



EXPRESSION OF INTEREST
FOR
PAPER BASED EXAMINATION
FOR
**SMVDUEE-2018 ENGINEERING ENTRANCE
EXAMINATION**

SMVDUEE - 2018
SHRI MATA VASHIHO DEVI UNIVERSITY
KAKRYAL, KATRA - 182320
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Shri Mata Vaishno Devi University (SMVDU) established through Act of J&K State Legislature in 1999 and is recognized by UGC u/s 2(f) and 12(b) as a State University. University has created an excellent educational platform that is dynamically sustained through quality teaching and quality research with excellent infrastructure and human resource. University has decided to conduct of Engineering Entrance Examination (SMVDUEE), that serve as the entrance examination for admissions to various undergraduate programmes in various engineering branches leading to award of B. Tech. Degree besides other existing modes of admission.

Disclaimer

This EOI document is not an offer by the SMVD University but an invitation to receive offer from vendors. No contractual obligation whatsoever shall arise from this process unless and until a formal contract is signed and duly executed by the Registrar of the University with the successful vendor.

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1. Fact Sheet

S. No	Particulars	Details
1	EOI ID	SMVDU/S&P/2017-18/979 dated 28/02/2018
2	EOI date	February 28, 2018
3	Availability of EOI	EOI can be downloaded from http://www.smvdu.ac.in/
4	EMD	Earnest Money Deposit of INR 25,000 (Twenty five thousand only). Demand Draft or BG in favour of Registrar, SMVDU payable at Katra/ Jammu from any of the nationalized scheduled commercial bank or BG as per standard format valid for six months.
5	Performance Bank Guarantee(PBG)	Bank Guarantee valid for at least 12 months from the date of the bid.
6	Nodal Officer for correspondence and Clarification	Coordinator, SMVDUEE-2018
7	Last date of EOI submission	Eoi /Offers must be submitted by March 12, 2018 upt 17:00 Hrs, at Registrar Office, SMVD University, Kakryal, Katra, J&K - 182320
8	Opening of Technical offers	March 13, 2018 at 15:30 Hrs. at Registrar Office SMVD University, Kakryal, Katra, J&K - 182320
9	Opening of Financial Offers of technically eligible vendors	March 15, 2018 at 11:30 Hrs. at Registrar Office SMVD University, Kakryal, Katra, J&K - 182320.

2. Request for Proposal

EOI is invited from eligible, reputed and qualified Firms with sound technical and financial capabilities in connection with SMVDUEE-2018 Examination (in English language) for SMVD University as detailed out in the Scope of Work of this EOI Document.

2.1 Background Information

2.1.1 Basic Information

a) Shri Mata Vaishno Devi University (SMVDU) invites responses (“Offers”) to this Expression of Interest (“EOI”) from registered Companies / Agencies (“Vendors”) for selection of “Service Provider”.

b) Offers must be received not later than the time, date at the venue mentioned in the Fact Sheet. Offers received after the deadline will not be considered.

c) Interested Vendors/ firms are advised to study the EOI document carefully. Submission of Offers shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.

2.2 Project Background

SMVDU intends to implement a system that will manage the pre and post examination process for a total number of around 1000 to 1500 candidates in India. The work shall mainly comprise of the following activities:

- Providing pre-examination material in English
- Compilation of response data in the desired format for result generation
- Customized report generation

2.3 Key Information

About Shri Mata Vaishno Devi University (SMVDU)

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3. Scope of Work

This Scope of Work has been divided into following two broad phases

- Pre- Examination Phase
- Post Examination Phase

3.1 Pre-Examination Phase

The selected bidder is expected to undertake the following activities within the prescribed time period:

- **Complete Secrecy and Security of the processes**
 - The selected firm shall set and supply Question Papers (in English) for offline test.
 - The selected firm shall supply OMR sheets (in English) for offline test.
 - The selected firm shall supply OMR sheets (in English) for offline test.

3.2 Post Examination Phase

- The selected vendor shall collect the OMR Sheets from SMVDU and compile the result in a format as may be provided by SMVDU.
- The selected vendor shall calculate marks obtained by each candidate as per the requirement and marking scheme to be provided by SMVDU.
- The selected vendor shall supply the scanned copies of OMR sheets in a format as may be prescribed format for each candidate as an individual file.
- **MIS generation/ customized reports:** The selected bidder shall provide adequate information to the SMVDU as per the requirement.

4. Essential Pre-requisite

4.1 Organizational Level

- 1) The vendor should be a company/ firm registered in India. The registered firm should be operating in India for a minimum of 5 years with an objective of offering relevant Paper based Entrance Examination Services that are the subject matter of this EOI.
- 2) The firm should participate as a single entity, no consortium or group companies will be allowed.
- 3) The firm shall be single point of contact with SMVDU and shall be solely responsible for the execution and delivery of the work.
- 4) The average turnover of the bidder should be minimum 75 Lacs after tax in each of last 3 consecutive financial years. The turnover should be of the firm and not of the group companies or consortium. The turnover refers to a company and not the composite turnover of its subsidiaries/sister concerns etc. for 2014–15, 2015-16 and 2016 - 2017.

- 5) The bidder's Average Annual Turnover during last three financial years should be Rs 30 Lacs or more in India from Paper/ Computer Based Examination (Attach documentary evidence such as audited Balance Sheet etc.).
- 6) The firm should be registered with appropriate tax authorities such as Income Tax, Service Tax/GST etc. and should submit valid certificates of registration with these authorities.
- 7) The firm must have successfully executed 5 similar academic projects (conduct of CBT) in all India basis. The documentary evidence in form of work order/contract and performance report must be enclosed on the client's letterhead. (Firms past achievement in this regard shall be considered for technical evaluation).
- 8) Any experience as a consortium partner will not be considered.
- 9) The bidder should have all relevant facilities and logistics available to execute the work.
- 10) The firm should not have been blacklisted by central / state government departments / undertakings.

4.2 Assessment Platform level

- 1) The final question paper would be supplied in two sets (A & B) in properly sealed individual envelopes and then the OMR sheet along-with the question paper shall together be sealed in a outer covering envelope. Both the envelopes shall have necessary instruction printed on them.
- 2) At any time before the submission of offers, SMVDU may amend the EOI by issuing an addendum by standard electronic means. If the amendment is substantial, vendor(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended if required by SMVDU. SMVDU has right to cancel or modify the EOI.

Even though bidders may satisfy the above requirements, they may be disqualified if they have:

- a) Made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document. Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
- b) If confidential inquiry reveals facts contrary to the information provided by the bidder.
- c) If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.
- d) If bidder is engaged in any activity such as conducting of coaching classes etc. which can influence conduct of professional exam.

5. Evaluation of Bids

5.1 Technical Evaluation

Detailed technical evaluation shall be carried out along with other conditions in the EOI document to determine the substantial responsiveness of each Offer. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation.

5.2 Financial Evaluation

The Financial Bid of only those firms who have been found to be technically eligible will be opened. The Financial bids of ineligible firms will not be opened.

The Financial Bids shall be opened in the presence of representatives of technically eligible firms, who may like to be present. SMVDU shall inform the date, place and time for opening of the Financial Bid to the technically eligible bidder(s) which is also mentioned at the beginning factsheet of this EOI.

6. Important Instructions

The successful firm shall obtain declaration from their personnel (employed by them for the work) that none of them have any near relations (such as children, brother, sister, nephew and nieces of self and spouse) as well as anyone on whom they may have any special interest, is appearing in the SMVDUEJEE 2018 examination.

7. General Information

This EOI is a "**Two Bid**" document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD). The financial bid should contain only commercials. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.

The offers shall contain a covering note on the letter head of the firm followed by a detailed index of the all the enclosures duly numbered. Vendors are cautioned that not giving complete information called for in the EOI or not giving it in clear terms or deliberately suppressing the information may result in the firm being summarily disqualified. Offers made by fax/ email and those received late will not be entertained.

The Responses should be typewritten or (legible) handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing,

dating and rewriting. The name and signature of firms authorized person should appear on each page of the application. All pages of the offer document shall be numbered and submitted as a package along with forwarding letter on bidder's letter head.

The bidder should enclose bid security (EMD) of INR 25,000 (Twenty five thousand) only in form of Demand Draft drawn in a favor of **Registrar, SMVD University**. The offers without EMD shall be summarily rejected. No exemption for EMD will be entertained. The successful bidder shall be required to deposit performance security in form of bank guarantee valid for a year, equal to ten percent (10%) of contract value within 15 days from the date of the award of the work. The EMD of the unsuccessful firms shall be returned without interest after award of work to the successful bidder. The EMD of the successful bidder shall be returned only after the signing of the contract along with performance security deposit. The EMD stands forfeited in case the bidder withdraws or amends his bid after submission of offer document.

Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. SMVDU may also independently seek information regarding the performance from the clients.

The firm is advised to attach any additional information, which they think is necessary in regard to their capabilities to establish that the firm is capable in all respects to successfully complete the envisaged work. They are however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless SMVDU calls it for.

Even though bidder may satisfy the qualifying criteria, they are liable for disqualification if they have a record of poor performance or not able to understand the scope of work etc.

Prospective bidders may seek clarification regarding the project and/ or the requirements for prequalification, in writing through mail within a reasonable time.

The EOI document has to be downloaded from SMVDU web site (<http://www.smvdu.ac.in/>) and submitted to the University. The technical and financial documents should be kept separately in sealed envelopes and both these envelopes should be kept in one envelope super scribing **“Offer for the Pre and Post paper based examination work for SMVDUEE-2018 examination for SMVDU”** so as to reach Registrar Office, SMVDU, by 17:00 hrs on March 12, 2018.

All disputes arising with respect to the offer document shall be subject to the jurisdiction of courts in Jammu district, J&K, India and shall be governed by the law of India as applicable in the state of J&K. SMVDU reserves right to award the work/cancel the award without assigning any reason. In case of differences with regard to the bid document, if any, the decision of SMVDU shall be final. The contract will be for a period of one year and may be extended subject to satisfactory performance in SMVDUEE-2018, as decided by the competent authority.

Firms are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. Any such act will make the bid liable for rejection.

8. Appointment of Successful Bidder

8.1 Award Criteria

SMVDU will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bid.

8.2 Signing of Contract

After SMVDU shortlists the successful bidder whose proposal has been accepted, SMVDU shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the successful bidder between SMVDU and the successful bidder with mutually agreed terms and conditions including secrecy clauses.

8.3 Mode of Payment and Penalty

The payment to the service provider shall be made in Indian rupees and shall be paid only after the successful completion of the entire work as per the schedule, without any errors. No advance payment shall be made.

8.4 Time Frame

The selected bidder would be required to make all the necessary supplies within the prescribed period of 20 Days from the date of signing of Contract.

8.5 Pre and Post Exam material security and data privacy

The selected bidder will be responsible for providing secure supply of all the pre-exam related material as per the award at the premises of SMVDU and shall be required to collect the material for post-examination related processing from the premises of SMVDU. All the necessary steps shall be put in place by the firm to ensure security, secrecy and data privacy at all stages as per terms and conditions of award letter.

8.6 Fraudulent and Corrupt Practices

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the execution of the job. Notwithstanding anything to the contrary contained in this EOI, SMVDU shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or

through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the execution of the job. In such an event, SMVDU shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be.

For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

_ “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the execution of job (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of SMVDU who is or has been associated in any manner, directly or indirectly with the execution of job or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of SMVDU, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the execution of job or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of SMVDU in relation to any matter concerning the Project;

_ “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the execution of job;

_ “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person s participation or action in the execution of job;

_ “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by SMVDU with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

_ “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the execution of job.

8.7 Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or SMVDU as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
- Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos
- Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.

The selected bidder or SMVDU shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 20 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract. However, SMVDU shall make payment for all the services rendered by the selected bidder till such date of termination of contract.

8.8 Dispute Resolution

In the event of any dispute arising between the parties, the same shall be referred to the Vice Chancellor, SMVDU whose decision shall be final and binding on the parties.