TENDER DOCUMENT

FOR

Student Life Cycle for
UG & PG Courses,
Supply of Examination Materials and
Certificate Printing for All Courses

Lalit Narayan Mithila University, Darbhanga
BIHAR

Complete Address of the Office:

Registrar

Lalit Narayan Mithila University

Kameshwaranagar, Darbhanga 846008

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<u>Section-I</u>

LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA

<u>Reference No LNMU/01/2026; Dated: 27.02.2026</u>

A. Date of downloading of Bid Documents: **27.02.2026 onwards**
B. Last date of Submission of Technical & Financial Bid : **20.03.2026**
C. Date of Pre-Bid Meeting (including Spot presentation):**24-25.03.2026**
D. Date & time of Bid Opening: **23.03.2026**

1. Cost of Tender Documents   : Rs. 10000/-
2. Bid- Security (Earnest Money)   : Rs. 15,00,000/-
3. Financial Bid   : Annexure-I
4. Declaration   : Annexure-II

Section-II
INVITATION OF BID

This invitation to the Tenderers is for carrying out following broad tasks for L N Mithila University.

Automation of University Management System

- Process study and Gap Analysis.
- System Implementation
- Creation, operation and integration of necessary additional IT infrastructure
- System Transfer
- Training.
- Support & manpower services.

Please refer to the information and guidelines for submission of the tender on the pages that follow.

General Instructions, Terms and Conditions:

The tender Document can be downloaded from web site. https://lnmu.ac.in from **27.02.2026 onwards**. The tender document fee of **Rs. 10,000/- (Rupees Ten Thousand)** only is non-refundable, non-adjustable and non-transferable and is payable through a demand draft on any nationalized bank drawn in favor of the **"Registrar, LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA" payable at Darbhanga** and it should be submitted along with the **EMD of Rs. 15,00,000/- (Rupees Fifteen lakhs only)** and tender documents as per the instructions given below. The signed tender papers (Technical bid and financial bid) should reach in the office of the Registrar, LALIT NARAYAN MITHILA UNIVERSITY, and DARBHANGA- 846008 latest by **20.03.2026**.

1. Incomplete bids, amendments, and additions to bids after opening or late bids are liable to be ignored and rejected by LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA.

2. The bidder shall be responsible for the delivery of the materials (Hardware as well as Software), its successful demonstration, and providing training as required, as per specifications listed in the tender and at the sites allocated by the university.

3. A Demand Draft for **Rs.15,00,000/- (Rupees Fifteen Lakhs Only**) drawn in favor of the "Registrar, LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA", payable at DARBHANGA should be submitted towards **Earnest Money Deposit** (EMD) which must accompany the bid. Bids without EMD will be rejected. The EMD will be refunded to all the unsuccessful bidders only after the work order are placed to the successful bidder. The successful bidder's EMD will be converted to security deposit upon the bidder's acceptance of the award of contract.

4. The bidder Security may be forfeited:
(a) If the bidder withdraws his bid during the period of bid validity specified in contract/ agreement.

(b) If the successful bidder fails to sign contract/ agreement within 03 days of issue of letter of intent.

5. The prices must be quoted in the format as specified in the tender document, and should be inclusive of packing, forwarding, insurances, delivery, installation, operation at sites (exclusive of taxes).

6. Printed terms and conditions of the bidders will not be considered as forming part of the bid.

7. The bidder should commence work as per the scope mentioned in the tender document **within a fortnight** from the date of issue of final order and/or entering into contract.

8. Bidders should enclose their bids with full details of all latest hardware/software and/or solutions proposed for the scope of work with full documentation/descriptive literature/leaflets indicating all features proposed.

9. LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA reserves the right to select certain items (in single or multiple units) and reject the other mentioned in the tender document without assigning any reasons whatsoever. LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA also reserves the right to revise or modify or cancel the specifications of the items before the acceptance of any bids.

The sealed bids should be addressed and delivered by registered speed post/ courier/ Hand-to-hand:
The Registrar,
LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA,
BIHAR, INDIA - 846008

The corresponding sealed envelopes should be titled as **Student Life Cycle"** and address mentioning the notification number to **"The Registrar, LALIT NARAYAN MITHILA UNIVERSITY, KAMESHWARANAGAR, DARBHANGA, - 846008** and all the bids must reach on or before **20.03.2026 (by 3.00 PM.)**. Bids received or submitted after the specified time will be rejected and no intimation will be sent in this regard.

The University is not under obligation to accept the lowest bid on any bid and reserves the right of accepting the whole or any part of the bid or portion of the quantity offered; and the bidder shall supply the same at the rate quoted. The Registrar on behalf of LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

Acceptance of the bid shall be communicated through email/speed post to the successful bidders.

Any specific queries/clarification of the documents may be had from the LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA in writing or by any other suitable medium of communications not later than 5 days before the proposed submission date. Response will be made through e-mail only to any such request.

The bidder must enclose a copy of **GST** Certificate, **PAN Card**, **income tax clearance certificate** and **last 03 years financial statement** and all other details required under eligibility criteria.

All bidders should give a **warranty declaration** of their firm/company's letterhead, in their bids as detailed below:

"We shall abide by all the specifications, terms and conditions listed in the tender document.

We warrant all deliverable to be supplied by us as part of the tender shall be free from all defects and faults in material, workmanship or in any other respect. All products and services shall be of the highest quality, material and services of the type ordered, shall be in full conformity with the specifications therein.

We accept that any deviations in the material and/or solutions/hardware/software and/or services from that specified in the tender document and the accepted terms are liable to be rejected. The bidder will be bound to supply all the goods/services in the specified form to the specifications as per the order/contract and install, commission and operate the same at his own cost."

Note:

1. The University shall not be responsible for any postal delay about non-receipt or non-delivery of the documents.

2. GENERAL INFORMATION

LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA has, under its umbrella, more than 300 colleges (constituent and affiliated) and is spread over four districts of Bihar offering undergraduate and postgraduate, traditional and vocational programmes in various disciplines. The university has over 3.0 Lakh students enrolled in different programmes and the numbers are expected to in- crease over the years. Apart from providing quality education, the university wishes to achieve excellence with transparency in the admission process, registration, examination result preparation, answer-script processing and evaluation in addition to complete automation of the depart- mental processes.

To address the above concerns and scenario, the university wishes to adapt to technology as a first step towards automating end-to-end student related and other activities. On reviewing the various activities, the university has identified the activities elaborated below that are human intensive but if automated will lead to better quality of admission, examination processing, and result processing, office works etc. The SCOPE OF WORK AND TECHNICAL SPECIFICATIONS is mentioned ahead.

Section-III
SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

A. SCOPE OF WORK

1. TASK I: Detailed Process Study

Detailed analysis of the existing systems, whether automated or manual. This shall include analysis of documentation in use, detailed information requirements, reporting procedures and formats, reporting levels, coding and classification being followed today by the university etc.

Identification of unique data elements their size, format, source, use and sequence of data storage, data volume, its frequency of updating, responsibility of the department/sections for updating, intersystem flow of data, current volume and growth rate, computer skilled manpower requirements and current availability etc.

2 TASK II: System Configuration and Implementation items:

In light of the process study, the Tenderer is expected to configure and Implement the proposed system keeping in view the following points:

a. Ensure quick retrieval/ access and also improving response time.

b. The tenderer should also make provision for interface and Networking requirements between various other facilities.

c. The system should also have provisions to interface with other present computerized systems/migration of data from current systems prevailing in the University like existing examination software in use et al.

d. The system should be completely menu driven and user friendly in all respects using GUI. It should support point and click technology with minimum data entry/typing.

e. As far as possible it should be single online application with single point data capture and global access

f. It should be robust system which is crash proof, fail safe, easy to restore and secure.

g. While configuring and implementing the system for the deployment of proposed Application software, the tenderer considers and utilize the work already done by the University in this field. This factor should also be considered while estimating the cost.

h. Maximum level of parameterization to meet the frequent need for changes without disturbing the software.

i. Provision to review report on screen. Both horizontal as well as vertical scrolling available while viewing some reports

j. Provision to mark reports optional or mandatory through parameters.

k. User access should be there based upon their functional areas like Clerk, Assistant, Superintendent, officers, faculties etc. and User level should be assigned to each user depending upon his functional areas. Role based security should be implemented

l. User-Id and password should be allotted to each user so that no unauthorized person can work on the machine.

m. Access to menu items for execution should be restricted up to user level.

n. Provision for temporarily disabling users against unauthorized use.

o. Locking of user screen provision should be there. Auto locking of screen also should be allowed if no activity is performed for specified time.

3. TASK-III: Data Load and Acceptance Testing.
System Implementation for each application shall include
- Collection and preparation of data
- Data entry and validation
- Trial run with live data for 6-8 weeks under actual conditions.
- Implementation of systems and handing over to the users for acceptance and operation
- Preparation of user Manual.
The duration of the trial run for the system shall be mutually decided by the University and tenderer keeping in view the complexity of the system.

4. TASK-V: Transferring the entire system to the University

The tenderer shall ensure smooth transfer of the entire system (Software, Data and other materials engaged in the work) in an operational mode to the University within a prespecified time frame.

5. TASK-VI: Maintenance of Systems

Maintenance of Systems shall include:

- Maintenance of the systems during warranty and support period i.e., for a period of **five years from the date of Go Live**. During this period system will be supported for any issues as reported by the users.

- Maintenance of the Systems after the expiry of the warranty period on agreed terms.

- For development of any additional functionality or report programs or to undertake substantial modification/changes, charges may be indicated separately.

6. Task-VII: **Integration, Security & Backup**

It should be possible to build the UMIS modules into a fully integrated system and various modules shall be totally interlinked and suitable to be integrated with the existing system of the University. As far as possible, system shall remove duplication of work.
- Every module shall be provided with user login & password security. No unauthorized access to modules.

- Facility shall be provided for System administrator for creation of desired number of Users for various modules. To different user, depending upon his level & work done by him, various privileges can be given by system administrator. He can give access to specific menus & submenus to a user.
- All the transactions such as data entry / modification shall be stored with user names so that accountability of User is possible.
- IP address-based protection shall be given for more critical applications. Normally administrative activities such as data processing, fees collection, etc are to be performed from specific computers. To such users, IP address-based protections may be provided. So, such crucial transactions can be entered through specific nodes only.
- Well-established backup & security procedures for server as well as data shall be defined. Backup MUST be automatic. Practically there shall be no chance of data loss.

The terms of Reference mentioned above are indicative only and may undergo change at the time of Award of work order. The information provided here is the minimum requirement from the university to the tenderer of the University Management Information System.

B. <u>Functional Requirements:</u> Student's life cycle

<u>Online Admission Process of Student's</u>

<u>ONLINE UNIVERSITY CENTRALLIZED ADMISSION MANAGEMENT SYSTEM</u>

University needs Online Centralized Admission Management System. For this the required hardware and software, designed to manage the entire online admission process of all courses offered by University and its colleges, are to be **supplied, installed, operationalize and process** by the vendor on his own cost for a period of five years from the date of Go Live. After that, the software, data and other items in use for this purpose will be the property of the university which will be handed over to the University by the vendor. The said module should have following cycle-

- Online submission of Admission application form, it should be validated with eligibility criteria and seat matrix of respective courses and colleges. Online application facilitate student of apply in various colleges and courses in a single online application.
- Online admission application fee payment depending on cost/category of students through payment gateway.
- Student login to update/edit, view and download their submitted application. It should be integrated with SMS and email gateway, so that login credential, merit status and other notification can be sent on their mobile and email.
- Generation of various merit list for all courses and colleges in accordance with seat matrix, eligibility criteria and reservation policy of the state government.
- Cut-off declaration of merits for all, course wise, college wise, category wise.
- SMS and Email to all selected candidates of merit.
- Generation of offer letter for selected candidates in Merit, consists of merit index, cut-off in their category, confidential code for admission, starting & end date of admission, programme/course, selected college etc.
- Admission Process- Collection of Fees, Assignment of roll numbers, ID card generation at university level.
- College/Department dashboard login to view their individual seat matrix, no. of applicant, merit downloading, and online submission for selected applicant in merit with document verification, Admitted & Vacant seat status should also display inside it. A facility to partial or full rejection of the applicant should be also available.
- Admitted and vacant seat status should be displayed on the portal.
- Dynamic notice board should be available on portal.
- Online payment of fees at the time of admission.
- Admission Cancellation/Transfer- Handling admission cancellations and transfers of students.

Merit Based and Online Counselling

- In case of admission through Merit, system should be able to handle all the works related with receipt of online application to Merit generation.
- Student will opt multiple college according his/her course for admission.
- After choice locking process, we will allot seat according the choice and reservation policy of government and provide Allotment letter in their Login.
- Seat allocation details are also available in College and university Login.
- After allotment student get admission in respective college.
- If some seats are vacant then we will repeat the process if required.

Entrance examination and Online Counselling

- In case of admission through entrance test, system should be able to handle all the works related with receipt of online application to result generation.
- Students will online apply for Counselling after Entrance examination result declaration.
- Student will opt multiple college according his/her course for admission.
- After choice locking process, we will allot seat according the choice and reservation policy of government and provide Allotment letter in their Login.
- Seat allocation details are also available in College and university Login.
- After allotment student get admission in respective college.

- If some seats are vacant then we will repeat the process if required.

Registration (Enrolment) of students

Admitted students should be provided a unique registration (Enrolment) number in accordance with university rules. This unique registration number consists of year of admission, college code, programme/course code and should remain the same during the academic tenure of the student in University. All the generated registration number should be verified by colleges through their college login and fee of the same must be paid online. Course wise registration slips of all admitted students should be available in their respective admitted college login. Design the registration card; on validation print and issue registration card; Save the data into database; in addition, design and maintain student register.

Programme / Course Management

All the prerequisite transactions shall be done by system administrator before academic and examination section utilizes the system. Check login credential of system administrator if OK allow access to system. The list of events to be executed by Administrator are:

- Define courses conducted by the university under different categories. Those are Under-Graduate, Post-Graduate, Professional and diploma courses.
- Define course structure or scheme of examination for each of the courses under all the
- Categories.
- Define papers included under each of the courses.
- Enter details of the papers such as its nomenclature, paper type like Theory or Practical etc.
- Enter the marks details for each paper type which includes max, min marks for passing etc.
- Define passing, gracing, exemption logic for each course separately. This shall also include various checks such as even and odd semester passing criteria for some of the courses, sports and grace marks etc.
- Validation of student's eligibility for taking a particular course.
- Enter the details of all the colleges/Institutions affiliated to LNMU.
- Link the courses conducted by individual college.

Any changes in the above listed events should be updated in the system by administrator or primary user of a particular section in the following cases.

- Modification of existing course by introducing new subject / syllabus / paper. The administrator
- Should be able to attach the new course structure to an existing course conducted by LNMU keeping the old structure as valid and its applicability.
- Multiple course structure attached to the same programme.
- Changes in the pattern or duration of programme.
- Changes in the Course structure shall result into defining new course structure for existing students.

The list of events in this case can be listed as below

- Provision should be kept in the system wherein a student having backlogs of an old course

structure can appear for the exams combining papers from both new and old course structure. In short, the system should be flexible enough to define a course structure for any student based on multiple valid course structures.

- Flexibility should be provided to allow students to have inter-disciplinary subjects of any valid courses.

Pre- Examination Requirements

Designing Online Examination Form

An Online Examination Form has to be designed for various courses offered by University like Traditional Courses (Annual & Semester), Professional courses (Annual & Semester), Other Campus courses and degree/diploma courses. The Online Examination forms for Regular, Private, Ex, Back, Improvement students should be filled with University existing database and integrated with courses and rules of examination forms of the University. A student will select his/ her course, type of student, session and submit his/ her enrolment or roll number, after proper validation, a format of online Examination form should appear in University prescribed format having facility to select papers of subject opted by student. Details of the students verified through details provided by the university and 1st year students verified through admission portal or their Unique Registration Number.

Next process will be to fill his/her personal particulars, academic information and online submission of photo & signature. The student will submit his/her online Examination form and proceed to fee submission.

Online Form Submission

- Online Submission of Examination form of various UG, PG and Vocational/professional programmes/courses through a web portal. Only valid students of the university can submit their online examination form. Examination fee should be paid online and every examination form should be verified by respective college through their college login. This web portal should have facility to –

  o Uploading of Examination Notices / circulars.
  o Uploading/Publishing/downloading of Admit cards.
  o Payment receipt of fee submission.
  o Examination Form reprint option.
  o Online Scrutiny form.

INDIVIDUAL COLLEGE LOGIN

  o Creating the individual login of all Colleges of the University.
  o Verification of student's examination form.
  o Uploading of circulars in individual College login.
  o Uploading/Publishing/Downloading of Admit cards in individual College login.
  o Circulating letters in individual College login.
  o Roll list verification with attendance sheet.

- o Change password facility for individual college login.

PRE-EXAMINATION WORK.

VERIFICATION/PROCESSING OF ONLINE APPLICATION SUBMITTED AND OTHER

- Verification for Application forms at individual College login.
  - o Generation of course wise and subject wise list in proper indexing for the verified student list.
  - o Automatic fee summary generation with the respective courses in the college.

Examination Centre Allotment

- o Generation and Allotment of the Exam Centre as per the University norms.

Publishing of Admit card/Verification document and scrutiny form on Online Portal-

- o Publishing of Online Admit card with all necessary parameters such as Name, Father's Nome, Roll No, Centre, College, photograph, signature, choice of subject etc).
- o After verification, a roll list will be generated and accordingly Admit cards and Verification cards too.

Fee Submission

Fee will be calculated in accordance with Student type, Course type, and other information provided by University. University fee varies from courses to courses and type of student, like fee is different for Regular, Private, Ex, Back & improvement student as well as for different courses like Traditional, Professional, self-Finance, Campus etc.

Online Payment Gateway Integration

As mentioned above after submitting online Examination Form, a page of fee will appear on the screen and student will pay his/her fee through this payment gateway only. The payment gateway should accept all debit card, credit card and net banking of all banks. Vendor will tie up with service provider but integrate it with his web application. No other mode of payment will be accepted.

College Login Panel

A unique college login and password will be provided to every college. Online Examination Forms filled by Students will appear in every particular login panel of college. College will verify its student and if needed will make corrections in it within time limit given by the University. College can download Checklist, Roll list, Admit cards, Attendance sheets and other reports through it.

Check List / Roll List / Attendance Sheet

Online Check List and Roll List etc. will be generated based on the Examination Form filled by the Student in every College login. College will download these lists by course wise, subject wise, Paper wise, Category wise etc.

Application Portal Details

After entering the URL Candidate will get all the options in particular selective options with the proper guidance.

- Examination Forms submission
- Notifications
- Admit Card – Annual/ Semester wise
- Results
- Form Prints
- College Login

Admit Cards

Online Admit Card will be available for Students and College both. Any student can download it after providing his/her Enrolment/Roll/Form no, whereas College can download it individually or in bulk. Only Verified Student's Admit card will be generated.

Supply of Answer Books

Supply of OMR bar coded 105 GSM 36 pages answer books for each student of each paper for examinations of U.G. level, P.G. level and different self-financed programmes of the University, with the consultation of Controller of Examinations OMR barcoded marks foil along with 10 pages OMR bar coded answer sheets for practical and internal exam also be provided by the agency. OMR sheet and inner pages to be machine stitched.

Supply of Answer Books for Digital Evaluation

Supply of OMR bar coded 105 GSM 36 pages (210 mm X 280 mm) answer books (Inner page should of 70 GSM Paper with 80% brightness ruled sheets with ruling at 1 cm internal having margin ruling of 3 cm on left side and should contain variable QR code on each page printed on the lower/upper margin) for each student of each paper for examinations of U.G. level, P.G. level and different self-financed programmes of the University, with the consultation of Controller of Examinations OMR barcoded marks foil along with 10 pages OMR bar coded answer sheets for practical and internal exam also be provided by the agency. OMR sheet and inner pages to be machine stitched.

Verification Cards Attendance Sheet

Online Verification Card will be available in College login. College can download it course wise, Subject wise of individuals or in bulk. Verification Cards will be generated of only verified Students by the College.

Supply of Printed Stationaries

The vendor will supply all the printed stationaries related with examination works as per requirements of the University Examination Department.

Student Login Panels:

- Admission Details

    Students have all the details into their portal about their admission includes course, subject, roll number, examination, etc.

- Examination Form

    Students have option to fill the examination form of the respective subjects after the date declared by the university through their individual login.

- Payment Receipt

    After filling the examination fee by students, they will receive the payment receipt as a proof.

- Results

    Students will check their results on their portal once uploaded by the admin successfully.

- Grievances registration

    Students have option to applied for their grievances (correction in marksheet, provisional degree, migration and transcript) through their login and easier communications with faculty.

- Admit card

    Students have option to download the admit card from the portal to validate them at the examination time.

- Notices & Information

    Students get information published by university through their login. An online portal makes it easier for students to access important information from anywhere at any time of day.

- Scholarship and other benefits

    Students can apply for scholarship/schemes through this portal and it verified through university. They may also offer links to useful Web resources, such as research tools and online journals.

- Admin login

    This module enables the Admin to control the entire Examination Portal Process. A Control Panel will be designed for Admin in which Administrative control of Online Examination Forms such as college Login generation, Seat Verification & allotment, Fee Verification & customization, Check List / Roll List generation, Nominal Roll generation, Admit Card generation, Attendance Sheet and Report will be provided. Admin will generate Officers/ Staff Login User id and Password for employee. Using that login credentials Officers/ Staff can perform their tasks assigned to them. Admin will verify the Fee submitted by the Student in Bank through Online payment mode. Admin will perform activities mentioned above.

- Reports

    Various Reports will be generated as per requirement of the University like Fee Reports, number of Students in Particular Course, number of Students in Particular Subject and Category wise Students Count etc.

- Security

Now a days hacking and SQL injection is a major threat to any Online Application. So that vendor will take care of every security measures. Examination Form should be secured in every manner.

4.1 Post-Examination Work (Coding / Decoding):

Evaluation of the answer sheet will be processed after the Coding and Decoding procedure with the integrated evaluation of practical marks/internal marks also. Final marks will be available for all the enrolled candidates on university portal.

4.2 Post-Examination Work (Digital Evaluation - OSM):

Evaluation of the answer sheet will be processed through Digital Evaluation process, all copies are scanned through high speed scanners and published for Evaluation into Evaluator login, after evaluation procedure marks will be integrated with practical marks / internal marks also. Final marks will be available for all the enrolled candidates on university portal and it's can be also integrated with result processing portal.

4.3 Post-Examination Work (Result Processing):

Result will be published on college logins. Result shown in individual student's login. Mark sheet with at least 8 Security feature and TR Chart with security features shall be printed for all the students, Final year Students completing the course shall be awarded with the Degree Certificates with at least 15 security features. The Students migrating to other educational institutes shall be awarded with Migration certificates with 8 security features. All the certificates issued will have QR codes printed on the face by which any one can verify the validity of the certificates online.

Result Processing TR & Marks Generation

Objective

Provide a complete solution of coding, decoding of answer books and preparing data as per scanned awards.

Scope of the work

System is designed with Digital Evaluation/ coding and decoding of answer books, scanning of awards and data preparation as per scanned awards in university prescribed format.

Digital Evaluation- OSM

After examination, the post examination with Digital Evaluation flow shall be as under

- o University will provide answer books to the vendor
- o Vendor will receive the packets and mix the copies and sort according to subject from different colleges and then make packets of 50 copies in polythene cover to be supplied by the vendor.
- o Thereafter assign unique id to each packet.
- o In the next step these copies are going into gunning process there are all copies are recorded by its unique barcode and tagged with unique packet id.
- o In the next stage packets are going for spine cutting process to ready for scanning through high speed scanner.
- o After the scanning process we will ready the digital copies for Evaluation.
- o Register the Evaluator and map Evaluator id with subject provided by department for evaluation of allotted subject.
- o After successful evaluation Provide marks into prescribed format by department.
- o Total Marks given by the evaluator. Paper code and any discrepancy in the marks filling by the evaluator is auto resolve.

Coding and Decoding of answer books

After examination, the post examination flow shall be as under

- o University will provide answer books to the vendor
- o Vendor will receive the packets and mix the copies from different colleges and then make packets of 30 copies in polythene cover to be supplied by the vendor.
- o Thereafter the roll no part 4 of the answer copy will be detached and packed in a poly cover to be supplied by the vendor.
- o Part 1 of the answer copy shall be covered by the black flap attached with the cover so that roll no and other details written on the part 4 is not visible.
- o The packets of 30 copies duly sealed and all the packets after being labelling with individual stickers showing packet no, paper code, subject name will be sent for evaluation to the evaluation Centre.
- o The roll part packed in lot of 30 in poly cover after being labelling with individual stickers showing packet no, paper code, subject name is being sent for Scanning the roll part. The movement of all the packets are being tracked by specially designed software for this purpose. As a result of scanning Data is generated for

Roll no. Paper code, and Barcode.

- o As the copies are evaluated it will come again to the processing Centre in the same packets. Each copy in the packet shall be numbered with numbering machines at two places in copy so to track the physical location of the answer copy for any future reference as under.
- o After the numbering the marks part-3 shall be detached from the copy packed in a poly cover to be supplied by the vendor. The marks' part packed in lot of 30 in poly cover after being labelled with individual stickers showing packet no, paper code, subject name is being sent for Scanning the marks' part. The movement of all the packets are being tracked by specially designed software for this purpose. As a result of scanning Data is generated for marks given by the evaluator in individual question. Total Marks given by the evaluator. Paper code, Total marks given by the checker in case there is any discrepancy in the marks filling by the evaluator.

The Examination management software takes care for all the errors in filling the marks by the evaluators. After the removal of all the errors the marks are collated to the individual roll numbers for the particular copy and the data for Roll number, Paper code and marks are provided to result processing section of the vendor.

Award list is generated with digitized image of roll number part and marks part and provided to the University for Manual Collation

As the university approves the award list the data of a particular student is gathered for all the paper codes and result is processed after applying all the rules as provided by the university and a rough chart is generated and sent to the university for final checking, as the university approves the rough chart final chart (Tabulation Chart) on paper color printed with security features is generated in two copies with the photo graph of the student and result is uploaded on the site.

A digitized soft copy of the Tabulation chart is also provided to the University Future Preservation and references.

Students practical/viva/internal marks submission

Institutions will have to submit their practical/viva/internal marks online. Only authenticated departments and colleges can submit their practical/viva/internal marks because the entire system will be validated with university result database. Practical/viva/internal marks updation consists of Enrolment number, Roll number, academic session, college name, and course. After submitting above mentioned information a result of that student will be updated and a web page to submit Practical/viva/internal marks and its description will open. After filling those fields Practical/viva/internal marks registration number will be submitted to that particular student. That number will be used for further result with University.

Departments/Colleges will prepare a list of Practical, Viva-voce and Internal Assessment of the subjects operated in the Department of the University and the College. After clicking on the Fill Online link, the list of the students available in the above mentioned

subject who have filled online examination forms) will be displayed in the department or college.

<u>Scanning of OMR sheets</u>

Scanning of objective type OMR sheet and data preparation for result processing will be processed and the marks with paper code are used to process the results.

<u>Online absentee submission during examination</u>

The Application must have all the features for submit absentee during examination through their login online. Only authenticated exam centers should submit their absentee because the entire system will be validated with university examination database.

<u>Result Processing</u>

After obtaining awarded numbers by scanning of award sheet and by online internal, practical / viva numbers, a result of every individual student should be processed in accordance with university passing rules with duly marked absentee.

<u>Online result</u>

After Result Processing all student result will be displayed online on various Formats, <u>format which may be changed time to time:</u>

Note: Contents of the different types of certificate will be be provided by the University which may be changed time to time:

Detailed specification for printing of different documents

- Paper of OMR bar-coded answer sheets (210 Mm x 280 mm) should be of 70 GSM with 36 pages. OMR cover page should be of 105 GSM. Space for giving different data on cover page should be provided in consultation with Controller of Examinations.
- Paper of provisional certificate, migration certificate, and marks sheet should be of 120 GSM along with water mark 'LNMU' and other security features.
- Paper of TR (size A3) should be of 75 GSM and Roll sheet, Attendance sheet, dispatch memo should be of 75 GSM.

Activities and Responsibilities

S.No.	Activity	Responsibility
1	Establishment of the answer book scanning and digitization center at the University for scanning of answer books after cutting the spine by using high speed ADF scanners. Configuration of main hardware server and backup servers at the University premises, High speed ADF scanning equipment and workstation.	Service Provider
2	Providing the infrastructure like stabilized electric power, furniture (table and chairs), and racks for storage of answer books. Physical security will be there.	University
3	Answer Books & OMR sheet Receiving at the University from the examination center, Count matching with University data, Answer copy scanning with cutting of spine of answer copy and digitizing of the answer books, maintaining the time schedules as required by the University with proper controls and uploading the scanned images to the servers for the On-screen Evaluation of answer books. The activity includes providing the technical &Non-technical manpower, scanning operators and managerial staff for scanning, and digitizing answer books useful for the on-screen evaluation.	Service Provider
4	Provide an evaluation server with back server for the on-screen evaluation with all cyber security features	Service Provider
5	Appointment of the examiners/moderators at the Evaluation Centre for the on-screen evaluation of the answer books and providing data to the service provider in required formats. Providing timetable, etc., and other data in the desired format.	University
6	Allocation of the answer books to the examiners/moderators as per the guidelines issued by the University.	Service Provider
7	Removal of all markings about the evaluation done by the examiners and moderators in the evaluated answer books for the facilitation of challenge evaluation.	Service Provider
8	Providing web service for making available scanned copies to interested students upon receipt of their application for a scanned copy of the answer book after the declaration of results and payment of fees to the University.	Service Provider
9	Establishment of evaluation centers to facilitate that digital evaluation work in different districts with establishment of Live CCTV surveillance of the evaluation work and setup of command center at the University premises to control the activity at evaluation center	Service Provider
10	Approval to the allotment of answer books for the examiners or work-from-home facility (if required) by the University.	University
11	Training of examiners/moderators and University staff on the process of evaluation and utilization of evaluation software.	Service Provider
12	Training of the technical team at the Evaluation Centre	Service Provider
14	To provide unique user names/passwords to the examiners/moderators appointed for the on-screen evaluation of answer books. AI-based proctoring or bio-metric for evaluators at evaluation centers.	Service Provider

15	To maintain a log of all activities of examiners/moderators appointed for evaluation of answer books. To generate evaluator summary as & when required remuneration payable to the evaluators day-wise as required by the University.	Service Provider
16	To provide the dashboard on the evaluation activities to the competent authorities of the University. It will customized as per the requirement of the University.	Service Provider
17	To export the evaluation data in an encrypted format to the central server for further processing. The data is to be given also in the electronic media to the Controller of Examinations, LN MITHILA UNIVERSITY,	Service Provider
18	To submit the certificate to the examination section that confidentiality of data is maintained by the service provider and log records of stakeholders for each activity	Service Provider

Section-IV
BID ELIGIBILITY CRITERIA

Below mentioned is the minimum Eligibility criteria decided by the university to identify suitable/prospective bidders; whose technical criteria bids will be opened for review by the university evaluation committee.

Sl. No.	Eligibility Criteria for the Bidder	Documentary Evidence to be Attached
i)	Should be a Government organization/ Government Undertaking/ Registered firm or a company registered under the company Act 1956 (Companies/Agencies not registered in India need not apply.)	For a registered Company Application Certificate issued by ROC.
ii)	The organization need to have a minimum average turnover of Rs.2000 Lakhs in the last each three (3) financial years and should be profit making Company (profit after tax)	i. Purchase Orders/Agreement copies. ii. Last 3 years audited balance sheet (i.e.F.Y.2022-23, 2023-24 and 2024-25)
iii)	The organization should have worked with a minimum of 5 Universities providing examination related services in last 3 years, out of the above at least three projects should be worth above Rs.200 lacs p.a.	i. Purchase Orders/ Agreement copies ii. University/Organization name iii. Contact person's name and contact details
iv)	The organization should have at least 3 years' experience in answer sheet printing with at least one work of value more than 200 lacs.	i. Purchase order or Agreement ii. University/Organization name iii. Contact person's name and contact details0020
v)	The bidder should have executed one work related to examination of equal to 80% of the tender value or two work of 50% of the tender value or 3 work of the 40% tender value	i. Purchase Orders or Agreement copies/Proof of payment ii. University / Organization name iii. Contact person's name and contact details
vi)	The bidder should have executed minimum one work related Scanning and result processing for more then 500000 candidates in a year.	i. Purchase Orders or Agreement copies/Proof of payment ii. University / Organization name iii. Contact person's name and contact details

vii)	The bidder should have at least Three similar work of Onscreen Evaluation including establishment of geographical distributed evaluation centers for any government university having number of answer copies more than 350000 in one semester/year.	i. Purchase Orders or Agreement copies/Proof of payment ii. University / Organization name iii. Contact person's name and contact details
viii)	The Bidder Should have secured confidential Printing Press.	Bidders are required to attach the proof of owner ship (physical inspection may be carried by the university)
ix)	The Bidder Should have own minimum 50 high speed scanners with minimum speed of 5000 sheets per hour	Bidders are required to attach the proof of owner ship
x)	The Bidder Should have a valid ISO 27001:2013, 9001: 2015 and CMMI level 5 certification	Attested copy of the certification

Note: No Sublet of services, Outsourcing or Consortium is allowed.

Section-V
Instructions for submission of Technical & Financial bids

i.   **Envelope-1**:
It should contain two envelops; one small envelope containing DD towards cost of tender documents Rs 10,000/- (Ten thousand) only as well as EMD Rs 15,00,000/- (Fifteen lakhs only). The Envelop should be written on top as **"Tender Cost + EMD".** The other envelop shall contain all material, documents as stated above like credential, turnover, reports, photo- graphs, time schedule, management planning etc. in a sealed cover. The bid document along with its annexure may be downloaded from website (https://www.lnmu.ac.in/) shall be duly signed on each page by the bid- der and should be enclosed along with the envelope written on top as **"Documents for Technical Bid"**. Both these envelops should be placed in a cover envelope which should be written on top **as "Envelop-1: Technical Bid".** In case of no deposit of cost of tender document and EMD, the technical bid of the firm shall not be evaluated and the firm shall be kept out of consideration in further bid process.

ii. **Envelope-2:**
Financial bid as per the format enclosed in the **Annexure-I** should be packed in a separate envelope and sealed and written on top as **"Envelop 2: Financial Bid"**. Financial bid of only those firms shall be opened who qualify in the technical bid and presentation evaluation.

iii. **Envelope-3**:
This will contain Envelope-1 and Envelope-2 and shall be sealed. This envelope should be super scribed with the name of the project, date & time of submission and be sent by Regd. Post/Speed Post/ Courier/ Hand to hand to reach LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA within prescribed Time of submission.

Section-VI
EVALUATION PROCESS

A. First stage technical evaluation

Technical Evaluation will be carried out as per the following criteria. The proposal of the bidders, not registered under company act shall be rejected except Government organization at the primary stage and their proposal shall not be evaluated at any stage. The points given to evaluation criteria are:

Sl. No.	Particulars	Max. Marks	Marks Scored
1	**Financial Turnover** >2000 Lakhs=05 >2500 Lakhs=10	10	
2	**Experience** Providing similar services to Universities of Central/States (02 points for each)	10	
3	**Database Handling per year/semester** <150000 per semester/year=10 >150000 per semester/year=15 >200000 per semester/year=20	20	
4	**Answer sheet printing** for universities through Secured Printing Press. (Data of one Academic session) No of candidates (upto) points <200000 5 >200000 10	10	
5	**Experience of Digital evaluation**, scanning, processing in a single exam for any university/board in a single exam No of Answer Books points <200000 10 >200000 20	20	
6	**Digital evaluation Experience** Centers to facilitate that digital evaluation work in different districts with establishment of Live CCTV surveillance of the evaluation work and setup of command center at the university premises to control the activity at evaluation center 2 point for each such center	10	
7	Technical Presentation layout the strategy/planning of execution of work/work plan and understanding of scope of work,	20	
	Total (Ts)	**100**	

Note: A technical proposal should score at least 70 points out of 100 to be considered for financial evaluation. Financial offers of Agencies whose technical proposal score is less than 70 points will not be opened.

(B) **Financial bid:** Before opening of financial bids of successful bidders in the technical evaluation, their marks obtained shall be made public before them or their authorized representatives.

Financial bid shall be given scoring as below:

The bidder who has quoted the lowest price will be assigned a score of 100 in the financial bid. The other bidders will be allotted score relative to the score of bidders with the lowest quote as below:

Price Score (Fs)=(LP/OP)×100

Where:

Fs = The financial score of the Financial Proposal being evaluated
LP = The price of lowest priced Financial Proposal
OP= The quoted price of Financial Proposal (Offer) under consideration

(C) **Combined evaluation Quality cum Cost Based Solution (QCBS)**

The score of technical proposal including presentation would be given 70% weightage, and the financial proposal would be given 30% weightage. The weighted combined score of the Technical bid including presentation (Ts), and Financial proposals (Fs) shall be used to rank the bidders on the basis of formula given as below:

Combined Score = 70% * Ts + 30% * Fs

The first ranked i.e., the highest scoring bidder is eligible for appointment.

The decision of the University in the evaluation of the tender shall be final. No correspondence will be entertained in this regard.

Other Important Points

(A) Amendment of Tender Document.

At any time up to the last date for receipt of bids, the University, may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective Tenderer, modify the Tender Document by an amendment. The amendment shall be notified in writing or by fax to the prospective Tenderers who have received the Tender Documents and shall be binding on them. In order to offer prospective Tenderers reasonable time or otherwise for any other reason, in which to take the amendment into account in preparing their bids, the University may, at its discretion, extend the last date for the receipt of Bids.

(B) Disqualification

The Selection Committee may disqualify bids on account of, but not limited to, the following reasons:

- If received after the last date and time.
- If the bidder disregards any of the terms & conditions of the bid and/or leaves any ambiguity in calculation of the consultancy fee.
- If the participants attempt to influence any member of the selection committee.
- Receipt of Conditional bids.

The decision of the Selection Committee in the matter of disqualification shall be final and binding and no further correspondence shall be entertained from the disqualified bidders thereafter.

(C) Termination of the bid

- Against all expectation entertained by LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA, if none of the participating firms could be declared by the Selection committee as the winner of the bid, the bidding will be regarded as terminated.
- LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA, reserves right to accept or reject any/ all bidders without assigning any reason (s) thereof.

(D) Award of work

The work of will be awarded as per recommendation of the Selection Committee on the basis of evaluation criteria mention earlier.

(E) Settlement of Disputes

The decision of the Selection Committee shall be final and binding on participating firms. In the event of any dispute related to the judging procedure or the recommendation of the Selection Committee the settlement will be done by sole arbitration of the Vice Chancellor, LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA, or by any arbitrator appointed on his behalf without recourse to

the legal authorities.

(i) LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA shall take services in phases as per the requirement within a year from the date of contract.

(ii) Firm shall provide portal within 15(fifteen) days from date of work order.

(F) Penalty Clause:

Company/firm should maintain time-limit, safety, accuracy, confidentiality and secrecy while executing the job. For any laps in security, confidentiality, in accuracy or mishandling/misuse, if any, penalty equal to 100% of the contract value payable will be imposed on the company/firm and contract will be terminated entailing forfeiture of Performance Security Deposit or will warrant any other action as deemed fit by LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA.

(G) Payment Terms:

Payment for work would be made by the LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA in the following manner-

Phase wise completion of work and payment accordingly be processed.

Note: -Company/firm shall submit Bills, in triplicate, as per prescribed format for processing during the contract period as per terms of payment.

ANNEXURE - I

FINANCIAL BID

Estimated Data 150000 to 200000

Particular	Description	Amount (Rs.) (Tax as per the govt.)
Students Life Cycle Complete Components		
Phase-I Admission Part		
Online Admission Process • Invitation of Application • Merit List Preparation • College/Dept. Allotment/Counselling • Admin Portal to participant College/Dept • Admission Report Registration Process • Online Registration of Admitted Students • Registration Slip generation of Registered Student	Charges @ Per student per semester/ per year	
Phase – II Pre-Examination Work		
• Examination Form Filling • Admit Card Generation • Center wise attendance sheet and Roll Sheet	Charges @ Per student per semester/ per year	
Phase – II Post-Examination Work		
• Coding/Decoding • Result Preparation • Publication of Result	Charges @ Per student per semester/ per year	
Scanning of OMR Answer Sheet	@ per sheet	
TR in 3 Copies on TR should be printed on 75 GSM paper.	Per Student/per copy	
Marks Sheet with at least 7 security features. The mark sheet should be printed on 120 GSM on Maplitho Paper	Per Sheet	
Marks Sheet with at least 7 security features. The mark sheet should be printed on 175 GSM on tear-resistant Paper	Per Sheet	
Supply of Provisional certificate with at least 5 security features above 100 GSM paper material.	Charges @ Per student per semester/ per year	
Supply of OMR Answer Sheet • One Part	Charges @ Per Copy	

Supply of Answer copy 32 pages with 4-part OMR cover with 2 perforations self-adhesive flap for coding and variable QR code on each page. (inner pages of 70 GSM and 80% brightness cover page of 105 GSM OMR)	Charges @ Per Copy	
Supply of Answer copy (Practical Copy) 10 pages answer sheets for practical and Internal Exam (inner pages of 70 GSM and 80% brightness cover page of 105 GSM OMR)	Charges @ Per Copy	
Supply of Answer copy 32 pages with 4-part OMR cover with 2 perforations self-adhesive flap for coding. (inner pages of 70 GSM and 80% brightness cover page of 105 GSM OMR)	Charges @ Per Copy	
Supply of University Degree with at least 7 security features on 275 GSM Ivory paper. The Degree printed must have features of online verification.	@ Per Degree	
Supply of University Degree at least 7 security features on 175 Micron Non-Tearable material. The Degree printed must have features of online Verification.	@ Per Degree	
Digital Evaluation of Answer Scripts : (Each Manual Answer Script Containing up to 40 pages and first page having OMR sheet) (per answer script/per copy)	Rate per copy/ answer script/per evaluation	
Supply of OSM Answer Copy 32 pages with OMR cover and variable QR/Barcode on each page (Inner Page of 70 GSM and 80% brightness cover page of 105 GSM OMR)	Rate per copy	
Total Rate		

(Signature of Bidder with Seal)

Name:

DECLARATION

(On Company's Letter Head)

1. I, _____, do hereby declare that our firm is not blacklisted, debarred or prohibited by Government of India / Government of Bihar or any other state Government/ Union Territory / any other University / Authority during last five years, and no cases either criminal or judiciary enquiries are pending against the firm.

2. I, hereby, do confirm having read and understood the tender documents and the requirements of work under this tender.

3. I agree to abide by all the terms and conditions of the tender documents, in case the job is awarded to me.

4. I further declare and undertake that the information given in the Bid Document(s) are true to my knowledge and belief. I agree to cancel the contract and to debar me from future participation in any such tender, in case any concealment of facts on my part is detected at any stage after the award of the contract.

<div align="right">

Signature of M.D.
(Or)
Authorized person

</div>

Annexure III

BID FORM

Tender No……………   Dated at………………

A: (Name & Address of the Purchaser)

Respected Sir/Madam,

1. I have read the conditions of contract and services to be provided No__the receipt of which is hereby duly acknowledged, we undersigned, offer to provide end to end system as specified in the tender document with the conditions of contract and specifications and for the sum shown in Section VI financial performer attached herewith and made part of this Bid.

2. We undertake, to agree within **3 (three) days** of being called upon to do so and bear all expenses including charges for stamps etc. and the agreement will be binding on us.

3. If our Bid is accepted, we will submit a Performance Guarantee of Rs. 10 Lacs as Performance security for the due Performance of the Contract.

4. We agree to abide by this Bid for a period of **120 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. Until an agreement is signed and executed, this Bid together with written acceptance thereof in your notification of award shall constitute a binding contract between us.

6. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this Day of 2024
Signature of Incapacity of Duly authorized to sign the bid for and on behalf of Witness Address…………………………………………………..

Signature

A. <u>CHECK LIST</u>

1.   **Cost of Tender Documents: Demand draft of Rs.10000/-**

2.   **Bid Security (Earnest money): Demand draft of Rs. 15,00,000/-**

3.   **Contract Performance Security: Demand draft of Rs. 25,00,000/- (After Tender Awarded)**

4.   **Annexure- I- Financial Bid with supporting documents**

5.   **Annexure II- Undertaking by the Bidder**

6.   **Copy of Company Registration**

7.   **Copy of Pan Card**

8.   **Copy of GST number**

9.   **Audited Report of last three financial years- 2022-23, 2023-24, 2024-25.**

10.   **Registration Certificate of the company/ organization**

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