**ANNEXURE – I**

**(Refers to Tender No IMU-HQ/R/71/25/2/2021-PUR dated 17.06.2021)**

**Cover Letter Format (In Letter Head)**

**(To be filled & duly signed)**

Tenderers particulars for **Tender No IMU-HQ/R/71/25/2/2021-PUR dated 17.06.2021**

To

The Registrar

Indian Maritime University, Headquarters,

East Coast Road,Semmencherry, Sholinganallur PO,

Chennai-600 119.

Sir,

We are a -----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------. [Introduce your company and its activities with particular reference to your experience with relevance to the subject Tender*.* Also furnish particulars of your registration with various statutory Tax Authorities. *Not more than 200 words*].

1. We hereby submit our Bid for:
2. Conducting Online (AI and Human) Proctored examinations (Multiple Choice Questions AND/OR Descriptive), On-Screen Marking (Online Evaluation by the Faculty of IMU and Affiliated Institutes) and submission of results,;

**AND / OR**;

1. Providing services for Scanning of Physical Answer Scripts at multiple Scanning Centres, Online Screen Marking (Online Evaluation by the Faculty of IMU and Affiliated Institutes) and submission of results;

for a period of One year from the date of issue of Work Order, extendable on satisfactory performance, One year at a time up to a maximum of 3 years, at the same quoted price.

1. We understand that in a few cases the number of Examinations, Scanning Centres and Shifts may increase or decrease on mutual agreement.
2. We have enclosed the Certificate in-lieu of Earnest Money Deposit (EMD) as per Tender Document along with other documents as per checklist given below:

|  |  |
| --- | --- |
|  | All Pages are numbered. |
|  | Page number of Supporting Document has been referred correctly in Annexure – A-1/4, A-2/4, A-3/4, A-4/4 AND/OR B-1/4, B-2/4, B-3/4 and B-4/4. |
|  | All pages are signed by Authorized signatory. |

1. We have read and understood and hereby agree to all the terms and conditions stipulated by IMU in this tender including the Quality-cum-Cost based System (QCBS) **i.e. separately for Part A and B services of Tender**, with 60% weightage to the Technical Bid and 40% weightage to the Price Bid, the Deliverables under the Project, the Time Line for delivery, Payment Terms, etc.
2. We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence and as per prescribed format. We understand that if any of the particulars is found to be false or misleading, IMU has the right to summarily reject our bid at any stage.
3. We, hereby state and understand that if we withdraw/modify our bid during the period of validity of the tender, the IMU administration would suspend the Bidder from participation in any future tenders of IMU for a period of 6 months
4. In the event of our Firm being awarded the work, and understanding the urgency involved, we undertake to remit the Security Deposit and execute the Contract with IMU within 3 (three) working days from the date of issue of the Purchase Order failing which the Purchase Order may be cancelled.
5. Our Price Bid is submitted as per the prescribed format and the price quoted shall be firm till the execution of the entire contract.
6. We shall work closely with IMU and keep IMU posted at every stage about the progress made, and handover the entire data to IMU on conclusion of the project at every stage.

We shall render all assistance to IMU to make the projects a success including provision of consulting, training and manpower support to the Registrar, IMU or any other designated officer in IMU premises to handle the entire End Semester Examinations related activities.

Yours Sincerely

Signature of Authorised Signatory with Company Seal

**Annexure – A-1/4**

**Technical Bid - Minimum Eligibility Criteria – PART - A**

***[To be submitted in Separate Envelope with title as given above. Bids which satisfy ALL the clauses in this Part, their bids alone will be taken up for Technical Evaluation for this Part]***

**Part - A - Conducting Online (AI and Human) Proctored examinations (Multiple Choice Questions AND/OR Descriptive), On-Screen Marking (Online Evaluation by the Faculty of IMU and Affiliated Institutes) and submission of results**

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| --- | --- | --- | --- |
| **Sl.No** | **Eligibility Criteria** | **Complied**  **(Y/N)** | **Page number for the supporting Document in the Bid** |
|  | The Bidder should be in the business of Online Proctored Examination and (On-Screen marking (Online Evaluation) for at least 3 years as on last date of closing of tender.  **Mode of Proof:**  Certified copy of Company Registration Certificate/ Service Tax Registration Certification/ Certificate of Incorporation/ Registered partnership deed/ Copies of the Work order, Agreement and Work Completion certificate for the Completed or ongoing supply/ Proof for providing similar service |  |  |
|  | The Bidder should possess valid Trade License, PAN and GST/ Sales Tax Registration Certificate.  **Mode of Proof:** Self-attested copies of valid certificates from these agencies. |  |  |
|  | The Bidder should submit the Income Tax return for last Three previous years ending 31st March 2020.  **Mode of Proof:** Self-attested Income Tax return copies. |  |  |
|  | The Average Annual turnover from the business of Online Proctored Examination and On-screen Marking (Online Evaluation) or Online Examination related services of the Bidder shall be minimum of Rs. 50 lakhs during the last 3 years (ending 31st March, 2020).  **Mode of Proof**: Certificate to this effect to be given by Bidder’s Chartered Accountant. |  |  |
|  | The Bidder must have successfully executed “**Similar Works**” (fulfilling all the 3 Categories as per para 5.3) on All India basis during any of last the three years (since 2018).  **Note:** The “Similar Works” can be a combination of Categories in one or more Work Orders.  **Mode of Proof:**  Self-attested documentary evidence as per format given at Annexure-A-2/4 and Annexure-A-3/4 **with copies** of Work Order/ Contract and Performance Report/ Work Completion Certificate must be enclosed on the client’s Letterhead, **clearly indicating the specific category**. |  |  |
|  | The Bidder must have successfully executed at least **three** “**Similar Works**” on All India basis for **minimum of 45000 Answer Scripts** during any of the last three years (since 2018).  **Mode of Proof:**  Self-attested documentary evidence as per format given at Annexure-A-2/4 and Annexure-A-3/4 **with copies** of Work Order/ Contract and Performance Report/ Work Completion Certificate must be enclosed on the client’s Letterhead, **clearly indicating the minimum count**. |  |  |
|  | The Bidder must have successfully executed at least one “**Similar Work**” on All India basis for minimum of **2000 Candidates** **in a single sitting**, during any of the last three years (since 2018).  **Mode of Proof:** Self-attested documentary evidence as per format given at Annexure-A-2/4 and Annexure-A-3/4 with copies of Work Order/ Contract and Performance Report/ Work Completion Certificate must be enclosed on the client’s Letterhead, **clearly indicating the candidate count in single sitting**. |  |  |
|  | The Bidder must have its own developed software/ Authorized License of such software which can be configured as per the requirements of Examination Section, IMU:   * Bidder must have the copyright of the source code and all its components of the software being used for conducting the remote proctored online exam. * Bidder must have own / leased Data Center located in India. Datacenter should be minimum of Tier III compliant, duly security audited by CERT-In empaneled Auditing Agencies. * Bidder Organization must use 256-bit encryption in its application. * Bidder Organization must have authorized and globally accepted software certifications i.e. ISO 9001 **OR** SEI CMMi Level 3 or higher for the Software and Services.   **Mode of Proof**: Self-declaration/ Self-attested documentary evidence to that effect. |  |  |
|  | The Bidder should not have been debarred by the Department/ Ministries of the Government of India/ PSUs / Corporate Sectors / Educational Institutions / any other reputed organizations during last 3 years for Similar Works (as per Para 5.3). (As on last date of Tender)  **Mode of Proof**: Self-Declaration on Company Letter Head. |  |  |

**Declaration**

We certify that all the particulars furnished above under Annexure-A-1/4 are true and correct and based on documentary evidence, and that we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and our company is liable to be blacklisted/debarred by IMU for at least 3 years.

Date:*Signature with Seal of Authorised Signatory*

Place:

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| **Similar Experience in Conducting Online (AI and Human) based Remote Proctored Examinations**  **(to be compulsorily filled & duly signed)** | | | | | | | | | | | |
| **S. No.** | **Name of the Institute** | **Type of Institution**  (IIT/ IIM/ NIT/ Central University/ State/Govt. Institutions/ PSUs/ Private or Deemed University/ Educational Institutions | **Work Order/ Agreement/ Contract/ Letter of Acceptance/ Work completion Certificate**  **Date**  **(Please attach copies)** | **Date of Completion** | **Total No. of Answer Scripts as per Work Order** | **Mode of Exams – Total no. of Answer Scripts\*\*** | | | **Max no. of candidates**  **Attended in Single sitting\*\*** | **Max**  **Duration for a single sitting** | **Page number for the supporting Document in the Bid** |
| **Only MCQ** | **Only Descriptive** | **Descriptive & MCQ** |
|  |  |  |  |  |  |  |  |  |  |  |  |
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| **\*\*- The Work Order/Work Completion Certificate/End-User Certificate should clearly indicate this number.**  **Note:** If the Bids are received without proper tabulation or required data as per specified format/forms or copies of relevant documents, in such case it will be IMU’s prerogative to whether to consider such bids for further evaluation or not. IMU shall not be liable to provide explanation for disqualifications in case of such bid(s). | | | | | | | | | | | |

**ANNEXURE – A-2/4**

**(Refers to the Tender No IMU-HQ/R/71/25/2/2021-PUR dated 17.06.2021)**

Signature of Authorized Signatory and seal:

**ANNEXURE – A-3/4**

**(Refers to the Tender No IMU-HQ/R/71/25/2/2021-PUR dated 17.06.2021)**

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| --- | --- | --- | --- | --- | --- | --- |
| **Similar Experience in Evaluation through On-Screen marking (Online evaluation)**  **(to be compulsorily filled & duly signed)** | | | | | | |
| **S. No.** | **Name of the Institute** | **Type of Institution**  (IIT/ IIM/ NIT/ Central University/ State/Govt. Institutions/ PSUs/ Private or Deemed University/ Educational Institutions | **WO Date** | **Dt. of Completion** | **Total No of Answer Scripts Evaluated through On-Screen Marking (Online Evaluation) (for Descriptive Answers)\*\*** | **Page number for the supporting Document in the Bid** |
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| **\*\*- The Work Order/Work Completion Certificate/End-User Certificate should clearly indicate this number.**  **Note:** If the Bids are received without proper tabulation or required data as per specified format/forms, in such case it will be IMU’s prerogative to whether to consider such bids for further evaluation or not. IMU shall not be liable to provide explanation for disqualifications in case of such bid(s). | | | | | | |

Signature of Authorized Signatory and seal:

**ANNEXURE – A-4/4**

**(Refers to the Tender No. IMU-HQ/R/71/25/2/2021-PUR**

**dated 17.06.2021)**

## Technical Bid - Technical Evaluation Criteria – PART – A

*[To be submitted in Separate Envelope with title as given above. Bids which satisfy ALL the clauses of the Minimum Eligibility Criteria for this Part, their bids alone will be taken up for Technical Evaluation for this Part]*

**Part – A - Conducting Online (AI and Human) Proctored examinations (Multiple Choice Questions AND/OR Descriptive), On-Screen Marking (Online Evaluation by the Faculty of IMU and Affiliated Institutes) and submission of results**

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| **Sr. No.** | | | **Criteria / Description** | | | | | **Score (point)** | | | **Total Score** | | **Page number for the supporting Document in the Bid** | |
|  | | | **Prior experience of the vendor in conducting remote proctored online examinations (on the basis of Multiple Choice Questions and/or Descriptive) with (Artificial Intelligence based Proctoring and Remote Human Proctoring features) and/or On-Screen Marking (Online Evaluation) in any of the last three years as per Annexure-A-2/4 and Annexure-A-3/4 :** | | | | | | | | 30 | |  | |
| (a) | | Experience on All India basis for National level educational institutes like IIT, IIM, NIT and Central Universities / State Universities. | | | | 10 per Organization | |  | |
| (b) | | Experience on All India basis for National level Govt. Institutions/ PSUs | | | | 7 per Organization | |  | |
|  | | | (c) | | Private or Deemed Universities/ Educational Institutions. | | | | 4 per Organization | |  | |
|  | | | (d) | | Reputed Public Limited Companies | | | | 2 per Organization | |  | |
| **Mode of Proof:** Self-attested documentary evidence as per format given at Annexure-A-4/4 **with copies** of Work Order/ Contract and Performance Report/ Work Completion Certificate must be enclosed on the Client’s Letterhead. | | | | | | | | | | | | | | |
| 1. 2 | | **Prior experience of the vendor in conducting remote proctored online examinations (on the basis of Multiple Choice Questions and/or Descriptive) with (Artificial Intelligence based Proctoring and Remote Human Proctoring features) and/or On-Screen Marking (Online Evaluation) in any of the last three years as per Annexure-A-2/4 and Annexure-A-3/4 :** | | | | | | | | | 20 | |  | |
| **Category** | | | | | **Description** | | |  |  | |
| **I** | | | | | Artificial Intelligence based Proctoring and Remote Human Proctoring features **with MCQ** | | | 2 per WO (Max 10 marks) |  | |
| **II** | | | | | Artificial Intelligence based Proctoring and Remote Human Proctoring features **with Descriptive and Online Evaluation Marking** | | | 5 per Work Order (Max 15 marks) |  | |
| **III** | | | | | Artificial Intelligence based Proctoring and Remote Human Proctoring features **with MCQ and Descriptive and Online Evaluation Marking** | | | 10 per Work Order |  | |
| **IV** | | | | | **Online Evaluation Marking** | | | 2 per Work Order (max 10 marks) |  | |
| **Mode of Proof:** Self-attested documentary evidence as per format given at Annexure-A-4/4 **with copies** of Work Order/ Contract and Performance Report/ Work Completion Certificate must be enclosed on the Client’s Letterhead **clearly indicate the activity as per description above** | | | | | | | | | | | | | | |
|  | | **No. of Answer scripts evaluated through the same On-Screen Marking (Online Evaluation) software for a period of 3 years up to closing day of the tender for different exam bodies for similar service put together.** | | | | | | | | | | **20** | |  |
| 50,000 to 1 lakh | | | | | | | | 2 Marks | |  |
| Above 1 lakh to 3 lakhs | | | | | | | | 3 Marks | |  |
| Above 3 lakhs to 5 lakhs | | | | | | | | 4 Marks | |  |
| Above 5 lakhs | | | | | | | | 5 Marks | |  |
| **Mode of Proof**: Self-attested documentary evidence as per format given at Annexure-A-4/4 **with copies** of Work Order/ Contract and Performance Report/ Work Completion Certificate must be enclosed on the Client’s Letterhead to denote proof of successful project completion and **clearly showing the Answer Script Count.** | | | | | | | | | | | | |
| 1. 3 | | **Bidder’s certification** | | | | | | | | | | 10 | |  |
| CMM/ISO/CERT-IN empanelled Auditing Agency Certificate for Software/ Process/Infrastructure (Valid as on last date of tender) | | | | | | | | 2 per certificate | |  |
| **Mode of Proof:** Self Attested copy of the valid Certificate. | | | | | | | | | | | | | | |
|  | | **Registration in Government e-Marketing Portal and CPPP e-Procurement Portal for the services as per this tender.** | | | | | | | | | | 5 | |  |
| (a) | | | | Government e-Marketing Portal | | | | 3 marks | |  |
| (b) | | | | CPPP e-Procurement Portal | | | | 2 marks | |  |
| **Mode of Proof:** Self-attested Copies of the Registration numbers through both portals. This will be verified online. Vendors may please note that the future tenders will be floated only on these Portals as per Govt. norms. | | | | | | | | | | | | |
| 1. 4 | **Maximum number of candidates for whom online examinations (on the basis of Multiple Choice Questions and/or Descriptive) with (Artificial Intelligence based Proctoring and Remote Human Proctoring features) were conducted in a single sitting on All India basis in any of the last three years (since 2018).** | | | | | | | | | | 25 | |  | |
| 500 to 1000 Candidates | | | | | | | 2 Marks per Work Order | | |  | |
| Above 1000 to 2000 Candidates | | | | | | | 5 Marks per Work Order | | |  | |
| Above 2000 Candidates | | | | | | | 10 Marks per Work Order | | |  | |
| **Mode of Proof:** Self-attested documentary evidence as per format given at Annexure-A-4/4 **with copies** of Work Order/ Contract and Performance Report/ Work Completion Certificate must be enclosed on the Client’s Letterhead **clearly giving details of number of Candidates appeared in a Single sitting**. | | | | | | | | | | | | | | |
|  | **Presentation on the features of the software covering essentially the following features, with live demo :** | | | | | | | | | | 15 | |  | |
|  | | | Authentication features (minimum facial recognition). | | | | | | |
|  | | | Blocking of unwanted applications. | | | | | | |  | |
|  | | | Remote desktop and Multiple monitors to be blocked. | | | | | | |  | |
|  | | | Human Proctoring features with 1:20 ratio for MCQ and Descriptive. | | | | | | |  | |
|  | | | Provision for answering Descriptive questions by typing in the space provided in the software. | | | | | | |  | |
|  | | | Provision for capturing the answer scripts of descriptive Examination through Laptop/Desktop/mobile Camera. | | | | | | |  | |
|  | | | Disable- shortcut keys, special functions, mouse right click. | | | | | | |  | |
|  | | | Auto-warning to highlight suspected malpractices like improper posture, out of camera position, presence of other people, etc., | | | | | | |  | |
|  | | | Immediate generation of requisite reports after completion of Examinations on the same day. | | | | | | |  | |
|  | | | Chat-box to give instructions by the Human Proctor to the students instantly. | | | | | | |  | |
|  | | | Bulk uploads of the question papers. | | | | | | |  | |
|  | | | AI based restriction on resumption on exams. | | | | | | |  | |
|  | | | Online Evaluation marking for evaluation of Descriptive and Short Answer Scripts. | | | | | | |  | |
| **Mode of Proof:** Based on live Demonstration and screen shot of software establishing the above mentioned features | | | | | | | | | | | | | |

The bids are liable to be rejected in case of failure to provide information in the above stated format.

Signature of Authorised Signatory:

Seal or the Company:

**ANNEXURE – B-1/4**

## (Refers to the Tender No IMU-HQ/R/71/25/2/2021-PUR dated 17.06.2021)

## Technical Bid - Minimum Eligibility Criteria PART - B

*[To be submitted in Separate Envelope with title as given above. Bids which satisfy ALL the clauses in this Part, their bids alone will be taken up for Technical Evaluation for this Part]*

**Part - B - Providing services for Scanning of Physical Answer Scripts, On-Screen Marking (Online Evaluation by the Faculty of IMU and Affiliated Institutes) and submission of results.**

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| --- | --- | --- | --- |
| **Sl.No** | **Eligibility Criteria** | **Complied**  **(Y/N)** | **Page number for the supporting Document in the Bid** |
|  | The Service Provider should be in the business of offering Answer Scripts Scanning Services and On Screen Marking (Online Evaluation) of Answer Scripts for at least 3 years as on last date of closing of tender.  **Mode of Proof:**  Certified copy of Company Registration Certificate/ Service Tax Registration Certification/ Certificate of Incorporation/ Registered partnership deed **AND** Copies of the Work order, Agreement and Work Completion certificate for the Completed or ongoing supply/ Proof for providing similar service. |  |  |
|  | The Bidder must have its own developed software/ Authorized License of such software which can be configured as per the requirements of Examination Section, IMU:   * Bidder must have the copyright of the source code and all its components of the software being used for conducting the remote proctored online exam. * Bidder must have own / leased Data Center located in India. Data Center should be a minimum of Tier III compliant, duly security audited by CERT-In empaneled Auditing Agencies. * Bidder Organization must use 256-bit encryption in its application. * Bidder Organization must have authorized and globally accepted software certifications i.e. ISO 9001 **OR** SEI CMMi Level 3 or higher for the Software and Services.   **Mode of Proof:**  Self-declaration/ Self-attested documentary evidence to that effect. |  |  |
|  | The Service Provider should have satisfactorily completed “Similar Works” involving values as listed below during any of the financial year since 2018:   * 1. At least 1 Similar Works with a minimum value of i.e. Rs.20 Lakhs [OR]   2. At least 2 Similar Works with a minimum value of Rs.15 Lakhs each [OR]   3. At least 3 Similar Works with a minimum value of Rs.10 Lakhs each.   **Mode of Proof**: Data to be submitted as per format given at Annexure-B-2/4 and Annexure-B-3/4, supported by relevant proofs like Work Order/ customer testimonial or any other formal document to denote proof of successful project completion. |  |  |
|  | The Bidder must have successfully executed at least **three** “**Similar Works**” on All India basis during any of last the three years (since 2018).  **Mode of Proof:**  Data to be submitted as per format given at Annexure-B-2/4 and Annexure-B-3/4, supported by relevant proofs like Work Order/ customer testimonial or any other formal document to denote proof of successful project completion. |  |  |
|  | The Bidder must have successfully executed at least one “**Similar Works**” on All India basis for **Scanning of Physical Answer Scripts at multiple Geographical Locations** in a single order during any of the last three years (since 2018).    **Mode of Proof:**  Data to be submitted as per format given at Annexure-B-2/4 and Annexure-B-3/4, supported by relevant proofs like Work Order/ customer testimonial or any other formal document to denote proof of successful project completion. |  |  |
|  | The Bidder must have successfully executed at least **three** “**Similar Works**” on All India basis for **minimum of 45,000 Answer Scripts** during any of the last three years (since 2018).  **Mode of Proof:** Data to be submitted as per format given at Annexure-B-2/4 and Annexure-B-3/4, be **supported by** relevant proofs like Work Order/ customer testimonial or any other formal document on the Organisation Letter head for whom service provided to denote proof of successful project completion. |  |  |
|  | The Average Annual turnover from the business of Scanning of Physical Answer Scripts and On-Screen Marking (or Online Evaluation) and Online Examination related services of the Bidder shall be minimum of Rs. 50 lakhs during the last 3 years (ending 31st March, 2020).  **Mode of Proof**: Certificate to this effect to be given by Bidder’s Chartered Accountant. |  |  |
|  | The Bidder should not have been debarred by the Department/ Ministries of the Government of India/ PSUs / Corporate Sectors / Educational Institutions / any other reputed organizations during last 3 years for Similar Works (as per Para 5.5). (As on last date of Tender)  **Mode of Proof**: Self-Declaration on Company Letter Head. |  |  |

**Declaration**

We certify that all the particulars furnished above under Annexure-A-1/4 are true and correct and based on documentary evidence, and that we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and our company is liable to be blacklisted/debarred by IMU for at least 3 years.

Date:*Signature with Seal of Authorised Signatory*

Place:

**ANNEXURE – B-2/4**

**(Refers to the Tender No IMU-HQ/R/71/25/2/2021-PUR dated 17.06.2021)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Similar Experience in Scanning of Physical Answer Scripts, On-Screen Marking (Online Evaluation) and Result Processing** (to be compulsorily filled & duly signed) | | | | | | | | | |
| **Name of the Organization** | **Type of Institution**  (IIT/ IIM/ NIT/ Central University/ State/Govt. Institutions/ PSUs/ Private or Deemed University/ Educational Institutions | **Work Order No./ Purchase Order No./ Contract Ref. No.** | **Value of the WO/ PO/ Contract (in Rs.)\*\*** | **Geographical Location of Scanning Centres\*\*** | | | **Number of Physical Answer Scripts Scanned\*\*** | **Number of Answer Scripts marked on-Screen (online Evaluated)\*\*** | **Page number for the supporting Document in the Bid** |
|  | 1 | 2 | 3 |
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| **\*\*- The Work Order/Work Completion Certificate/End-User Certificate should clearly indicate this detail.**  **Note:** If Bids are received without proper tabulation or required data as per specified format/forms or copies of relevant documents, in such case it will be IMU’s prerogative to whether to consider such bids for further evaluation or not. IMU shall not be liable to provide explanation for disqualifications in case of such bid(s). | | | | | | | | | |

Signature of Authorized Signatory and seal:

**ANNEXURE – B-3/4**

**(Refers to the Tender No IMU-HQ/R/71/25/2/2021-PUR dated 17.06.2021)**

**Details Regarding Similar Orders (since 2018)**

**(To be filled & duly signed)**

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| **Sl. No.** | **Name of the Organisation** | **Type of Institution**  (IIT/ IIM/ NIT/ Central University/ State/Govt. Institutions/ PSUs/ Private or Deemed University/ Educational Institutions | **Nature of Job (Enclosed Purchase Orders)** | **Value of Purchase Order**  **(in Rs.)\*\*** | **Date of Commencement \*\*** | **Date of Completion \*\*** | **Page number for the supporting Document in the Bid** |
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**\*\*- The Work Order/Work Completion Certificate/End-User Certificate should clearly indicate this detail.**

**Mode of proof**: Self -attested documentary evidence in the form of Work Order/ Contract and Performance Report/ Work Completion Certificate must be enclosed on the client’s Letterhead.

**Signature:**

**Name of Authorized Representative:**

**Date:**

**Place:**

**Seal:**

**ANNEXURE – B-4/4**

**(Refers to the Tender No IMU-HQ/R/71/25/2/2021-PUR dated 17.06.2021)**

## Technical Bid - Technical Evaluation Criteria – PART – B

## *[To be submitted in Separate Envelope with title as given above. Bids which satisfy ALL the clauses of the Minimum Eligibility Criteria for this Part, their bids alone will be taken up for Technical Evaluation for this Part]*

**Part - B - Providing services for Scanning of Physical Answer Scripts, On-Screen Marking (Online Evaluation by the Faculty) and submission of results.**

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| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Criteria / Description** | | | **Score (point)** | **Total Score** | **Page number for the supporting Document in the Bid** |
|  | **Prior experience of the vendor in Scanning of Physical Answer Scripts, On-Screen Marking (Online Evaluation by the Faculty) and submission of results in any of the last three years as per Annexure- A-2/4 and Annexure-A-3/4 :** | | | | 30 |  |
| (a) | Experience on All India basis for National level educational institutes like IIT, IIM, NIT and Central Universities / State Universities. | | 10 per Organization |  |
| (b) | Experience on All India basis for National level Govt. Institutions/ PSUs | | 6 per Organization |  |
| (c) | Private or Deemed Universities/ Educational Institutions. | | 3 per Organisation |  |
| **Mode of Proof**: Data to be submitted as per format given at Annexure-B-2/4 and Annexure-B-3/4, be **supported by** relevant proofs like Work Order/ customer testimonial or any other formal document on the Organisation Letter head for whom service provided to denote proof of successful project completion. | | | | | |
|  | **No. of Answer scripts evaluated through the same On-Screen Marking (Online Evaluation) software for a period of 3 years up to closing day of the tender for different exam bodies for similar service put together.** | | | | 20 |  |
| 50,000 to 1 lakh | | | 2 Marks |  |
| Above 1 lakh to 3 lakhs | | | 3 Marks |  |
| Above 3 lakhs to 5 lakhs | | | 4 Marks |  |
| Above 5 lakhs | | | 5 Marks |  |
| **Mode of Proof**: Data to be submitted as per format given at Annexure-B-2/4 and Annexure-B-3/4, be **supported by** relevant proofs like Work Order/ customer testimonial on the letter head of the Organisation or any other formal document to denote proof of successful project completion and clearly showing the Answer Script Count. | | | | | |
|  | **Bidder’s certification for Software/ Data Centre/ Infrastructure/Process etc.** | | | | 10 |  |
| CMM/ ISO/ CERT-IN empanelled Auditing Agency Certificate for Software/ Process/ Infrastructure (Valid as on last date of tender) | | | 2 marks per certificate |  |
| **Mode of Proof:** Self Attested copy of the valid Certificate. | | | | | |
|  | **Registration in Government e-Marketing Portal and CPPP e-Procurement Portal for the services as per this tender.** | | | | 5 |  |
| (a) | | Government e-Marketing Portal | 3 marks |  |
| (b) | | CPPP e-Procurement Portal | 2 marks |  |
| **Mode of Proof:** Self-attested Copies of the Registration numbers through both portals. This will be verified online. Vendors may please note that the future tenders will be floated only on these Portals as per Govt. norms. | | | | | |
|  | The Service Provider should have satisfactorily completed “Similar Works” involving values as listed below during any of the financial year since 2018: | | | | 15 |  |
| Similar Works with a minimum value of i.e. Rs.20 Lakhs | | | 5 marks per Work Order |  |
| Similar Works with a minimum value of Rs.15 Lakhs and less than Rs. 20 Lakhs | | | 3 marks per Work Order |  |
| Similar Works with a minimum value of Rs. 10 Lakhs and less than Rs.15 Lakhs | | | 2 marks per Work Order |  |
| **Mode of Proof:** Data to be submitted as per formats given at Annexure-B-3/4, and to be **supported by** relevant proofs like Work Order/ customer testimonial on the Letter Head of the Organisation or any other formal document to denote proof of successful project completion and clearly showing the value of the Contract/Agreement. | | | | | |
|  | **Presentation on the features of the software covering essentially the following features, with live demo :** | | | | |  |
|  | | Scanning of Answer Script without cutting the spine of the Answer Script. | | 10 |  |
|  | | Software through which the Scanned Answer Script is stored | |  |
|  | | Display the indexing method for scanned copies of Answer Booklet | |  |
|  | | Live Verification of Evaluators before evaluation | |  |
|  | | On-Screen Marking (Online Evaluation) – marking of each Answer | |  |
|  | | Evaluation tools available for Evaluators | |  |
|  | | Random allocation of Answer Scripts to Evaluators | |  |
|  | | Dashboard for Evaluators, Supervisors, CoE, etc. | |  |
|  | | Annotated Answer Scripts with Marking of Evaluators in PDF | |  |
|  | | Result process – output after result process | |  |
|  | **Mode of Proof:** Based on live Demonstration and screen shot of software establishing the above mentioned features | | | | | |

The bids are liable to be rejected in case of failure to provide information in the above state format.

**Signature of Authorised Signatory**:

Seal or the Company:

**ANNEXURE – II**

**(Refers to the Tender No IMU-HQ/R/71/25/2/2021-PUR dated 17.06.2021)**

**Details Regarding Annual Turnover**

**(To be filled & duly signed)**

**ANNUAL TURN OVER**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Financial Year** | **Annual Turnover In Rupees** |
| **1** | **2017-18** |  |
| **2** | **2018-19** |  |
| **3** | **2019-20** |  |

**Mode of Proof:** Audited Profit & Loss Account and Balance Sheet for last three Financial years ending 31st March, 2020. It should be duly attested by the Bidder’s Chartered Accountant.

**Place:**

**Date : Signature of the Tenderer with seal**

**ANNEXURE – III**

**(Refers to the Tender No IMU-HQ/R/71/25/2/2021-PUR dated 17.06.2021)**

**Declaration Regarding Debarring**

(On company Letter Head)

**(To be filled & duly signed)**

Ref. No. Date:

To

The Registrar,

Indian Maritime University,

Headquarters ,Semmencherry, Sholinganallur PO,

East Coast Road, Chennai – 600 119

**Sub.: Declaration regarding debarring for taking part in tender.**

Dear Sir,

I / We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Firm/Contractor/Manufacturer / Partner(s)/ Authorized Distributor /agent of M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that the firm/ company namely M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has not been debarred in the past by Union / State Government or organization from taking part in similar Government tenders in India.

Or

I / We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Firm/Contractor/Manufacture / Partner(s)/ Authorized Distributor / agent of M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby declare that the Firm/company namely M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_was debarred by Union / State Government or any Organization from taking part in similar Government 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 Government tenders.

2. In case the above information found false I/we are fully aware that the tender/ contract will be rejected/cancelled by the Indian Maritime University, Headquarters, and Performance Security shall be forfeited.

3. In addition to the above, Indian Maritime University, Headquarters shall not be responsible to pay the bills for any completed / partially completed work.

[Name & Signature with seal] for and on behalf of M/s.

**ANNEXURE – IV**

**(Refers to the Tender No IMU-HQ/R/71/25/2/2021-PUR dated 17.06.2021)**

**FORMAT OF AGREEMENT**

(To be submitted on stamp paper of Rs.200/-)

**(To be duly Filled & Signed copy)**

IT IS THIS \_\_\_\_\_\_ day of \_\_\_\_\_2021 MUTUALLY AGREED between the IMU, HQ, hereinafter referred to as “the Employer” (which expression shall mean and include their assigns and successors) on the one part AND M/s …….………………………………………………………… company/ incorporated under the companies Act, 1956……………….. having its Registered office at …………………………………….. herein after referred to as “the Contractor” (which expression shall mean and include their permitted assigns and successors) on the other part: WHEREAS the Employer is desirous that certain Goods and Services should be provided and certain Works be executed as per tender documents hereinafter called “The Works” and has accepted a Tender by the Contractor for the execution, completion and guarantee of such works.

**NOW THIS AGREEMENT WITNESSES as follows:-**

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.,

a) Technical and Financial bids

b) Instructions to the Bidders

c) Terms and Conditions of contract

d) The work specified in the tender documents

e) The Annexures

f) The Purchase Order

1. In consideration of the payment to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute, complete and guarantee the Works in conformity in all respects with the provisions of the contract.
2. The Employer hereby covenants to pay the Contractor in consideration of the execution, completion and guarantee of the works the contract price at the times and in the manner prescribed by the Contract.
3. The contract shall be governed by all the conditions as described in the terms and conditions of contract, work mentioned in the tender documents and any other conditions given in the tender documents.
4. This agreement shall be governed by the laws of India and shall be subject to the Jurisdiction of the Courts in Chennai only.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

SIGNED AND DELIVERED

**On behalf of the Contractor On behalf of Employer**

Signature Signature

Name Name

Address Address

**Official Seal Official Seal**

Place Place

Date Date

On behalf of the Contractor On behalf of the Employer

**Witness:**  **Witness:**

i) Signature i) Signature

Name: Name:

Address: Address:

Place Place:

Date Date:

ii) Signature ii) Signature

Name: Name:

Address: Address:

Place Place:

Date Date:

**Annexure-V**

**(Refers Clause 4.6.3 (c) to the**

**Tender No IMU-HQ/R/71/25/2/2021-PUR dated 17.06.2021)**

**Make and Model of Biometric Devices available at IMU**

|  |  |
| --- | --- |
| **Device Name** | **Model** |
| Mantra MFS-100 Bio metric Device | v54 model |

**Note:** SDK available with IMU is for client side and all the server side verification must be done by the Service Provider.

**ANNEXURE - VI**

## Price Bid – Part - A

**(Price Bids must be kept in separate Sealed Covers for Part A and Part B service)**

*[Price Bid must be submitted on the Letter Head of the Bidder and to be put in a separate sealed cover. If Price Bid is found enclosed in the same envelope as the Technical Bid or if Price Bid for both Part A and Part B are in the same envelope****, the complete bid will be rejected.****]*

Reference: **Tender No IMU-HQ/R/71/25/2/2021-PUR dated 17.06.2021**

From :**Name & Address of the Bidder**

To

**The Registrar,**

**Indian Maritime University,**

**East Coast Road,**

**Semmencherry,**

**Sholinganallur (PO),**

**Chennai - 600119.**

Dear Sir,

We hereby submit our Price Bid for Part:

1. Conducting Online (AI and Human) Proctored examinations (Multiple Choice Questions AND/OR Descriptive), On- Screen Marking (Online Evaluation by the Faculty of IMU and Affiliated Institutes) and submission of results; which will be valid for a period of One year from the date of issue of Work Order, extendable on satisfactory performance, One year at a time for a maximum of 3 years, at the same quoted price:

|  |
| --- |
| **Details** |
| **Rate per Answer Script –** Conduct of (AI and Human) Remote Proctored Online Examination (MCQ + Descriptive) (Remote Human Proctoring by IMU Staff), On-Screen Marking (or Online Evaluation by Faculty of IMU and Affiliated Institutes) and Result Processing as detailed in the tender documents.  (Approximately 45000 Answer Scripts per Semester. Academic year has 2 Semesters)  **Rate per Answer Script In figures (Rs.)**    **Rate per Answer Script In words (Rs.)** |

**Note:** 1. The rates quoted shall be exclusive of GST. GST is not applicable.

2. Submission of the Commercial Bid other than this format will not be considered and also bid will be rejected.

**Signed by Authorised Signatory with date and seal**

**ANNEXURE - VII**

## Price Bid – Part - B

**(Price Bids must be kept in separate Sealed Covers for Part A and Part B service)**

*[Price Bid must be submitted on the* ***Letter Head of the Bidder*** *and to be put in* ***a separate sealed cover. If Price Bid is found enclosed in the same envelope as the Technical Bid or in the same envelope for both Part A and Part B, the complete bid will be rejected.****]*

Reference: **Tender No IMU-HQ/R/71/25/2/2021-PUR dated 17.06.2021**

From: **Name & Address of the Bidder**

To

**The Registrar,**

**Indian Maritime University,**

**East Coast Road,**

**Semmencherry,**

**Sholinganallur (PO),**

**Chennai - 600119.**

Dear Sir,

We hereby submit our Price Bid for Part:

1. Providing services for Scanning of Physical Answer Scripts, On-Screen Marking (Online Evaluation by the Faculty of IMU and Affiliated Institutes) and submission of results; which will be valid for a period of One year from the date of issue of Work Order, extendable on satisfactory performance, One year at a time for a maximum of 3 years, at the same quoted price:

|  |
| --- |
| **Details** |
| **Rate per Answer Script –** forScanning of Physical Answer Scripts at multiple Geographical Locations, On-Screen Marking (or Online Evaluation by Faculty of IMU and Affiliated Institutes) and Result Processing as detailed in the tender documents.  (Approximately 45000 Answer Scripts per Semester. Academic year has 2 Semesters)  **Rate per Answer Script In figures (Rs.)**    **Rate per Answer Script In words (Rs.)** |

**Note:** 1. The rates quoted shall be exclusive of GST. GST is not applicable.

2. Submission of the Commercial Bid other than this format will not be considered and also bid will be rejected.

**Signed by Authorised Signatory with date and seal**