



SHRI VISHWAKARMA SKILL UNIVERSITY

(A Sate Skill University, setup by an Act of Legislature in 2016)

Ref No.: SVSU/2024/FS/243

Dated:17.02.2024

NOTICE INVITING QUOTATIONS

For

Purchase of services – Regarding Service for the Server Based Portal (Software) to conduct Computer Based Test (CBT) Entrance Exam for admission 2024-25.

The university intends to conduct an entrance exam for admission in class IX /XI for 2024-25 in its Innovative Skill School. The exam is to be conducted to assess the aptitude of the incumbents and will be a Computer Based Test (CBT) in offline mode through server-based portal (software).

Sealed quotations are invited from the exclusive distributors/ authorized dealers/ suppliers/service providers for the below-mentioned item on a service basis as per details given below:

S.No.	Item(s)	Qty.
1	Server Based Portal (Software) to conduct CBT Exam for Admission 2024-25. (specifications as per NIQ)	01

1. The complete quotation should be sent by post / by hand in a sealed envelope in the name of **Registrar, Shri Vishwakarma Skill University, Village – Dudhola, Palwal (Haryana) - 121102. Latest by 23.02.2024 up to 05:00 pm.**
2. The quotation received after due date and time or incomplete shall be rejected out rightly.
3. The quotation shall be submitted in a double envelope.
Envelop-I: - Should contain Technical bid documents. (Annexure-I)
Envelop-II:- Should contain Financial Bid documents. (Annexure-II)

The both envelopes shall be sealed and shall have the superscription
“**QUOTATION IN RESPONSE TO REFERENCE NO. ____ DATED**”.

The offer may be sent to **The Principal, Shri Vishwakarma Skill University Sr. Sec. School, Shri Vishwakarma Skill University, Village – Dudhola, Palwal (Haryana).** The quotation, where the superscription is not mentioned on the envelope by the vendor, may not be entertained.

4. The following charges and terms may be spelt out in your offer clearly:
 - i. F.O.R
 - ii. Rates of VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'
 - iii. Payment terms.
 - iv. Delivery period.

- v. After-sales support services.
 - vi. Miscellaneous /Deployment charges, if any.
 - viii. Validity period of the quotation.
5. Charges not mentioned in the quotation shall not be paid.
 6. FOR shall be Shri Vishwakarma Skill University, Palwal or Offices situated at Outstations as the case may be.
 7. The current price list duly authenticated by the Principals /Vendors or their Authorized Signatory with dated signature and seal along with literature/pamphlets may be supplied along with the offer.
 8. In case, the supplier fails to execute the supply order on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, besides any other action as may be deemed proper by the University.
 9. The vendor has to submit two copies of the bill with the service satisfaction report to be obtained by the vendor from the user department. The University tries to make 100% payment at the earliest after the receipt of the bill subject to a satisfaction report/ proper installation/deployment / work satisfactory report to be obtained from the user department/office by the vendor.
 10. The acceptance of the Service for the Server Based Portal (Software) to conduct CBT shall be subject to satisfactory reports of the user department etc.
 11. The acceptance of the quotation shall rest with the undersigned who does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation without assigning any reason therefore. The undersigned also reserves the right to accept quotation in part i.e. any item or any quantity and to reject it for the rest.
 12. **Vendors have** to give in writing that his/her firm is not debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order but may also warrant legal action.
 13. In case, any other information/clarification is required, the undersigned may be contacted at the SVSU, Dudhola on any working day during office hours (9:00 a.m. to 5.30 p.m.).
 14. Terms and conditions printed on Quotation/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order and NIQ document. Your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order (supply order & NIQ).
 15. The contract shall be valid for the one-time entrance test, which may be conducted either in two phases for Class IX and XI.
 16. The data confidentiality of the Service for the Server Based Portal (Software) to conduct CBT shall be ensured.
 17. The contracted/hired items are liable to increase or decrease depending on the sole discretion of the University during the period of contract or in the extension period

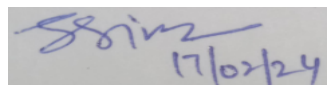
(if any).

18. The contracted/hired service(s) shall be in working condition. The successful supplier / firm has to submit the copy of invoices of all those service(s) which are to be deployed related to the Service for the Server Based Portal (Software) to conduct CBT to ensure the purchase date of the service(s).
19. In the event of a tie in L1 in the Financial bid, the university shall negotiate with all the eligible bidders and the bidder whose quotes are lower than other bidders shall be declared as L1.
20. Negotiation may also be exercised with the L1 bidder if the committee feels the quoted rates are at the higher side.
21. The SVSU reserves the right to extend /curtail the contract any time even during the contract period also without assigning any reason or without giving prior notice. The contract may be extended which shall depend upon satisfactory working reports of services and requirements of the University.
22. The Agency/Firms/Individual may be debarred/blacklisted if the services provided are not found satisfactory or if complaints are not attended in a time bound manner. Refusal or inability or delay by the successful vendor to undertake the said work at the contracted rate may result in termination of the contract and forfeiting of performance guarantee (if any) as well as Disqualification of the bidder from participating in future in any kind of participation.
23. The rates quoted shall be exclusive of the conduction of CBT and services/scope of work-related thereof / handover of data/ code from one vendor to another vendor, if required, re-examination /deployment of the services to conduct CBT.
24. The registered office or branch office of the agency is bound to provide a proof of address and telephone number of its branch.

25. Specification Service for the Server Based Portal (Software) to conduct CBT Exam for admission 2024-25 on a one-time basis:

Sr. No.	Technical Parameter-Checklist (With supporting document)
1	The Bidder should be a Company/Society/Firm registered and working in India (Certificate of incorporation) ≥ 7 Years
2	The bidder should have Average Annual Turnover in last 3 financial years during last 5 financial years from the business, 18-19, 19-20, 20-21, 21-22, 2022-23 (Certificate from Chartered Accountant) ≥ 3 Cr.
3	The Bidder's experience in conducting CBT (Computer based Test) Projects in India (Min 3 Projects Required).
4	The bidder should have conducted a CBT (Computer Based Test) in the last 2 years against a single assignment (Client report/work order/completion certificate) ≥ 5000 Candidates
5	Bidder's Examination Software (Latest renewed certificate with issuing authority details) SEI CMMI Level 5 or higher for the Software/ Services.
6	Bidders must have ISO certification

	ISO 9001:2015, ISO 27001:2013, ISO/IEC 20000-1:2018 & Certain /STQC Certification or higher.
7	<p>Tentative Scope of Work:</p> <ul style="list-style-type: none"> • Designing and Development of Application Forms along with guidelines, templates, How to apply instructions, publishing of Notices and Circulars (or any other related documents as may arise to develop in the course of exam conduction). • Follow-up, messaging, and query management of the applicants. • Accepting of application forms/registration of candidates. • Admit Cards to the candidates. • Conduction of test and result. • Display of results. • Any other services as may arise or may be required in the course of the smooth conduction of the test.
8	Evaluation of the project solution- Bidders will be invited to present the proposed project solution to the evaluation committee for Computer Based Test (CBT). The presentation should focus on highlighting the overall Approach and methodology, Timeline, Team Deployment and the Work Plan.



Principal
SVSU Senior Secondary School
(Shri Vishwakarma Skill University)
Dudhola, Palwal -121102

Annexure: I
(Submit in sealed Envelope-I)

PROFORMA FOR TECHNICAL BID (PART -I)

Sr. No.	Particulars to be submitted	To be filled by the bidder
1	Name of the Agency/firm	
2	Date of establishment/registration of the firm/agency.	
3	Detailed office address of the Agency with Office Telephone Number/Mobile Number/email id and name of the contact person	
4	Whether the firm is registered under Company Act, partnership, or proprietorship. (Copies of all certificates of registration to be enclosed.)	
5	PAN/TAN Number (copy may be enclosed)	
6	Sales Tax/VAT/GST Registration Number (copy to be enclosed)	
7	Whether the firm is blacklisted by any Government Department/PSU/corporate or any criminal cases registered against the firm or its owner/partners anywhere in India. (If no, a declaration/certificate is to be attached in this regard)	
8	Experience in dealing similar kinds of items with Govt. Departments/ PSU/corporate (attach copies of supply orders/ Experience/Certificate placed on the agency / vendor)	
9	Whether the bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
	Place:	Signature of the Bidder With Office Seal
	Date:	

* ध्यान दें:- अपना आवेदन जमा करने से पहले दोबारा जांच लें कि आपने आवश्यक दस्तावेज संलग्न किए हैं या नहीं।

PROFORMA FOR FINANCIAL BID (PART -II)

Firm

Name.....

Firm Address with PIN Code

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S.No.	Item(s)	Qty	Requirement details *	Quote your Rate including GST
1	Server Based Portal (Software) to conduct CBT Exam for Admission 2024-25. (specifications as per NIQ)	01	With desired specifications on one time basis (either in one or two phases for IX & XI)	
	Total Amount quoted by bidder			

(Signature of Bidder with seal)

Name:

Designation:

Address with contact no. :