 (Vol-II)

Date : 28.07.2022

Sd/-
Controller of Examinations
Nagaland University, Lumami

Copy to :

1. The Secretary to V.C., Nagaland University for information of the Vice Chancellor.
2. The PS to Registrar, for information of Registrar, Nagaland University, Lumami.
3. The Editor, Nagaland Post, Diampur with a request to publish in the next daily issue. Bills in triplicate should be submitted for payment.
4. The Manager, Arihant Advertising Agency, Fancy Bazar, Guwahati-781001 with a request to publish in the Times of India, NE Edition. Bills in triplicate should be submitted for payment.
5. The System Administrator, Computer Centre, HQ: Lumami with a request to upload the said EOI Notice in University Website.
6. Office Copy.


 28.07.2022
(Dr. Maongsangba)
Controller of Examinations
Nagaland University, Lumami

Instructions for filling of EOI

1. Interested Firms/Organizations/Companies are requested to submit Technical and Financial bids separately in sealed envelopes clearly superscribing them as Technical/Financial bids for "Customized Automated Examination Management System under CBCS" in double cover. They should submit the requisite documents along with the EOI addressed to The Controller of Examination, Nagaland University, Lumami.
2. Technical Bid: The technical bid shall contain the following documents. All the documents must be valid and self-attested by bidder. Non-submission of following requested documents may lead to rejection of bids.

Sl. No.	Name of Document
I.	Information of the bidder as per Annexure – I (The same should be submitted on letter head of the bidder)
II.	Certificate of incorporation of company issued.
III.	Copy of GST registration certificate.
IV.	Copy of PAN Card.
V.	Copies of Income tax return filed during last three financial years.
VI.	Copies of SSI/NSIC registration certificate. In case of claim of Exemption in payment of Tender Fees/EMD.
VII.	Proof of annual turnover for the last three financial year as per Annexure
VIII.	An affidavit that the bidder has never been black listed by any government department/government under taking or any other agency as per Annexure
IX.	Bidder's Declaration on letter head (as per Annexure-).
X.	Full set of tender documents with seal and signature of bidder or his authorised representative on each page of the tender.

3. The Technical Bids shall be opened by a Committee constituted for this purpose. The short listed Firms/Organizations/Companies shall be required to make a presentation before the designated committee. Financial bids of only those Firms/Organizations/Companies, who are shortlisted by the Committee on the basis of Technical bid and Presentation, will be considered.
4. The Firms/Organizations/Companies shall be required to visit the Examination Section, Nagaland University, Lumami during office hours, within the stipulated time, to get acquainted with the scope of work and the other requirements.
5. Bid Security/Earnest Money Deposit: The Bidders should fill up and sign the 'Bid Securing Declaration' form attached at Annexure – III
6. Cost of Tender: Bidders are required to pay Rs. 1000/- (Rupees one thousand) in the form of DD/bankers cheque in favour of Nagaland University, Lumami as non-refundable tender fee.
7. No Bid shall be accepted without payment by earnest money deposit and cost of the tender.

[Handwritten Signature]

8. Performance Security: Successful bidder should submit the Performance security of five (5)% of the total contract value in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank or Online Payment.
9. The Court at Nagaland alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender/contract. It is specifically agreed that no court outside and other than Nagaland Court shall have Jurisdiction in the matter.
10. The rate quoted in should be inclusive of all taxes.
11. The University is not bound to accept lowest tenders and reserve the right to accept/cancel any or all tenders without assigning any reason thereof.

Sd/-
Controller of Examinations
Nagaland University, Lumami



INFORMATION OF THE BIDDER

Sl. No.	Particulars	
1.	Name of the Company/Organization/Firm	
2.	Registered office Address, Telephone No. and Email ID	
3.	Correspondence/Contact Address. Details of Contact Person Name, Designation, Address, Mobile No & E-mail ID	
4.	Type of the Organization (Proprietary/Partnership/Pvt. Ltd./PSU/Govt./Public Ltd.) certified copy in respect of registration must be enclosed	
5.	Year of establishment and Experience in business (in number of years)	
6.	Annual Turnover – <div style="text-align: center;">2019-20 2020-21 2021-22</div> (Certified copies of Annual Statement of Accounts, i.e., Balance Sheet & Profit Loss Account must be uploaded)	
7.	GST Registration No.	
8.	PAN Card No.	
9.	Details of Bank – Name of Bank Account Type of Account Account Number IFSC Code MICR	

M. S. S.

**DECLARATION REGARDING BLACKLISTING/DEBARRING FOR TAKING
PART IN TENDER**

(To be executed & attested by Public Notary/Executive Magistrate on Rs. 20/- Non Judicial Stamp paper by the bidder)

I / We _____ Manufacturer / Partner(s) / Authorised Distributor / agent of M/s. _____ hereby declare that the firm / company namely M/s. _____ has not been blacklisted or debarred in the past by Union / State Government or by any other organization from taking part in tenders in India.

Or

I / We _____ Manufacture / Partner(s) / Authorised Distributor / agent of M/s _____ was blacklisted or debarred by Union / State Government or any Organization from taking parts in tenders for a period of _____ years w.e.f. _____ to _____ . The period is over on _____ and now the firm/company is entitled to take part in tenders.

In case the above information found false I / we are fully aware that the tender/contract will be rejected/cancelled by the University and EMD/SD shall be forfeited. In addition to the above, the University will not be responsible to pay the bills for any completed/partially completed work.

DEPONENT

Name _____

Address _____

Attested :

(Public Notary / Executive Magistrate)

BID SECURING DECLARATION FORM

(The Bidder shall fill in this form in accordance with the instructions indicated)

To
NAGALAND UNIVERSITY, LUMAMI
PIN: 789627

Ref: Tender Document No. & Date: _____

I/We, The Undersigned declare that, I/We accept to automatically be suspended from being eligible for bidding in any contract in Nagaland University, for a period of three years from the date of opening of Bid if :

1. I/ We fail or refuse to furnish the performance security in accordance with conditions of the tender document of tender no & date: _____

OR

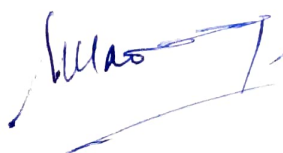
2. I/We failed or refuse to sign the contract.

Dated this _____ day of _____.

For & on behalf of M/S _____

Signature & Seal: _____

Name: _____



BIDDER'S DECLARATION

Ref. No. :

I hereby certify that I have gone through all the information and terms and conditions stipulated in the **EOI** document and hereby confirm to abide by the same.

Signature : _____

Name of Signatory : _____

Seal of the Bidder

A handwritten signature in blue ink, appearing to read 'Anas', is written over a faint rectangular box. The signature is slanted and includes a flourish at the end.

Brief Introduction & Scope of Work:

1. The software should include, but not restricted to the following:
 - a) Online System for Registration & data entry/ Students profile
 - b) Generation of Registration Card
 - c) Data entry for application form fill up of examination - to be done online
 - d) Admit card generation
 - e) Attendance sheet generation/ Roll Sheet cum Signature sheet
 - f) Attendance entry - not to be done manually, OCR Scanner or any other modern technology may be used/or online link may be provided to the stake holders.
 - g) Dispatch Record statement
 - h) Markbooks generation
 - i) Generation of Marks Tabulation Register
 - j) Secret coding generation
 - k) Credit entry
 - l) Marks entry - to be done manually or may provide OCR Scanner or any other modern technology or online link may be provided to the evaluators/examiners/examination staff.
 - m) Tabulation and Marks comparison
 - n) Process of Grace Marks by Moderation Board.
 - o) Printing of Marksheets
 - p) Printing of Transcript and certificates
 - q) Printing of result sheet
 - r) Printing of rank list.
 - s) Printing of different result statistics.
 - t) Provision for data entry of Internal/External marks.
 - u) Checking of double entry and mismatch of Internal/External marks.
 - v) Printing of tabulation Register & other MIS reports as per the requirements of the University.
 - w) Online Marks download facility for students.
 - x) Generation of following certificates after capturing/updating in the system v.i.z., Transfer of college, Migration Certificate, Provisional Certificate, Pass Certificate, Duplicate certificates.
 - y) Re-evaluation process.

2. Comprehensive Software for entire result processing based on the CBCS Guidelines as per UGC as well as University Regulations, to create a new web portal for Examination Section with the capability of publication of results online. implementation of online system for Registration process, Examination form fill up, Bulk SMS system etc.

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