

# **TENDER DOCUMENT**

**FOR**

**UNIVERSITY MANAGEMENT INFORMATION SYSTEM**



**PURNEA UNIVERSITY, PURNIA  
BIHAR, 854301**

## **Table of Contents**

<b>S.N.</b>	<b>Content</b>	<b>Page No.</b>
1.	Tender Notice	01
2.	Invitation of Tender	02
3.	Important Dates	02
4.	University Information	03
5.	General Instructions (Eligibility Criterion)	03
6.	General Terms and Condition	05
7.	Scope of Work	09
8.	Instructions for submission of Technical and Financial Bids	15
9.	Technical Format 1	16
10.	Technical Format 2	17
11.	Technical Format 3 (Evaluation Process)	18
12.	Annexures:-	
i)	Financial Bid Proforma	19
ii)	Financial Bid Proforma	20
iii)	Undertaking by the Bidder	22
iv)	Declaration by Bidder	23
v)	Financial Information	25
vi)	Details about Bank Account of the Team	26
vii)	Affidavit regarding clean track of Bidder on Non-Judicial Stamp Paper of Rs. 1000 /-	27
viii)	Affidavit of Acceptance of all terms and conditions contained in the Tender Document on Non-Judicial Stamp Paper of Rs. 1000 /-	28
ix)	Check-List	29-30



**PURNEA UNIVERSITY, PURNIA**  
**BIHAR - 854301**

**Ref. No. PUP-25 / 1560**

**Date:12.12.2025**

**TENDER NOTICE**

Purnea University, Purnia invites Sealed tenders under two bid system (Part-I: Technical bid and Part-II: Financial Bid) from eligible, leading, experienced, professionally competent and financially sound firms/agencies for Pre and Post Examination Work under University Management Information System (UMIS) which have minimum 05 years relevant experience in State Government /Central /Private Universities, preferably working in Universities of Bihar State. Purnea University intends to select an Agency that possesses comprehensive experience and expertise in all Academic, Enrollment, and Examination-related Ordinances and Regulations issued by the Education Department, Government of Bihar, as well as by Raj Bhavan, Patna, applicable to the Universities of Bihar. Accordingly, Purnea University shall give preference to such Agencies that have prior work experience in Universities of Bihar in any State Government/ Private/ Central University.

The Tender Document can be downloaded from Website of Purnea University: <https://purneau.ac.in> from 12.12.2025 onwards.

Sealed tender along with E.M.D. fees of ₹10,00,000/- (Rs. Ten Lacks only) and Tender document fee of ₹10,000/- (Ten Thousands only)+ 18% GST (Demand Draft in favour of Registrar, Purnea University, Purnia) must reach the Registrar, Purnea University, Purnia – 854301 by 26.12.2025 up to 05:00 P.M. through Registered/Speed Post/ Courier or by hand.

By order of the Hon'ble Vice-Chancellor

**Sd/ -**  
**(Dr. Pranay Kumar Gupta)**  
**Registrar**

## **INVITATION FOR TENDER**

### **Engagement of UMIS Agency for Pre & Post Examination Work**

In view of the implementation of the Samarth Portal in Purnea University from the academic session 2025 (Admissions in UG and PG courses) and considering the requirement to continue UMIS-related activities for previously admitted students, the University requires the services of a competent UMIS Agency to ensure uninterrupted, accurate, and timely academic and examination operations. The Registrar, Purnea University, Purnia invites bids from eligible bidders for Pre & Post Examination Work.

1. All bids must be accompanied by Tender Fee and EMD as specified in the bid document and must be delivered to the office address mentioned below by the date and time indicated.
2. Bids will be opened in the presence of Selection Committee and Bidder's representatives who choose to attend on the specified date and time.

Cost of the Tender Document (non-refundable)	Rs. 10000/- (Ten Thousand Only)+ GST 18% Through D.D. in favour of The Registrar, Purnea University, Purnia
EMD	Rs. 10,00,000/- (Ten Lakh Only) In the from of D.D. in favour of The Registrar, Purnea University, Purnia

### **Important Dates:**

Sl. No.	Particulars	Date / Details
I	Date of Publication	12-12-2025
II	Date of downloading tender document	12-12-2025 to 24-12-2025
III	Last Date of submission of tender	26-12-2025 upto 05:00 PM
IV	Pre-Bid Meeting	18-12-2025, 12:30 P.M. at Senate Hall, Purnea University, Purnia, Bihar – 854301
V	Opening of Technical Bid	27-12-2025, 10:30 AM
VI	Technical Presentation	27-12-2025, 12:30 PM onwards at Senate Hall, Purnea University, Purnia, Bihar – 854301
VII	Opening of Financial Bid of eligible technically qualified bidder	28-12-2025, 11:00 AM
VIII	Address for communication	<b>The Registrar</b> , Purnea University, Purnia, Bihar – 854301 Email: <a href="mailto:registrar@purneau.ac.in">registrar@purneau.ac.in</a>

## **UNIVERSITY INFORMATION**

Purnea University, Purnea (Bihar) comprises approximately 20 P.G. Departments and 55 constituent and affiliated colleges across four districts of the state. The University offers a wide range of PhD, postgraduate, undergraduate, traditional, and vocational programmes across various disciplines. At present, nearly 1.5 lakh students are enrolled in different courses, and this number is projected to grow steadily in the coming years.

In addition to imparting quality education, the University is committed to ensuring the highest standards of transparency and efficiency in its academic and administrative functions. As a foundational step toward comprehensive digital transformation, the University proposes to streamline and automate key processes, including admissions, student registration, examination result preparation, answer-script management, and evaluation. This initiative is aimed at establishing a robust, accountable, and technologically advanced framework to support the University's long-term vision of full departmental automation.

### **GENERAL INSTRUCTIONS: Eligibility Criteria for bidders**

1. The bidder must have minimum 5 years' experience in implementing Educational Institute Management Software Solutions or in Online Admission and Registration, Pre & Post Examination Work, Digital Scanning and e-Evaluation and Result Processing work or in UMIS (University Management Information System) services for State/Central/Private University, preferably working in Universities of Bihar State.
2. Purnea University intends to select an Agency that possesses comprehensive experience and expertise in all Academic, Enrollment, and Examination-related Ordinances and Regulations issued by the Education Department, Government of Bihar, as well as by Raj Bhavan, Patna, applicable to the Universities of Bihar. Accordingly, Purnea University shall give preference to such Agencies that have prior work experience in any State Government, Private, or Central University within the State of Bihar.
3. The bidder's Annual Turnover during each of the last three financial years respectively should not be less than 200 lakhs.
4. Bidder must submit copies of work orders and a satisfactory work completion certificate issued by the competent authority of the client for the same.
5. The bidder should have experience of OMR Scanning Project of more than 1 lakh students in the last 3 years.
6. The bidder has to attach audited balance sheets, profit & loss account statements and I.T.R. returns for the last three financial years. Details of annual turnover should be certified by the statutory auditor (Amount Exclusive of GST will be considered for evaluation). Details of annual turnover and the Ratio of Profit after Tax to Turnover should be furnished as per Annexure-A, duly certified by a practicing CA.
7. Bidders are required to submit Service Tax Registration, PAN and GST. The bidder should be registered with the following Government Bodies/Institutions and should have audited

certification at the time of Bidding: **a.** PAN under the Income Tax Act **b.** GSTN Registration Certificate **c.** ITR for last three financial years (FY 2022-23, 2023-24, 2024-25) **d.** Valid ISO certification for quality service: ISO 9001:2008 / ISO 9001:2015 / ISO 27001:2013, IAF Certification (QMS) ISO IEC 27001:2022 IAF(Certification Information security) ISO IEC 20000-1:2018(Certification of IT Service Management System)and CMMI Level 3 Certification or CMMI Level 5 Certification **e.** GST Return (GSTR-1) filed for last 12 months from the date of publication of tender.

Note: Bidder must submit duly certified valid copies of each document mentioned above.

8. The bidder shall have an independent office set up in Bihar to facilitate contact throughout the entire duration of the contract period. Bidder must indicate complete details of office facilities in the techno-commercial bid (copy of the rent agreement to be shared) **OR** If the bidder does not have an office currently in Bihar, it must give an undertaking to start an office in Purnea University within 15 days from the date of award of contract.
9. The bidder must not have been debarred /blacklisted currently or on any previous occasion by any Central /State Departments /Institutions /Local Bodies /Municipalities /PSU /Public Sector Banks /Public Limited Company /Autonomous bodies and Govt. of Bihar. An affidavit on Rs. 1000/- Non-Judicial Stamp Paper, duly notarized, shall be enclosed with the technical bid stating this effect.
10. An affidavit duly certified by a notary that there are no ongoing criminal case/vigilance enquiry/labour disputes against the Firm/Partners/Proprietor/Society/Director of the company and he/she has never been convicted or punished by any Hon'ble Court of Law.
11. The bidder must have its own/third-party Tier III/provided by Purnea University or above Data Centre for Data Security and Application Hosting. The Data Centre must be located in Bihar.
12. The bidder should have Technical and Administrative employees on its own payroll.
13. The bidder should have its own or leased infrastructure with appropriate technology, hardware and software, trained staff, adequate security measures and due diligence. The bidder must be able to demonstrate the capability on any day, if called for technical presentation.
14. The bidder shall be the single point of contact for Purnea University and shall be solely responsible for all warranties, upgrades and guarantees.
15. Bidder should submit an undertaking stating the time required to complete the project.
16. Bidder must agree to provide dedicated onsite manpower for implementation, monitoring, and troubleshooting of the proposed UMIS.
17. Bidder must agree to train Purnea University staff on the source code, so that in case of unforeseen circumstances, the staff can take care of the proposed UMIS.
18. Bidder should have its own software development facility and experience in developing and implementing customized educational institute management software without direct or indirect involvement of any third party.
19. The software should be able to provide various levels of access to users.
20. The bidder shall be in a position to provide the total integration and solution, including source code with documentation to Purnea University, Purnia. The ID and Password along with the software shall be available to Purnea University, Purnia.

21. The bidder should own the complete source code of the software being used for conducting the Digital Evaluation System in Universities of Bihar.
22. Bidder should enclose their bids with full details of all latest software and / or solutions proposed for the scope of work with full documentation / descriptive literature / leaflets indicating all features proposed.

### General Terms and Conditions:

1. Incomplete bids; amendments or additions made after bid opening; late bids; unsigned bids; unattested documents; and bids containing overwriting are liable to be ignored and rejected by the Registrar, Purnea University, Purnia.
2. Each page of the tender document including all annexure duly stamped and signed by the bidder and all tendered terms and conditions must be submitted along with the tender bid.
3. The bidder shall be required to submit the Earnest Money Deposit (EMD) of Rs. 10,00,000/- (Ten Lakh only) by way of demand drafts only. The demand drafts shall be drawn in favor of “The Registrar, Purnea University, Purnia”, payable at Purnea.
4. 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.** No claim shall lie against the Purnea University, Purnia, Bihar in respect of erosion in the value or interest on the amount of EMD.
5. **EMD exemption shall be given to as per Bihar Finance Rules 2005.** The firms registered with National Small Industries Corporation (NSIC) or MSMEs registered under the Udyam Registration may be exempted from submitting the EMD only as per **Bihar Finance Rules 2005.** (MSE should provide valid registration documents e.g. MSME Registration, NSIC Certificate, Udyam Registration Certificate along with the technical bid).
6. The bidder Security may be forfeited:
  - a) If bidders give wrong information in their bid, University reserve the right to reject such bids at any stage and forfeit the EMD and cancel the order, if awarded.
  - b) If the bidder withdraws his bid during the period of bid validity specified in contract/agreement.
  - c) If the successful bidder fails to sign contract/agreement within 03 days of issue of letter of intent.
7. The prices must be quoted in the format as specified in the tender document, and should be inclusive of packing, forwarding, insurances, delivery at sites, duties and taxes (Inclusive of all Taxes).
8. All items, deliverable and price mentioned in the tender document should be valid for acceptance up to a period of 3 months and also valid for the period of 4 years. The bidders should be ready to extend the validity, if required by the university.
9. Printed terms and conditions of the bidders will not be considered as forming part of the bid.
10. The selected bidders shall be responsible for the supply, installation testing and commissioning and all service deliveries as listed in this tender document as per agreement.
11. The bidder should commence work as per the scope mentioned in the tender document within 1 week from the date of issue of final order and/or entering into contract.

12. Bidders should enclose their bids with full details of all latest software and/or solutions proposed for the scope of work with full documentation/descriptive literature/leaflets indicating all features proposed.
13. Purnea University, Purnia 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. Purnea University, Purnia also reserves the right to cancel whole tender or revise or modify or cancel the specifications of the items before the acceptance of any bids.
14. 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.
15. The Registrar on behalf of Purnea University, Purnia 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.
16. Acceptance of the bid shall be communicated through email/speed post to the successful bidders.
17. Any specific queries/clarification of the documents may be asked from the Registrar, Purnea University, Purnia in writing not later than 5 days before the proposed submission date.
18. Any request for clarification in writing or by any other suitable medium of communications must be sent to the Registrar, Purnea University, Purnia. They will respond by E-mail only to such requests.

**19. Setting of IT Infrastructure and Other Conditions**

The Vender shall be responsible for the supply, installation, operation, process management and maintenance of the required backend and client-side hardware with the latest specifications at the University premises at his own coat. The vender shall ensure smooth operation of the entire system for a period of four years, subject to satisfactory performance as reviewed as recommended by the Committee. During the service period, the Vendor shall mandatorily provide appropriate Disaster Recovery faculties.

Upon completion of the four year period, all hardware, software, data and other materials engaged in Student Life Cycle Management, Digitization and the Automation of General Administrative Process shall be deemed the property of the University and shall be handed over to the University by the vender without any cost. After such handing over of the system, the vendor shall provide technical support for a further period of six (06) months, if required by the University.

During the service period, the Vendor shall also be responsible for training 2 of the University manpower, as selected by the University on an annual basis. Training shall cover system operations, maintenance procedures, troubleshooting and all relevant functional modules.

**20. Application Security Standards as per CERT-in Guidelines**

**Security Audit and Penetration Testing (Short Version)**

The selected Agency shall conduct a comprehensive security audit of the UIMS Application covering:

- Identification of all security vulnerabilities (XSS, SQL Injection, Weak Session Management, Server Misconfiguration, Cryptographic issues, etc.).
- Review of password policy, log management, incident response and forensic audit readiness.
- Integrity checks and assessment of data protection controls.
- Identification and prioritization of risks to the UIMS Application.



- Submission of remedial measures and security enhancement recommendations.
- Any additional security-related observations.

The Agency must ensure the Application obtains the CERT-In “Safe-to-Host” Certificate prior to hosting.

### **Penetration Testing**

Detailed penetration testing shall be conducted using manual techniques and approved automated tools to validate the effectiveness of security controls.

### **Applicable Standards**

The audit shall comply with the following standards/guidelines:

- NCIIPC Guidelines
- NIST SP 800-115
- CERT-In Security Audit Guidelines
- OWASP Testing Guide
- Penetration Testing Execution Standard (PTES)

21. **NAD-Digilocker:** As per guidelines of UGC, all published data (Marksheet /Provisional Certificate /Degree Certificate /Migration Certificates) should be on boarded with DigiLocker. The Results also be published on Portal. Therefore it is required to provide data as per suitable requirements in Excel Files (csv) format for uploading at NAD DigiLocker Portal of Purnea University, session wise, college wise and course-wise.

### **22. Amendment of Tender Document.**

At any time prior to the deadline for submission of bids, The Registrar, Purnea University, Purnia, Bihar may for any reason, whether on his own initiative or in response to query required / a clarification requested by any prospective bidder, add/modify/delete any portion of the bid document by the issuance of an addendum which would be published on the website. The amendment will be uploaded on Purnea University, Purnia, Bihar website ([www.purneau.ac.in](http://www.purneau.ac.in)) for the benefit of all prospective bidders. The addendum shall be binding on all the bidders. It is the responsibility of the Bidder to verify the amendments if any from the tender portal.

23. Hypothetical and conditional tenders will not be entertained.
24. The Purnea University, Purnia, Bihar reserves the right to accept or reject all or any of the tenders without assigning any reason.
25. There shall be no commitment of minimum quantity which can be ordered during currency of the contract. Work orders shall be placed on the firm against the Contract for such quantities as may be decided by the Purnea University, Purnia, Bihar as and when supply of hardware/software is required during the currency of the contract.
26. The Scope of Work is by no means exhaustive one. Various ancillary works, though not stated above but form constitutive elements of the aforesaid Scope of Work, are to be treated as included thereon.
27. The University may, without prejudice to any other remedy for breach of agreement, terminate the work order in whole or in part, by written notice of default sent to the tenderer, and the performance guarantee shall stand forfeited if:
  - The tenderer fails to deliver any or all of the obligations within the time period(s) specified in the work order/agreement, or any extension thereof granted by the University.

- The tenderer fails to perform any other obligation(s) under the work order/agreement and fails to rectify it within the notice period for the rectification of the same.
28. The University may at any time terminate the work order by giving written notice to the tenderer without compensation to the tenderer, if the tenderer becomes bankrupt or otherwise insolvent, provided that such termination shall not prejudice or effect any right of action or remedy which has accrued thereafter to the University.
29. The tenderer shall not be entitled to make any claim, whatsoever, against the University under or by virtue of or arising out of this work order/agreement or shall the University entertain or consider any such claim, if made by the tenderer after he shall have signed a “no claim” certificate in favour of the University in such forms as shall be required by the University after the works are finally accepted.
30. The University may by a written notice of suspension to the tenderer, suspend all payments to the tenderer under the work order, if the tenderer fails to perform any of its obligations under this work order/agreement, (including the carrying out of the services) provided that such notice of suspension:
- Shall specify the nature of the failure and
  - Shall request the tenderer to remedy such failure within 15 days period from the date of receipt of such notice of suspension by the tenderer.
31. **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.
32. **Termination of the bid**
- Against all expectation entertained by Purnea University, Purnia 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.
  - Purnea University, Purnia reserves right to accept or reject any/ all bidders without assigning any reason (s) thereof.
33. **Award of work**
- The work order will be awarded as per recommendation of the Selection Committee on the basis of evaluation criteria mention earlier.
34. **Settlement of Disputes**
- The decision of the Selection Committee shall be final & 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, Purnea University, Purnia , Bihar or by any arbitrator appointed on his behalf without recourse to the legal authorities.
35. **Penalty Clause:**

Company/firm should maintain safety, accuracy, confidentiality and secrecy while executing the job. For any laps in security, inaccuracy 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 Purnea University, Purnia.

### 36. **FORCE MAJEURE**

- *Definition:* “Force Majeure” refers to any event beyond the control of the Tenderer, without fault or negligence, and not foreseeable, including but not limited to natural calamities, war, fire, flood, epidemics, acts of Government/University, quarantine restrictions, or freight embargoes.
- *Obligations & Notice:* In the event of Force Majeure, the Tenderer shall immediately notify the University in writing with details. The Tenderer shall continue performance to the extent reasonably possible and explore alternative means not affected by the event.
- *Termination:* If the Tenderer is unable to perform a substantial part of the services for more than **60 days** due to Force Majeure, the University may terminate the Work Order/Agreement by giving **30 days’ written notice**.

## **SCOPE OF WORK**

Purnea University, Purnia has adopted the Samarth Portal from the year 2025 at U.G. and P.G. level. Therefore, the University requires an experienced UMIS Agency to manage two categories of work:

- (1) Students enrolled before Samarth adoption, and
- (2) Students enrolled through Samarth from 2025 onwards.

The agency will also handle all related printing requirements for both categories. This Tender invites eligible agencies to provide comprehensive UMIS support and services as per University needs. The University intends to engage a competent agency for the development, maintenance, integration, data management, and operational support of the University Management Information System (UMIS) for legacy students. The agency will also be responsible for printing confidential examination-related documents for students admitted through the Samarth Portal, exclusively for Pre- and Post-Examination purposes.

## **1. UMIS Work for Students Admitted *Before* Adoption of SAMARTH.**

### **Complete UMIS Service**

#### **a. Data Migration & Digitization**

- Collection, digitization, and migration of student academic and personal records for all programs prior to Samarth implementation.

- Verification, validation, and cleaning of legacy data.
- Integration of legacy database with the existing UMIS architecture.

### **b. Student Life-Cycle Management**

The agency must ensure complete digital handling of the following for all pre-Samarth students:

- (Semester Registration & Semester Admission)
- Examination Form Submission
- Fee Collection Module (where applicable)
- Admit Card Generation
- Internal Exams Marks Posting User Interface for colleges
- Attendance & Internal Assessment Records
- Coding and Decoding
- Data Scanning from OMR
- Marks Entry and Tabulation
- Result Processing
- Issue of Certificates (e.g. Mark sheets, Provisional, Migration, Transcript, Original Degree Certificate)
- Maintenance of student history within the UMIS
- TR Printing and Binding

### **c. Examination Management (Legacy Students)**

- Automated generation of examination schedules, nominal rolls, seating charts, and related reports.
- Digital support for internal and external evaluation workflows.
- Secure result preparation and publication module.
- Archival and retrieval mechanism for past examination records.

### **d. System Maintenance & Support**

- Regular updates, troubleshooting, and technical support.
- Secure hosting environment with backup, disaster recovery, and role-based access.
- Ensuring compliance with data privacy, confidentiality, and Government of India IT standards.

## **2. Printing of Confidential Documents for Students Admitted *Through Samarth Portal* (For Pre- and Post-Examination Work Only)**

The selected agency shall be responsible for providing a comprehensive and fully functional University Management Information System (UMIS) aligned with the workflow of the Samarth Portal for all activities related to Admissions, Registration, Merit List Preparation, CBCS-based Subject Basket Management and all Pre and Post Examination Work. The scope of work shall include, but not be limited to, the following:

### **a. Pre-Examination Printing**

The agency shall print confidential documents strictly as per University guidelines, including:

- **Admit Cards**
- **Attendance Sheets**
- **Examination Rolls / Nominal Rolls**
- **Envelope Covers / Packet Inserts**
- **Confidential Centre-wise Reports**

#### **b. Post-Examination Printing**

- **Mark Foils / Award Sheets**
- **Tabulation Registers**
- **Result Sheets (Confidential)**
- Any other post-examination confidential material as directed.

#### **c. Printing Standards**

- High-quality printing with secure formats, barcode/QR code integration as required.
- Use of watermark, security paper, or encrypted printing solutions.
- Segregation, packaging, and sealed delivery to examination centres or Controller of Examinations.

#### **d. Data Handling & Security**

- Access to Samarth-generated student data only for printing activities.
- No storage, duplication, or external transfer of Samarth Portal data.
- Strict adherence to confidentiality protocols.

### **3. Deliverables**

- Fully functional UMIS operations for pre-Samarth students.
- Verified and integrated legacy student database.
- Secure and timely printing of all confidential examination documents for Samarth-admitted students.
- Technical manuals, operational reports, and audit logs.
- On-site and remote support throughout the contract period.
- Any work related to Samarth

### **4. Responsibilities of the Agency**

- Ensure accuracy, confidentiality, and timely completion of all tasks.
- Provide trained personnel for data management, printing, and technical operations.
- Maintain service uptime as per Service Level Agreements (SLAs).
- Provide secure infrastructure and comply with IT security guidelines.

### **5. Responsibilities of the University**

- Provide access to verified student data and records.

- Provide necessary authorization, approvals, and examination schedules.
- Facilitate coordination with Examination, Academic, and IT Sections.

#### **6. The selected agency must:**

- Have prior experience in managing University-level UMIS/Examination Data Management systems.
- Demonstrate technical capability to handle dual-system management during the transition phase (Samarth + UMIS).
- Ensure high-level data security, confidentiality, and zero data loss during synchronization.
- Provide on-site and off-site support as per examination timelines.
- Deliver reports, dashboards, and analytics as required by the University.

#### **7. Purpose**

The engagement of an UMIS Agency is essential to:

- Maintain continuity of academic and examination work for previously admitted students not covered under Samarth.
- Ensure full compliance with Samarth implementation from 2025 onward without operational disruption.
- Achieve reliable, integrated, and error-free pre and post examination processes across both systems.

#### **8. System Administration & Technical Support**

- Role-based user access control for University Admin, College Admin, Verifying Officers, and Students.
- Integration with external systems including Samarth Portal, DigiLocker, Payment Gateway, UGC repositories, and other interfaces as required.
- Provision of Helpdesk and Technical Support, including ticketing system, training sessions, and user manuals for University and College stakeholders.
- Ensuring daily backups, data encryption, server security and compliance with prevailing IT security standards.
- Deployment of a mobile and web responsive interface with SMS/Email/Portal notification support.

#### **9. Hosting, Maintenance & Service Levels**

- Cloud and University-approved hosting with adequate scalability and high availability.
- Regular maintenance, updates, security patches, and performance optimization during the contract period.
- Compliance with approved Service Level Agreements (SLAs) for uptime, support response time, and issue resolution.

#### **10. Digitization of Examination and Academic Records & Database Preparation under UMIS (If required by University)\***

The selected Agency shall be responsible for comprehensive digitization, archival, indexing, data structuring, and database preparation of all academic and examination-related records of the University. The Scope of Work shall include, but not be limited to, the following:

- Conduct a detailed physical survey of all record rooms and examination sections to identify the volume, condition, and category of records to be digitized.
- Prepare a Record Inventory Report with page count, category-wise classification, and physical condition assessment.

**Digitization of the following types of documents in prescribed high-quality scanning standards:**

- Tabulation Registers (TR) of all sessions
- Award Sheets of internal and external examinations
- Student Registration Registers
- Degree & Provisional Conferral Registers
- Enrollment Records, Admission Registers
- Result Gazettes, Office Orders, and Notifications
- Any other academic/examination records as directed by the University

**Data Entry and Database Structuring**

Enter all relevant data from tabulation registers, award sheets, registration registers, degree registers, etc., into the University UMIS database or a database format specified by the University. Data entry shall include:

- Marks entry from award sheets
- Results and divisions from TR
- Registration and enrollment details
- Degree issue details (serial, date, candidate info)
- Ensure 100% accuracy through double-entry validation and verification protocols.
- Prepare student-wise, programme-wise, and year-wise datasets compatible with UMIS architecture (MySQL/PostgreSQL/other format directed by University).

**Quality Checking & Validation**

Implement a three-tier QC process:

- **QC-I:** Scanning and image quality check
- **QC-II:** Metadata and indexing check
- **QC-III:** Data entry and database accuracy validation

All errors must be rectified at the Agency's cost.

**Secure Storage and Backup**

- Provide backups in external hard drives/DVDs and a secure cloud-based repository as per University's instructions.

- Maintain encrypted digital storage and ensure compliance with ICT Security Guidelines of Government of India.
- Hand over final digitized data in both raw (scanned images) and processed (database) formats.

### **Manpower, Equipment & Infrastructure**

- Deploy adequate trained manpower for scanning, QC, and supervision.
- Provide high-speed ADF scanners, book scanners, overhead scanners for fragile documents.
- Install temporary digitization workspace within the University if required.

### **Final Outputs to be Provided**

The Agency shall provide:

- Digitized copies of all documents
- Indexed metadata sheets
- UMIS-compatible structured database
- Backup drives and cloud repository access
- Final project completion report with certification

### **Timelines**

- Complete digitization and database preparation within the timeframe specified in the Work Order.
- Weekly progress reports must be submitted to the Examination Department.
- Rectification of errors discovered within 1 year of project completion.



## Instructions for submission of Technical & Financial bids:

It is a two-pocket (Envelope-1 and Envelope-2) system. Both the envelopes to be submitted by the bidder in envelope will be sealed separately and will be enclosed in **one main envelope** subscribing on it as below:-

### MAIN ENVELOPE

**TENDER FOR: Pre and Post Examination Work under University Management Information System**

**To,**

**The Registrar,  
Purnea University,  
Purnia, 854301, Bihar**

**From: Firm/Company/Organization Name with Date:**

#### i) **Envelope-1:**

It should contain two envelopes; **one small envelope** containing D.D. towards cost of tender documents ₹10000/- (Ten thousand)+ 18% GST only as well as EMD ₹10,00,000/- (Rupees Ten Lakh) only in form of D.D.. The Envelope should be written on top as “**Tender Cost + E.M.D.**”. The **other envelop** shall contain credential, declaration by the bidder (Format given), Checklist for Technical /Qualifying Bid, Supporting documents such as registration certificates (Income Tax Return, PAN No, GST Registration No. Turnover, etc.), Client list, bidders profile, proof of experience in educational institutions /University system etc., Any other relevant paper which bidders feels necessary, Terms and Conditions duly signed by the Bidder, Two affidavits that it is not blacklisted anywhere in India and it will not let out to other party, Legal document for constitution of firms, if applicable, management planning etc.

The bid document along with its annexure downloaded from website (<https://www.purneau.ac.in/>) shall be duly signed on each page by the bidder and should be enclosed along with the envelope should be written on top as “**Documents for Technical Bid**”. Both these envelopes 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. This envelope will include duly signed Cost /Price bid in the prescribed format and any other relevant documents which bidder feels it necessary.

- The sealed bids should be addressed and delivered by registered speed post/ courier / by hand to:- The Registrar, Purnea University, Purnia, Bihar 854301

All the bids must reach on or before 26.12.2025 by 05:00 PM. **Bids received or submitted after the specified time will be rejected and no intimation will be sent in this regard. The University shall not be responsible for any postal delay about non-receipt or non-delivery of the documents.**

**TECHNICAL BID (Format I)**  
**(To be furnished on the letterhead of the Bidder)**

S. No	Organizational Contact Details
1	Name of Organization
2	Year of Establishment
3	Number of Employees
4	Main Areas of Business
5	Type of Organization: Firm / Trust / Company registered under the Indian Companies Act, 2013 / 1956
6	Particulars of registration with various Govt. Bodies / Tax Authorities: <b>a. Registration No.   b. Place of Registration   c. Date of Validity</b>
7	Whether the firm has been blacklisted by any Central Govt. / State Govt. / PSU / Govt. Bodies / Autonomous Bodies / Reputed Educational Institutes in India
8	Address of Registered Office with telephone no. & E-mail
9	Address of Office
10	Authorized Contact Person with telephone no. & E-mail ID
11	Tender Fee: Rs. 10,000/- + 18% GST Transaction Date:      Bank Details:
12	EMD of Rs. 10,00,000/-      DD No.: Transaction Date: Bank Details: Exemption Details (if claimed)
13	Bank Details of Company for EMD Return/Payment: Name of the Bank Account Holder (Company): Bank Name:                      Bank Branch Address: Account Type:                  Bank A/C No.:                  IFSC Code: Communication Details: (Attach copy of cancelled cheque)
14	Any other information considered necessary but not included above
15	The bidder should provide data center and data recovery services.

Signature of the Bidder with Seal  
Full Name of Bidder  
Place & Date

(TECHNICAL FORMAT 2)

**TECHNICAL PARTICULARS & ELIGIBILITY COMPLIANCE**

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.

Sr. No.	Pre-Qualifying Criteria	Supporting Compliance Document	Compliance (Yes/No)
1	The firm/organization should be a Government organization /Government Undertaking /Registered firm or a Company registered under the Indian Company Act 1956/LLP ac 2008. (Companies /Agencies not registered in India need not apply)	Copy of Certificate/ROC/MOA and AOA to submit. (Mention here the existing period in India)	Yes/No
2	Bidder should have a minimum annual turnover of at least Rs. 200 Lakh on average for the last three financial years (2022-23, 2023-24, 2024-25) and should be a profit making company (profit after tax).	Purchase Orders /Agreement copies. Audited copies of Financial Statements to be submitted as proof. (Mention here turnover)	Yes/No
3	The agency should be certified for compliance with ISO 27001:2013 / ISO 9001:2015 IAF Certification (QMS) ISO IEC 27001:2022 (Certification Information security) ISO IEC 20000-1:2018 (Certification of IT Service Management System), CMMI Level 3/5.	Duly signed copy of ISO/CMMI certificates	Yes/No
4	Bidder must have minimum 5 years' experience in Online Admission & Registration, Pre & Post Examination Work, Digital Scanning & E-Evaluation and Result Processing work and UMIS services in universities of Bihar in any state /central /private Universities.	Work Order / Performance Satisfactory Certificate Univ/Organization name /Scope of work and value	Yes/No
5	The organization should have minimum of 3 work order having value more than 200 Lakhs.	Purchase Orders or Agreement copies and University name and Scope of work	Yes/No
6	Bidder should have experience of OMR Scanning of more than 1 lakh students in last 3 years.	Certificates / Letters / MoU / relevant documents	Yes/No
7	Bidder must submit non-blacklisting certificate and affidavit stating no ongoing legal /civil /criminal /vigilance inquiry/dispute; no conviction by any court.	Certificate / Undertaking / Affidavit (Annexure-A)	Yes/No
8	The bidder should have executed minimum two work related to Scanning and result processing.	Work order /Certificates /Letters /MOU	Yes/No
10	Bidder must have a Local Office in Bihar.	Undertaking	Yes/No
11	Bidder should have a own security printing press.	Certificates supporting doc.	Yes/No
12	Bidder should provide a secure (cloud) server and have data recovery services.	Certificates supporting doc.	Yes/No

Signature of Bidder

Place and Date:

## (TECHNICAL FORMAT 3)

**(Evaluation of Tender)**

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:

S. No	Particulars	Max. Marks	Marks Scored	Remarks
1	Bidder must have Online Admission & Registration, Pre & Post Examination Work, Digital Scanning and E-Evaluation, Result Processing or UMIS services for any State /Central /Private university in last 5 years.	1-4 work order in a year	05 marks	Supporting documents (work orders and other relevant documents) to be enclosed
		More than 4 work orders in a year	10 marks	
2	UMIS Services Experience for Universities of Bihar.	3 marks for each year	Max. 15 marks	Supporting documents
3	Turnover of Bidder during each of the last 3 financial years: 2- 5 crores 5-10 crores 10-15 crores 15-20 crores more than 20 crores	2 marks 4 marks 6 marks 8 marks 10 marks		Supporting documents
4	Auto SMS, Email Notification Systems, Working Experience on NAD, Digi-Locker, ABC (APAAR) I.D.	5 marks		Supporting documents
5	Experience of Digital Evaluation, Scanning, OMR based Result Processing in a single exam. For less than 50000 candidates 05 marks For more than 50000 candidates 10 marks	Max. 10 marks		Supporting documents
6	Live Demonstration of proposed works	30 marks		PPT, Brief implementation plan and online /onsite demo of proposed work /relatedsoftware, and Presentation of sample of printing work
	Submission of the Proposed Plan of Execution for all activities in Purnea University.	15 marks		
7	Answer sheet Printing for Universities in Own Security Printing Press	05 marks		Supporting documents
	Total (Ts)	100 Marks		

**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 not qualified for Financial Bid.

a) **Financial Bid:**

Financial Bid shall be considered only for those bidders who have qualified in the Technical Evaluation and have presented a satisfactory and competent demonstration before the Evaluation Committee.

Among the qualified bidders, final selection shall be considered only as per Bihar Finance Rule.

**Annexure-1**

**FINANCIAL BID PROFORMA**

Financial (Price) Bid for Pre and Post Examination Work, Digital Scanning, Result Processing, Compliance with Samarth Implementation and Confidential Printing Work of Purnea University, Purnia

Name of Bidder:

Address:

Sl. No.	Item / Description	Price for Development/ Operations/ Maintenance of UMIS (including all taxes, duties, etc)
1	Annual price/ cost per year for the following i) Complete UMIS (Admission/ Registration Management Software/ Pre and Post Examination work/ Printing work as according to Scope of Work) for the students before Samarth Implementation and Post Examination work along with Printing work and all Samarth Related Work (Merit list formation/ subject basket for registration/ all other) for the students with Samarth Portal. ii) Cloud based platform with all necessary software. iii) Solution Hosting and certification iv) Helpdesk Services v) Manpower resources vi) Training and capacity building	
	Total	

Approx. Number of students in Semester and Year System: 1.5 lakhs

Signature of Bidder:

Place and Date:

**FINANCIAL BID**

S.N.	Particular	Description	Amount (Rs.) in words (Tax
1	<b>Students Life Cycle Complete Components</b>		
1.1	Online Admission (Form Download & Online Application, Selection process of online admission and allotment of temporary registration number) <b>if required by University*</b>	@ Per student per Semester/Year Semester	
1.2	Online Semester Registration Process	@ Per student per Semester /Year	
1.3	Online Attendance Process	@ Per student per Semester /Year	
1.4	Pre-Examination Work Process	@ Per student per Semester /Year	
1.5	Post Examination Work along with Data Uploading on NAD Portal.	@ Per student per Semester /Year	
2.1	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)	@Per Answer Copy	
2.2	Supply of Answer copy 32 pages without OMR cover with Inner pages of 70 GSM and 80% brightness cover page of 105 GSM OMR	@Per Answer Copy	
3.1	Supply of 10 pages OMR bar coded answer sheets for practical and Internal exam (inner pages of 70 GSM and 80% brightness cover page of 105 GSM OMR)	@ Per Answer Copy	
	Supply of 10 pages without OMR bar coded answer sheets for practical and Internal exam (inner pages of 70 GSM and 80% brightness cover page of 105 GSM OMR)	@ Per Answer Copy	
4	Supply of TR in 3 copies. TR should be printed on 105 GSM Parchment paper.	@Per copy of TR	
5	Supply of Mark sheet with at least 7 security features. The mark sheet should be printed on 175 GSM and above tear-resistant paper. The mark sheet printed must have features of online verification.	@Per Mark Sheet	
6	Supply of Provisional Certificates with at least 7 security features. The mark sheet should be printed on 175 GSM and above tear-resistant paper.	@Per Certificate	
7	Supply of University Degree with at least 7 security features on 275 GSM Ivory paper, Non-Tearable material. The Degree printed must have features of online verification	@Per Degree	
8	Scanning and processing of OMR Answer Sheets	@Per Sheet	

9	Software for general functioning of university Research Project Management Grievance Management College Management College Statistical Information Management AMC for 2 <sup>nd</sup> Year onwards	Lump Sum  In percentage of selling price	
10	<b>Digitization of old records</b>		
11	Paper size above A3 (per page)	Rate per page	
12	Paper size A3 (per page)	Rate per page	
13	Paper Legal size/A3/Letter (per page)	Rate per page	
14	Data Entry of Each student's Records of Referral Fields (per record)	Rate per Record	
15	Indexing and Data base Generation (per record)	Rate per Record	
16	Barcode Sticker (per sticker)	Rate per Sticker	
17	Binding of TR Register/Award/Thesis	Rate per Register	
18	Digitization of Evaluated Answer Scripts/Digital Evaluation: (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	

- The cost should be provided separately for each item and payment will be made on actual basis as per work order.
- Sample of Marksheet, all Certificates and Answer copy must be submitted along with Bid.

**(Signature of Bidder with Seal)**

**Place and Date:**

**UNDERTAKING BY THE BIDDER**

To,  
The Registrar,  
Purnia University, Purnia,  
Bihar –

Ref: Tender No. \_\_\_\_\_

Sir,

We declare.

- i) That I/We have complete knowledge in implementing the project under reference.
- ii) That I/We are equipped with adequate manpower/machinery/technology for providing the services as per the parameters laid down in the Tender Document.

We hereby offer to provide the Services at the prices and rates mentioned in the Financial Bid enclosed by us.

We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide services as per these terms and conditions. The deviations from the Terms of Reference are only those mentioned, specifically by us. Bid Security (Earnest Money) for an amount of ₹10,00,000/- (Rupees Ten Lakh only) in the form of \_\_is submitted as required.

We do hereby undertake that until a formal Contract/Agreement is prepared and executed this bid together with your written acceptance thereof or placement of a letter of intent awarding the Contract, shall constitute a binding contract between us.

Signature of Bidder with Seal  
Place



## **DECLARATION BY BIDDER**

Information on the profile of the Printer with Enclosure:		
1.	Tender Document received from	Website/ Office
2.	Name of Firm/Company	
3.	Address	
4.	Nature of the Firm/Company	
5.	Registration under the Shop and Establishment Act/Company Act	
6.	PAN Number(copy should be attached)	
7.	UDYAM Registration Number(MSME)(copy should be attached).	
8.	The Bidder Should have following Audited Certification at the time of Bidding ISO 9001:2015 IAF Certification (QMS) ISO IEC 27001:2022 IAF(Certification Information security) ISO IEC 20000-1:2018(Certification of IT Service Management System) and CMMI LEVEL 3 COMPLIANCE Certified. (Mandatory-certificate issue date must be before the date of publication of tender)	
9.	The organization should have Online Apply/Admission worked experience with Bihar State Govt. Educational institutional/ College/University ,(Minimum 8 Work order) in bihar.	
10.	Details of bank Account:  i) Name of the Bank ii) Address iii) Account No.: iv) Savings/Current Account v) IFSC Code: (Please enclose a copy of the cheque leaf duly cancelled)	
11.	Copy of GST Registration Certificate	
12.	Copy of IT Return for 2022-23, 2023-24, 2024-25	

13.	Audited Account Statement (Balance Sheets & Profit and Loss Account) & Annual report for each financial year 2022-23, 2023-24, 2024-25	
14.	Affidavit regarding blacklisting on Non – Judicial or E-Stamp paper of Rs.1000/-	
15.	Details of Cost of Tender  i) Name of the Bank ii) DD/BC No. iii) Date Amount	
16.	Details of Bid Security  i) Name of the Bank ii) DD/BC No.: iii) Date iv) Amount	

➤ Please sign all enclosures signed with a seal by the owner/partner/director/ proprietor.

➤ Note:

1. All the documents submitted with this form should be self-attested and stamped by the bidder.
2. Bidder will not enclose any other additional documents other than those asked above.
3. It is certified that I/We have read and understood the above technical specifications and have quoted the rates accordingly. If any deviation is found, then the firm is liable to any punitive action, as mentioned in the terms & conditions of the tender.

Signature of the bidder

## **FINANCIAL INFORMATION**

### I) Financial Analysis:

Details to be furnished duly supported by figures in Balance Sheet/Profit & Loss Account for the last 3 (three) years and certified by the Chartered Accountant, as submitted by the bidder to the Income Tax Department (copies to be attached).

FINANCIAL YEARS				
S.No.	Details	2022-23	2023-24	2024-25
1	Gross annual turnover of similar works			
2	Profit /Loss			
3	Financial Position: a) Cash b) Current Assets c) Current Liabilities d) Working Capital (b -c) e) Current Ratio: Current Assets / Current Liabilities (b / c)			

### II) Up-to-date Income Tax Clearance Certificate

### III) Financial arrangements for carrying out the proposed work.

**Note:** Attach additional sheets, if necessary.

Signature of CA (with Stamp)  
Name: \_\_\_\_\_

Signature of Bidder (with Seal)  
Name: \_\_\_\_\_

**Details about Bank Account of the Firm**

Name of the Firm: M/s

---

S. No.	Particulars	Detail
1	Account No.	_____
2	Name of Bank	_____
3	Branch Name	_____
4	IFSC Code of Bank	_____
5	Name of Operator	_____

Dated: \_\_\_\_\_

Signature (with Seal)

Place: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

E-mail ID: \_\_\_\_\_

**AFFIDAVIT REGARDING CLEAN TRACK OF BIDDER ON NON-  
JUDICIAL OR E-STAMP PAPER OF Rs. 1000/-**

To,  
The Registrar,  
Purnea University, Purnia  
Purnea University, Purnia, Bihar – 854301

Ref: Tender No. -----

Sir,

I/We have carefully gone through the Terms and Conditions contained in the above referred Tender Document. I/We hereby declare that my Company/Firm is neither currently nor on any previous occasion blacklisted/debarred and no legal cases are pending before any of the Central /State Departments /Institutions /Local Bodies /Municipalities /PSU /Public Sector Banks /Public Limited Company /Autonomous bodies.

In addition to this, I also declare that there are no Vigilance/CBI/FEMA cases either currently or in any previous occasion against the company/firm. I/We certify that I am the competent officer in my company/firm to make this declaration.

If this declaration is found to be incorrect, then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any, to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Place: .....

(Signature of Bidder with seal)

Date: .....

Name: .....

Address: .....

**AFFIDAVIT ON ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN  
THE TENDER DOCUMENTS ON NON-JUDICIAL /E-STAMP PAPER**

To,  
The Registrar,  
Purnia University, Purnia,  
Bihar , 854301

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender No:....., regarding **Pre & Post Examination Work and Compliance with Samarth Implementation** for Purnia University, Purnia, Bihar –.

I declare that all the provisions, of this Tender Document, are acceptable to my Firm/Company,

“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. 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/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 in the specified form to the specifications as per the order/contract and demonstrate the same at their own cost. I further certify that I am an authorized signatory of my Firm/company and am, therefore, competent to make this declaration”.

Signature of the Bidder

Date:

Place:

## **CHECK LIST**

### **1. Administrative & Eligibility Documents**

- **Covering Letter / Bid Submission Letter** on company letterhead.
- **Proof of Tender Cost Payment.**
- **EMD (Earnest Money Deposit) Receipt / Exemption Certificate**, if applicable.
- **Signed and Stamped Copy of Complete Tender Document**, including corrigenda/addenda (as acceptance of all terms).
- **Authorization Letter** for the person signing the bid.
- **Company Registration Certificate** (Certificate of Incorporation).
- **PAN Card** of the bidding entity.
- **GST Registration Certificate.**

### **2. Financial Eligibility Documents**

1. **Audited Financial Statements** for the last three financial years:
  - 2022–23
  - 2023–24
  - 2024–25
2. **Certificate from Chartered Accountant** indicating:
  - Average Annual Turnover (minimum Rs. 200 lakh) for the above three years.
  - Confirmation of **profit after tax** status.
3. **Income Tax Return (ITR)** acknowledgments for the last three years.

### **3. Technical Eligibility & Experience Documents**

1. **Detailed Company Profile.**
2. **Work Experience Certificates / Completion Certificates** for UMIS / MIS / ERP / Examination Management System or similar large-scale IT projects.
3. **Client Testimonials / Performance Certificates.**
4. **Details of UMIS Implementation Team**, including qualifications & experience.
5. **Project Methodology & Approach Document**, covering:
  - System architecture
  - Modules to be implemented
  - Timelines
  - Training & support plan
6. **List of Hardware / Software Tools** intended to be used.
7. **Proof of ISO Certifications**

### **4. Compliance & Legal Documents**

1. **Affidavit / Declaration** on:
  - Not blacklisted by any Government/PSU/University
  - Compliance with all tender terms
2. **Declaration on Conflict of Interest**
3. **Non-Disclosure Agreement (NDA)**, if required.
4. **Signed Integrity Pact**, if applicable.
5. **All required annexures.**

## 5. Bid Submission Formats

1. **Technical Bid (complete)** as per tender format.
2. **Financial Bid / Price BOQ** (submitted in the prescribed format only).
3. **Any Additional Annexures / Forms** required by the tender.

## 6. Physical Submission (if applicable)

1. Sealed Envelope I – **Technical Bid**
2. Sealed Envelope II – **Financial Bid**
3. Both sealed envelopes placed inside **one master envelope**, properly superscribed.

## 7. Final Verification

1. All pages are **signed and stamped**.
2. All documents are **legible**, properly indexed, and numbered.
3. Submission completed **before the deadline**.