

RASHTRIYA SANSKRIT VIDYAPEETHA::TIRUPATI

(Deemed-to-be-University - established u/s 3 of UGC Act, 1956)

(Accredited with CGPA of 3.71 on four point scale at A grade by NAAC)

F.No.RSV/CSSET/CSAET/CVVET/2018

Dt.04.12.2017

TENDER NOTICE

Sealed quotations are invited for filling up Online Applications, Generating & Uploading hall tickets in website, Scanning of OMR sheets, Publishing of results & Printing of OMR sheets near about 8500 nos. for conducting of the Combined Shiksha Shastri (B.Ed), Shiksha Acharya (M.Ed) and Vidyavaridhi (Ph.D) Entrance Test -2018. The filling up online application form will start on 15.01.2018. Also the candidate enrollment details, hall tickets & OMR sheets are to be dispatched for 29 centres located in various parts of India. Further, the successful bidder will have to take up the job work, data base, announcing the results and prepare the merit list as per the Vidyapeetha requirement. You are requested to submit the sealed quotation covering the above mentioned job work on or before 09.12.2017.

The sample material may be collected from the office of the Convenor, CET-2018 of this Vidyapeetha on any working day during office hours before submitting the quotation to the undersigned. For more details please visit the website: <http://www.rsvidyapeetha.ac.in>.

Last date for submitting the quotation – 09.12.2017 at 5.00p.m.

Sd/-
REGISTRAR

RASHTRIYA SANSKRIT VIDYAPEETHA::TIRUPATI

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Schedule conditions & specifications.

Rashtriya Sanskrit Vidyapeetha, Tirupati invites quotations from reputed Agency for “Filling up Online Application form, generating & uploading Hall Tickets, Printing of OMR Sheets, Publishing the results, etc., for conducting the Shiksha Shastri (B.Ed), Shiksha Acharya (M.Ed) and Vidyavaridhi (Ph.D) Combined Entrance Test-2018.

SCHEDULE OF THE WORK

1.	Tender inviting Authority, Designation and Address	The Registrar Rashtriya Sanskrit Vidyapeetha Tirupati-517507 Ph:0877-2286799 Email: registrar_rsvp@yahoo.co.in
2.	Name of the work	Filling up Online Application form, generating & uploading Hall Tickets in the website, Publishing the results, Printing of OMR Sheets etc.
3.	Quotation Enquiry Reference	F.No.RSV/CSSET/CSAET/CVVET/2018-19 Dated 04.12.2017
4.	Place of execution and supply	From the place of successful bidder to various examination centres.
5.	Quotation enquiry document	Quotation document may be downloaded from the website as mentioned in the enquiry on free of cost.
6.	Due Date & Closing Time for submission of quotation	09.12.2017 / 5.00pm.

7.	Eligibility Criteria	<p>The bidders should have the following eligibility for submission of sealed quotation. The Company shall furnish the copy of PAN card along with the quotation enquiry documents. Should furnish the history of the company associated with the supplies were made during the last 5 years. Out of which they should have undertaken online application for entrance tests and printing works with Variable DATA and OMR printing and supply for Educational Board/University (Supply order/Invoice/LOI/Agreement as the case may be furnished). Should not have been blacklisted or debarred by any Educational Board or University for their deficiency of service in complying the orders entrusted to them. (Declaration to this effect is to be furnished). A statement of compliance to the above criteria is to be submitted by the company. A dedicated person from the bidders side will coordinate with Rashtriya Sanskrit Vidyapeetha, Tirupati for all queries and has to be present for all meeting whenever called for and the person has to named with address and contact number while submitting the bid.</p>
8.	Bid Amount for the whole work, including all taxes	Rs.
9.	EMD Amount	Rs.2.00 Lakhs – DD to be drawn in favour of Registrar, RSV, Tirupati.

General Instructions:

- a) Before submitting the bids, the Bidder shall at their own cost and expenses ascertain locations where they have to provide service and satisfy as to the nature of the existing conditions related to the activities and shall obtain information on all matters and conditions as they may feel necessary for execution of the contract.
- b) The Bidder shall be deemed to have satisfied fully before bidding as to the correctness and sufficiency of the Bids for the contract and price quoted in the bid to cover all obligations under this tender.
- c) It must be clearly understood that the whole of the conditions and specifications are intended to be strictly enforced as that no work will be considered as extra work and allowed and paid for unless they are clearly outside the scope, spirit, meaning of the agreement and intent of customer and have been so ordered in writing by Rashtriya Sanskrit Vidyapeetha, Tirupati whose decision shall be final and binding.
- d) Unless otherwise specified in the quotation enquiry, no escalation of cost in the quotation by the bidder will be permitted throughout the period of completion of contract whichever is later on account of any reasons whatsoever.
- e) Rashtriya Sanskrit Vidyapeetha reserves its right to award the contract to any bidder as per the evaluation procedure. No dispute can be raised by any bidder, whose Bid has been rejected and no claims will be entertained or paid on this account.
- f) The cost quoted by the bidder shall include cost and expenses on all count viz. cost of equipment, materials consultancy, cost of implementation tools/techniques/methodologies, manpower, supervision, administration, over heads, travel, lodging, boarding, in station & outstation expenses, etc., and any other cost involved in implementation.
- g) The cost quoted by the Bidder shall be kept firm for a period specified in the tender from the date of opening the quotation. The successful bidder should keep the price firm during the period of Contract including the period of extension of time. Escalation of cost will not be permitted during the said periods or during any period while providing services whether extended or not for whatsoever reasons. The bidders should particularly take note of this factor before submitting the bids.
- h) The successful Bidder shall make all arrangements for their personnel being provided as part of the contract to reach various locations at their own cost and transport inside the

working places. The successful Bidder should be fully and completely responsible to Rashtriya Sanskrit Vidyapeetha for all the deliverable.

- i) The Bidder shall be deemed to have complied with all clauses in this quotation enquiry.
- j) In addition to the specifications of work, the University may if thought it fit assign additional works related to the execution of the works mentioned in the specifications of work to the successful bidder after mutual acceptance. The cost for the additional work will be fixed by mutual negotiations and payable to the successful bidder by the Rashtriya Sanskrit Vidyapeetha.
- k) The Bidders should bear all costs associated with the preparation and submission of Bids. Rashtriya Sanskrit Vidyapeetha, Tirupati will in no way be responsible or liable for these charges/costs incurred regardless of the conduct or outcome of the bidding process.
- l) Further negotiations will be conducted with the Successful Bidder for improvement in the specifications of Work, Specification, further reduction in price and advancement of delivery schedule.
- m) The bidders shall quote only in Indian Rupees. The prices quoted in the price bid are exclusive of all taxes. If the Successful Bidder proposes to use any tools/templates to facilitate the work, the cost of the same should be included the quote and no extra payment will be made on this account. The Successful Bidder will have full and exclusive liability for payment of all taxes and their statutory payments payable under any or all of the Statutes/Laws/Acts etc now or hereafter imposed exclusive of service tax.
- n) The bidders who have already conducted the Common Entrance Examinations in general and for Sanskrit in particular, have to mention details along with tender quotation.
- o) EMD amount will be refunded to the un-successful bidders and after successful completion of the assignment to the successful bidder.

SPECIFICATIONS OF WORK

The material supplied by the bidder should satisfy the following specification but not limited to them.

a. Online Application forms.

The Online Application form should be as per our requirement. Sample material may be collected from our office.

b. OMR Sheets.

100 GSM radiant printing in A4 size. Sample material may be collected from our office.

c. Hall tickets.

The hall tickets should be generated in online as per our requirement. Sample hall tickets may be collected from our office.

Note: The Agency has to arrange for the procurement of the required papers and the cost should be borne by the Agency only.

Other Specifications.

1. Serial number has to be printed in the front page of each and every OMR sheets.
2. High Quality Printing ink should be used.
3. Printing of University Icon is a must in all pages.
4. Micro Marginal Line on each sheet by ruled line (Rashtriya Sanskrit Vidyapeetha, Tirupati).
5. The OMR sheets should be printed as specified by the University and no page number should be printed in OMR sheets.
6. The packing of OMR sheets, Hall tickets (Duplicate) & Nominal Roll should be done Programme-wise and center wise for easy distribution and the manufacturer should have their own transporting facility to deliver to the all centres according to the instructions given by the Rashtriya Sanskrit Vidyapeetha, Tirupati.
7. All the material should be packed and sealed in polythene packets after printing and the packing should be made programme wise (B.Ed, M.Ed & Ph.D) and center wise with Register Number and name of the Candidate and Photo proper labeling and packing them in carton.
8. The supplier should print the barcode data generated and given by Rashtriya Sanskrit Vidyapeetha, Tirupati in the OMR sheet (2 places) before the scanning by Rashtriya Sanskrit Vidyapeetha, Tirupati.
9. The tenderer may contact the Convenor of the said Examination for any clarification before submitting the sealed quotation.
