



# **GUJARAT UNIVERSITY**

## **NAVRANGPURA**

### **AHMEDABAD-380009**

**Quotation**

**FOR DIGITAL EVALUATION OF ANSWER SHEETS**

**Submitted By:** \_\_\_\_\_

**DATE OF INVITATION OF QUOTATION DOCUMENT** : 11-09-2024

**LAST DATE AND TIME FOR QUOTATION DOCUMENT** : 17-09-2024, 4.00 p.m.

**TIME AND DATE OF OPENING OF QUOTATION DOCUMENT** : 18-09-2024 3.00 p.m.

**PLACE OF OPENING OF QUOTATION DOCUMENT** : Office of the Registrar  
Gujarat University,  
Navrangpura, Ahmedabad,  
Gujarat 380009

**ADDRESS FOR COMMUNICATION** : The Registrar  
Gujarat University,  
Navrangpura, Ahmedabad,  
Gujarat 380009

**EMAIL** : ce@gujaratuniversity.ac.in

## **SECTION – I**

Registrar, Gujarat University, on behalf of Gujarat University Ahmedabad, invites sealed quotation offers from leading, reputed, professionally & financially sound, well experienced registered IT companies/ agencies/ organizations/ firms in relevant and similar work for E-Assessment service of Answer Sheets as a stop-gap arrangement for a very limited period of time.

Gujarat University intends to implement a system that will manage the Answer Book Scanning and On-Screen Marking process. The system shall mainly comprise of the following activities:

- Scanning of Answer books preferably without cutting spine
- On-screen Marking
- Post evaluation activities

### **A. Eligibility Criteria/Pre-qualification**

1. The bidder/firm must possess the requisite experience, strength and capabilities for providing the services necessary to meet the requirements, as described in the Quotation document.
2. The applicant must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the e-Assessment module sought by Gujarat University.
3. The bids must be complete in all respects and should cover the entire scope of work as stipulated in the Quotation document.
4. The E Assessment System sought by the university being sensitive and critical for the stake holders including students and faculties and involves the brand reputation of the university hence, University reserves the right to accept or reject any Quotation, and to annul the Bidding process and reject all Quotations at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders. It is hereby informed that strict compliance to the technical specifications and the solution proposed by the bidders are paramount in selecting the successful bidder.
5. The bidder/firm shall be a software development company, preferably operating in the education field.
6. The bidder/firm shall be in the software and services business for a minimum period of five years.
7. The bidder/firm shall be an Indian company registered with Registrar of Companies in India.
8. The bidder/firm shall be the original developer of the E - Assessment software.
9. The bidder/firm shall have implemented such Online evaluation (E-Assessment) system in UGC recognized Universities / educational institutes / Boards / Councils with minimum of 5,00,000 answer scripts per annum in India in last three years. The applicant shall have sufficient experience of implementing examination automation systems at a time.
10. The bidder/firm shall have sufficient experienced professional/technical staff for conducting such automation work.
11. The Bidder or any other firms owned/previously owned by the bidder should not be under a Declaration of Ineligibility or blacklisted or debarred with any of the Government/Public sector unit Agencies/ University / educational institute / Board / Council. The bidder should submit an affidavit on stamp paper of Rs 300/- stating the same. (Annexure E)
12. The applicant shall submit all documentary proof of the above-mentioned eligibility criteria with proof of work order or such other certificates.

### **About Gujarat University**

- Number of exams under digital evaluation per year – approximately 50 to 60
- Number of subjects – approximately 7 per exam
- Total number of answer books will be approximately 5,00,000 per year
- Number of pages/ sides per answer book – 24 pages
- Expected duration to complete the scanning activity – 8-10 days per exam
- Expected duration to complete the evaluation activity – 30 days per exam
- Number of evaluations per Answer book – Single/Multiple
- Percentage of review – 10-15%

## **INSTRUCTIONS TO BIDDERS**

### **1. Cost of Bidding:**

The Bidder shall bear all costs associated with the preparation and submission of its Quotation, demonstration, dry run, etc. as prescribed by the Gujarat University and the Registrar, Gujarat University Ahmedabad hereinafter referred to as "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Quotation process.

### **A. The Quotation Documents**

#### **2. Contents of Quotation Documents**

The goods and services required, Bidding procedures and contract terms are prescribed in the Quotation documents. In addition to the Invitation for Quotations, the Quotation documents include:

- A. Instruction to Bidders
- B. General Conditions;
- C. Special Conditions;
- D. Schedule of Requirements.
- E. Quotation Form

### **B. Preparation of Quotations**

#### **3. Language of Quotation**

The Quotation prepared by the Bidder, as well as all correspondence and documents relating to the Quotation exchanged by the Bidder and the Purchaser, shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Quotation, the translation shall govern.

#### **4. Quotation Prices**

The Bidder shall indicate on the Price Schedule the unit prices and total Quotation prices (these prices should include prices of all the hardware & software to be incurred of the goods and services it proposes to use under the Contract.)

However, any Indian duties, sales and other taxes which will be payable on the goods and services to be used by the Bidder should be borne by Bidder if this Contract is awarded.

Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price quotation will be treated as non-responsive and rejected.

#### **5. Quotation Currency**

Prices shall be quoted in Indian Rupees.

#### **6. Earnest Money Deposit:**

- 6.1 The earnest money deposit of Rs. 1, 00, 000/- (One Lakh only) shall be in the form of a demand draft from a nationalized/Scheduled Bank located in India Only
- 6.2 Any Quotation not secured in accordance with Clause 6.1 above will be rejected.
- 6.3 Unsuccessful Bidder's EMD will be discharged/returned as promptly as possible as but not later than 30 days after the expiration of the period of Quotation validity prescribed by the Purchaser.

#### **7. Period of Validity of Quotations**

Quotations shall remain valid for 365 days after the deadline for submission of Quotations prescribed by the purchaser. A Quotation valid for a shorter period shall be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

## **C. Submission of Quotations**

### **8. Sealing and Marking of Quotations**

- 8.1 The Bidders shall submit the Quotations in person or by courier/registered post to Gujarat University on the prescribed Quotation form enclosed duly filled-in, signed in the sealed cover super scribed with the "E – Assessment Service of answer book" to Registrar, Gujarat University.  
**The Technical Bid and Financial bid should be sealed separately in a Single Cover.**
- 8.2 Each page of Quotation must be serially numbered. (E.g. each page of 50 page document must be serially numbered 1/50, 2/50, 3/50... and so on)
- 8.3 The Bidders must make sure to enclose the dully filled & signed check list.

### **9. Deadline for Submission of Quotations**

- 9.1 Quotations must be received by the Purchaser at the address specified not later than the time and date specified in the Invitation for Quotations. In the event of the specified date for the submission of Quotations being declared a holiday for the Purchaser, the Quotations will be received up to the appointed time on the next working day.
- 9.2 The Purchaser may, at its discretion, extend this deadline for submission of Quotations by amending the Quotation documents, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

### **10. Late Quotations**

Any Quotation received by the Purchaser after the deadline for submission of Quotations prescribed by the Purchaser, will be rejected and/or returned unopened to the Bidder.

### **11. Opening of Quotations by the Purchaser**

- 11.1 The Purchaser will be intimated for the opening of Quotations and Bidders' representatives who choose to attend and attain Quotation opening in the following location:  
**OFFICE OF THE REGISTRAR  
GUJARAT UNIVERSITY  
NAVRANGPURA, AHMEDABAD, GUJARAT 380009**  
The Bidders' representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Quotation opening being declared a holiday for the Purchaser, the Quotations shall be opened at the appointed time and location on the next working day.
- 11.2 The Bidders' names, Quotation modifications or withdrawals, Quotation prices, discounts, and the presence or absence of requisite Quotation security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No Quotation shall be rejected at Quotation opening, except for late Quotations, which shall be returned unopened to the Bidder.

### **12. Preliminary Examination**

- 12.1 The Purchaser will examine the Quotations to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Quotations are generally in order.
- 12.2 The Purchaser may waive any minor informality or non-conformity or irregularity in a Quotation which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.
- 12.3 If a Quotation is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

### **13. Award Criteria**

The Gujarat University will award the Contract to the bidder whose proposal has been determined to be the successful bidder

Further the University will take into consideration factors such as ability to service contracts, past experience, financial stability and other relevant criteria in the selection of the Bidder.

Gujarat University reserves its right to reject any or all proposals received and to cancel this Quotation process in part or in its entirety if it is deemed to be in its best interests.

The E Assessment System sought by the university being sensitive and critical for the stake holders including students and faculties and involves the brand reputation of the university, it is hereby informed

that strict compliance to the technical specifications vs the solution proposed by the bidders are paramount in selecting the successful bidder.

#### **14. Purchaser's right to vary Quantities at Time of Award**

The Purchaser reserves the right at the time of Contract award to increase or decrease of the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

#### **Performance Security:**

**Successful Bidder must submit deposit as security deposit of Rs. 1,00,000/- in the form of demand draft in favor of "Gujarat University" Payable at Ahmedabad within 15 days after receiving the work order.**

#### **15. Corrupt or Fraudulent Practices**

The University requires that Bidders/ Suppliers/ Contractors observe the highest standard of ethics during the procurement and execution of financed contracts. In pursuance of this policy, the University:

- a) Defines, for the purposes of this provision, the terms set forth as follows:
  - i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
  - ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among Bidders (prior to or after Quotation submission) designed to establish Quotation prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition.
- b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a government financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government financed contract.

I / We have read carefully and have understood the same in vernacular known to me/us about all the Standard Terms & Conditions and I / we hereby agree to the same and shall abide by them hence this verification

Seal & Signature of the Vendor

## **GENERAL CONDITIONS**

### **1. Subcontracts**

1.1 The Agency cannot give subcontract for any work assigned to them.

### **2. Delays in the Supplier's Performance**

1.1 The performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser in the Schedule of Requirements.

1.2 If at any time during performance of the Contract, the Supplier should encounter conditions Impeding timely performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

### **3. Termination for Default**

The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

- a) If the Supplier fails to perform any other obligation(s) under the Contract.
- b) If the Supplier, in the judgement of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this Clause:

"Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

"Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

In the event the Purchaser terminates the Contract in whole or in part, pursuant to, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

### **4. Termination for Insolvency**

The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

### **5. Termination for Convenience**

The Purchaser, by written notice of not less than 15 days per month sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

### **6. Applicable Law**

The Contract shall be interpreted in accordance with the laws of the Union of India with the jurisdiction of the state of Gujarat.

### **7. Taxes and Duties**

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the Services/Software/Goods to the Purchaser.

## **SPECIAL CONDITIONS**

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the General Conditions is indicated in parentheses.

**1. Definitions (GCC Clause 1)**

a. **The Purchaser is The Registrar of Gujarat University Ahmedabad**

b. The Supplier is.....

**2. Inspection and Tests (GCC Clause 7)**

As mentioned in Scope of Work

**3. Duration of Contract:**

On successful implementation of the solution for an examination cycle, initially the period of contract shall be for a short period of maximum six months. On completion of the term, the contract may be further renewed for more period, after mutual discussions and consideration of any special terms that may be added, amended or existing terms that may be deleted.

Under no circumstances the advance payment will be made to the service provider.

**4. Site Preparation and Installation:**

The Purchaser will designate the installation sites before the scheduled installation date to allow the Supplier to perform a site inspection to verify the appropriateness of the sites before the installation of the hardware and software.

**5. Hardware Installation:**

The Supplier is responsible for all unpacking, assemblies, wiring, installations, cabling between hardware units and connecting to power supplies. The Supplier will test all hardware operations and accomplish all adjustments necessary for successful and continuous operation of the hardware.



## **SCHEDULE OF REQUIREMENTS**

### **A. Special and General Requirements**

#### **Details of the Scope of Works**

##### **Objective:**

The University has partly developed an ICT enabled examination management system to bring efficiency, punctuality and reliability in result processing and certificate/mark sheet generation over the last few years. The University intends to continue with the implementation of e-assessment system to meet the future challenges.

- The service provider should design the evaluation plan and evaluation process in consultation with Gujarat University for:
  - A. For scanning centers
  - B. Complete security management processes (Physical and IT for scanning center)
  - C. Evaluator handling process
  - D. Click by click audit processes
  - E. Training of moderators /evaluators and confidential section staff of Gujarat University on On-screen marking towards capacity building of all involved stakeholder(s)
- The service provider would prepare and provide documentary manuals for all processes for safe and secure scanning of answer books, conduct of evaluation to be followed along with scanning and on-screen marking software requirement, implementation strategy, infrastructure set up plan, operational support system, hardware requirement, rules for contingency and exception handling/ emergency procedures.
- The service provider would provide specifications for hardware and software required at all stages of the evaluation as per requirement for
  - Scanning center
  - Devices and systems to be used for authentication & audit trail mechanisms required for evaluation
- The service provider would setup scanning center at a central location identified by Gujarat University.
- The answer books in sealed bags/ packets received from examination center will be handed over to the service provider by Gujarat University officials for counting, comparing with answer books proforma submitted by Gujarat University official giving details on actual number of answer books received from exam center for processing leading to scanning and on-screen marking. The suitable number of trained manpower for opening sealed packets/bags contains answer books and statements shall be supplied by the service provider.
- Sufficient number of scanners and required expertise manpower should be provided by the service provider to complete the entire work within 20 days of receipt of answer books.
- A secret coded number should be added to each answer book to hide the identity of the candidate.
- Scanning should be done preferably by without cutting the spine of the answer book by deploying appropriate scanners.
- All the pages of the answer books should be scanned, including blank pages and identified with the book id number as printed on the answer book pages.
- The Gujarat University will provide internet facilities.
- The Gujarat University will provide required CCTV surveillance system and security personal to ensure the security of physical answer book bags kept at the scanning center.
- Scanning should be done with actual colors not B/W.
- The service provider would ensure local server deployment.
- The service provider must provide an application utility to ensure that the number of pages in scanned answer book is equal to the number of pages of an answer book.
- The scanned answer books to be securely uploaded to the service provider's data center and then made available to the evaluator for on-screen marking by the service provider.
- The service provider shall undertake to train the officials of confidential section, the moderators /evaluators appointed by Gujarat University to know the process of on-screen marking. Later the

moderator /evaluator will be trained as per the marking scheme (if any) provided by Gujarat University. A detailed report of evaluators and their performance for each day shall be shared with Gujarat University.

#### **A. After Exams**

##### **a) Digital E-Scanning**

Digital E-Scanning must adhere to meet the following

- 1) Scanning Resolution – minimum 200 DPI, much importance / emphasis must be given to the quality of scanning.
- 2) Decrease in the quality of scanning and wrong scanning of an answer script will attract a penalty of Rs. 1,000/- per script.
- 3) Scanned answer scripts must be stored in a Server/Cloud and the data shall be shared as per the direction of Registrar from time to time.
- 4) Scanning process should have the ability to read Barcode of the answer booklet. This data shall be mapped to the database at Server/Cloud.
- 5) Automatic generation of unique random numbers for each script as desired by University.
- 6) Masking of selected fields on any or every page of the answer booklet.
- 7) Question paper and scheme of valuation shall be scanned and made available during E-Assessment.
- 8) Anonymized Scripts: The definite fields which reveal the identity of the script (including inner sheets) shall be masked and made available for evaluation.
- 9) Copies of the scanned images are to be distributed electronically to be made available for evaluation on the screen by evaluators.
- 10) Scanned scheme of evaluation to be provided during valuation along with answer script.

##### **b) Digital E- Assessment**

Digital E- Assessment must adhere to meet the following

- 1) There must be a master database to cater the following
  - Managing College information
  - Managing Course/Semester/Subjects information
  - Managing Evaluators information
- 2) Provide unique username/ password to the examiners and allocating specific subject to specific examiners who are expert in the respective subject as per the instructions of Gujarat University.
- 3) Provision for automatic back up of evaluated answer books
- 4) Provision to carry out multiple E-Assessment simultaneously
- 5) Provision of Multiple E-Assessment of the same script by different valuator (e.g.: 2 valuator will evaluate the script, and according to the prevailing norms of university answer-script will go for 3rd E-Assessment).
- 6) The software shall be user friendly with Answer Script, Question paper, Scheme, and marks entry shall be provided on screen in single window. The scoring process should maintain anonymity, where evaluators only receive the image of the response without any student information.
- 7) There should be software-based validation/check to ensure that evaluator has visited each and every page/question of an answer book.
- 8) The software should maintain complete log of all activities of evaluators during the course of evaluation to enable complete audit ability of the evaluation process.
- 9) Provision for skipping of an answer book by an evaluator if the same is in different medium / subject or not properly scanned with reason.
- 10) Provision to save an answer book as draft to evaluate at a later time.
- 11) There should be dashboard displaying the following
  - a) Daily and consolidated evaluators' attendance
  - b) Daily and consolidated moderators' attendance
  - c) Daily and consolidated subject-medium wise evaluator details
  - d) Daily and consolidated subject-medium wise moderator details
  - e) Skipped answer book details
  - f) Overall subject-medium wise evaluation (till date)
- 12) The software should auto calculate marks obtained by each candidate.
- 13) Provision for printing of answer book(s) with all annotation of marks (for example tick right or wrong), if marked by evaluator as per requirement.

- 14) In case of Reassessment, multiple E-Assessment of the same scripts simultaneously/ separately be enabled as per the requirements of the University from time to time. One /two/three user login name/s with one/two/ three different passwords shall be provided. Report sheet provision shall be made to print two/three evaluator's names.
- 15) For Reassessment the specified scripts shall be extracted and shall be made available for valuation to the evaluators.
- 16) Randomization of scripts: The answer script shall not be evaluated twice by the same evaluator unless it is specified as per the regulations of Gujarat University, which may change from time to time.
- 17) There should be a provision to provide training to the examiners/evaluators and supplier should prepare e-content for to the examiners as and when desired by Gujarat University.
- 18) After E-Assessment final scores are to be tabulated automatically as per the regulations / conditions set in the Question Paper and shall be provided as digital output for result processing in the format required by the Gujarat University.
- 19) The service provider would ensure transfer/export of the data in encrypted format including raw scores data from the evaluation activity to central data center.
- 20) After the completion E- Assessment by an examiner and scripts are moderated by concerned moderator, a printout of the marks sheet to be taken including, random number, marks allocated by the examiner and moderator, name, affiliation and signature of both examiner and moderator. Replica of the marks sheet shall be available, once the consolidated marks sheet is printed (day- wise for each evaluator), the marks sheet shall be stored in PDF Format. This shall contain details mentioned above and shall be accessible only to Registrar with the id and password.
- 21) Marks awarded by the examiners shall be stored at the Centralized Server/Cloud located at University.
- 22) Ready information that allows real time monitoring of E- Assessment quality.
- 23) Provision to show / provide soft copy of the answer copies to the students under RTI act 2005 as desired by Gujarat University.
- 24) Option for archival of digitally evaluated answer copies for a period of 2 years
- 25) Question paper and answer key reference during E- Assessment
- 26) Provision for rotation, zooming of answer copies during digital E- Assessment
- 27) Authentication: Providing suitable authentication using login id and password and provision shall also be for the password to be sent on the registered mobile of the examiner. Provision of the unique password at each login should be there.
- 28) Transfer of data as per the directions of the Registrar.
- 29) The system should have the facility to upload the faculty details using the standard data template, along with their subject mapping. Solution should be given for authenticating the examiners to evaluate the Digitized answer scripts. Solution should provide individual department wise access to manage entire evaluation process and monitoring. Solution should provide the dynamic allocation of published answer scripts feature which enables the University officers to allocate the digitized answer script to available faculties.
- 30) The system should provide SMS and email notification to the registered faculties after the scripts are allocated along with the username and password to access the E Assessment system. Also SMS and email reminder should be sent to faculties at certain interval of time and/or set threshold norms provided by University.
- 31) The system should have Intuitive GUI interface and can be Menu Driven, provides Error Messages, Validation Messages, Offering Pick-up Lists, prompting for next / correct action etc. to make user feel easy to learn and operate. The answer script image panel should have the maximum view area for the evaluators.
- 32) The system should be real-time online system wherein examiner can carry out evaluation in easy and convenient manner through Internet system.
- 33) Day wise allocation: There should be an option to control day wise allocation of the script for the E - Assessment. There should be an option to set this faculty wise and subject wise i.e. if an evaluator starts a new subject, then it should start from 1st day count. There should be an option to change the above number as and when it is required, on the direction of the Gujarat University. The option to enter the max script count should be available.
- 34) While correcting the answer sheets, the evaluators should have the same feeling as they have while correcting the answer sheets in the traditional way. Thus, the system should have the provision of red marking tool for correcting and striking etc. And marks allotted should be automatically saved/

- stored on completion of assessment. For graphical subjects and subjects having graph/drawing, the system should have usual technical measurement tools require for appropriate evaluation. Also, for such subjects appropriate care should be taken at the time of scanning so that the figures/drawing made by pencil are clearly visible and did not get smudged/distorted while zooming in/out to evaluator.
- 35) The system should have toggle views of question paper and answer sheets for evaluators to refer to the question paper immediately while they are marking the answer scripts.
  - 36) The system should provide the total marks for each question and allow the evaluators to allot the marks in the answer scripts or at any specific places provided.
  - 37) The system should automatically sum up the total marks pertaining to that answer sheet and in accordance with question paper template.
  - 38) The system should allow appropriate controls for the evaluators to refer to the corrected answer scripts at any point of time and re-evaluation of particular answer before final submission/evaluation.
  - 39) After completing the final evaluation of a particular answer script, the examiner may “submit” the answer script and access the next answer script for evaluation.
  - 40) While totaling the marks, verification of marks with the question paper and the evaluation scheme may be carried out by the system and final marks should be displayed.
  - 41) University may introduce moderation so, provision of moderation of answer books should be incorporated in the system
  - 42) The marks should be parked to the university marks Server/Cloud based on completion of evaluation and there should be the provision for taking guidance and confirmation from University Officials for the purpose of further result processing.
  - 43) Features for appropriate report generation should be incorporated. Some of the features or parameters include percentage of pass out/percentage of failed out of all the subject or in a particular subject, Semester, Course, College-Evaluators wise report etc.
  - 44) The service provider should provide the required training material while training and appropriate help menu, user manual and illustrative demonstration videos should be incorporated in the system for end-users.
  - 45) Provision for Report generation and printing of the summery of the answer book assessed and moderated by the examiner should be provided.
  - 46) The marks awarded by the valuator shouldn't be shown to the moderator during evaluation, but both the marks should be shown to him when he completes the script. The Faculty ID and the NAME should display during the evaluation of the script
  - 47) Cancel evaluation: There should be an option to make E-Valuation of a particular script NULL and VOID and make it available again for E-Assessment.
  - 48) Disable faculty ID: There should be an option to disable/enable the valuator/Moderator ID once they take the valuation summary. This option can be mapped to the login desired by Gujarat University.
  - 49) Allocation of Answer-Script: The allocation list should be made available to Gujarat University.
  - 50) De-allocation of Answer scripts: The option provided to the valuator to de-allocate the script should be made available on the first screen itself. Option to be given to the Gujarat University user to view the allocated scripts which are not valued.
  - 51) Porting of data: The marks submitted by the examiner/moderator shall be ported to the examination Server/Cloud.
  - 52) Security: Suitable security measures to ensure reliable evaluation process. Secrecy/confidentiality of the process should be maintained. Only authorized users should have access to the system. Each and every activity should be recorded, and the system should keep audit trail of all steps. Also complete log of all activities of evaluators need to be maintained during the course of evaluation to enable complete audit ability of the evaluation process.
  - 53) Analysis: Real time, item level data to support quality analysis of scripts and examiners performance.
  - 54) Efficiency: The E-Assessment shall be efficient and speedy, there should not be manual script- handling and manual data-entry
  - 55) Reliability: System should provide dynamic tools to monitor & control the E - Assessment process by:
    - Assuring anonymity of test-taker to achieve maximum credibility
    - Flexibility to examiners by enabling E-Assessment of answer scripts form anywhere in a secure manner.

- Final marks calculated for every script shall be based on the regulations of the University which will be informed from time to time.
  - The company shall be held responsible if any discrepancy found in the marks awarded by the evaluator to the script and output data provided for further processing
  - Reports
  - Supervisors have access to consult a range of reports that help identify issues
  - Comparison of results
  - Providing Report College wise, subject wise, Zone wise as desired by Gujarat University.
- 56) Centralized monitoring and reporting
- The system should have a separate module to monitor the evaluation of each evaluator at any particular point of time. The system should allow access to report generation & monitoring features, according to the admin controls provided. The system should have standard reports about the status of evaluation at any point of time. The system should be capable of generating daily, weekly, monthly and consolidated reports as per the requirement of the University.
  - The system should be able to display the corrected answer scripts both with and without the marks, as required by the University. The system should have provision to give access of the answer scripts to the student/faculty/University-Officials who is permitted by the University both before the evaluation and after the evaluation.
  - After completion of all examination results related activity system should transfer all the Scanned answer-books images in appropriate format in the Server/Cloud. The answer-book image/files should be properly indexed and tagged for easy access and retrieval. The service provider needs to provide an access and retrieval mechanism to fetch the answer-script file/image of a specific subject(s) of specific semester and/or examination for student(s) based on barcode(s)/enrolment number(s), at any point of time even after completion of examination cycle.

57) Module/Dashboard for Admin staff for monitoring and reporting

The system should have a separate module for Admin staff/ Gujarat University-Coordinator to monitor the evaluation of each evaluator for his/her institute at any particular point of time. The system should allow access to report generation & monitoring features, according to the admin controls provided to Admin staff/ Gujarat University-Coordinator. The system should have standard reports about the status of evaluation by his/her college faculties at any point of time. The system should be capable of generating daily, weekly, monthly and consolidated reports indicating completed and pending evaluation by the faculties of the institute. The username & password to access such facility should be communicated to Admin staff/Gujarat University-coordinator on his/her designated mobile number/email id.

**c) Digital E- Re -Assessment of Answer Scripts**

Digital E- Re -Assessment of Answer Scripts as per Gujarat University norms, which may change from time to time. University will provide the re-evaluation norms and re-evaluation application data to solution provider for uploading the answer booklets for next level of evaluation. The automation of re-re-evaluation process is based on the rules and guidelines of the university.

**d) Showing Digital Answer Scripts to students**

The system should be able to display the corrected answer scripts both with and without the marks to the students, as and when required by the University. The system should have provision to give access of the answer scripts to the student/faculty/University-Officials who is permitted by the University.

**e) Feed Back from the Stake Holders**

Provision shall be made available to submit the feedback from the stake holders like Principals, evaluators, Coordinators, Students in the format issued by the University from time to time and analysis of the feedback submitted shall also be carried out.

NOTE: The entire range of activities mentioned above is time bounded. Vendor should adhere to the time bonds fixed for Scanning/digitization, E-Assessment, E-Reassessment, including pre-exam, exam and post exam activities. E-Assessment Results should be provided to the University within 30 days of completion of examinations.

**B. Other Special and General Requirements**

**1. The supplier shall setup the following infrastructure to provide the above services:**

- a. University will collect the answer scripts from the examination centres and handover to the

Digitization Centre in Gujarat University Campus. The service provider should manage answer script stacking starting from receiving of answer scripts to mapping to a placeholder in the rack provided by university. All answer script barcode will be gunned using the bar code reader and bag ID will be generated and pasted on the Bags. Each bag will be mapped to the respective rack for easy pull out of answer script in case required.

- b. Install necessary IT infrastructure consisting of software, hardware, network connectivity, back up and maintain them during the contract period (Space on Cloud to store digitized answer book and Band width to the examiners will not be provided by Gujarat University)
- c. Backup strategy and safety mechanisms (industry standard) should be carefully designed and incorporated into the software. At all-time data shall remain safe and the Software /Hardware shall be operational during any contingency.
- d. Set up Digitization of Answer book in centers provided by Gujarat University uploading of these digitized answer books to the Server/Cloud as desired by Gujarat University.
- e. Maintain the digitized answer scripts for a period of 2 years with backup.
- f. Porting existing data wherever necessary
- g. Ensure high quality scanning
- h. Provide training to the University official and technical staff to handle the IT infrastructure and software.
- i. Providing preliminary training through developing videos / E-Content and user software guide to evaluators.
- j. Security is the prime concern. Different types of users and different types of roles should be identified and clearly defined. User should be assigned definite roles. Proper authorization and authentication mechanisms (industry standard) shall be met.
- k. Provide up gradations/amendments on continual basis during the tenure of the project to ensure the system is up to-date and meets the growing requirements of the university.
- l. Vendor should have their own software.
- m. The documentation of the entire project at each stage, reference manual and diagrammatic flow of the different processes shall be made available to the University.
- n. Provide required manpower for scanning and for handing other technical and non-technical activities involved in this project

## 2. Nonfunctional requirements

- **Availability:** A system's availability, or "uptime," is the amount of time that it is operational and available for use. This is specified because some systems are designed with expected downtime for activities like database upgrades and backups.
- **Efficiency:** Specifies how well the software utilizes scarce resources: CPU cycles, disk space, memory, bandwidth, etc.
- **Flexibility:** The software deployed shall be flexible for any amendments / additions/deletions on the oral instructions of the Registrar his representatives followed by the Approval of Registrar.
- **Portability:** Portability specifies the ease with which the software can be installed the platforms on which it is expected to run.
- **Integrity:** Integrity requirements define the security attributes of the system, restricting access to features or data to certain users and protecting the privacy of data entered into the software.
- **Performance:** The performance constraints specify the timing characteristics of the software. Certain tasks or features are more time-sensitive than others; the nonfunctional requirements should identify those software functions that have constraints on their performance.
- **Reliability:** Reliability specifies the capability of the software to maintain its performance over time. Unreliable software fails frequently, and certain tasks are more sensitive to failure (for example, because they cannot be restarted, or because they must be run at a certain time).
- **Reusability:** Many systems are developed with the ability to leverage common components across multiple products. Reusability indicates the extent to which software components should be designed in such a way that they can be used in applications other than the ones for which they were initially developed.
- **Robustness:** A robust system is able to handle error conditions gracefully, without failure. This includes a tolerance of invalid data, software defects, and unexpected operating conditions.

- **Scalability:** Software that is scalable has the ability to handle a wide variety of system configuration sizes. The nonfunctional requirements should specify the ways in which the system may be expected to scale up (like increase hardware capacity, adding machines, etc.).
- **Usability:** Ease-of-use requirements address the factors that constitute the capacity of the software to be understood, learned, and used by its intended users.

### 3. Overall Activities to be Undertaken by service provider

#### Activities at Scanning Centre Level:

- Bidder/supplier/Bidder should be able to scan at least 25,000 scripts per day (including all scanning centers).
- There may be up to 01 or 02 scanning centers as desired by Gujarat University.
- Bidder should be able to deploy the required infrastructure and skilled manpower to the scanning centers. Well Trained, professional and loyal manpower for whole digitization process should be available round the clock. At least one high-level project manager having at least 5 years' experience of handling such projects should be deployed by the service provider. Also at least one technical executive, who have been part of development team of the solution or such other development projects and having not less than 5 years of experience should be deployed by the service provider at the University project site. The details of the deputed manpower with contact no. should be available with the designated officer of the University.
- Receiving scripts for scanning.
- Scanning of scripts without discrepancies. All the pages in the answer booklets must be scanned. Utmost care should be taken in handling of the answer books and no single answer book should be missed out during the scanning process.
- Verification of scanned images.
- Uploading of scanned images to scanning Server/Cloud.
- Randomization of answer scripts.
- Masking of answer script facing sheet and other required fields.
- Uploading of scanned answer booklets to Server/Cloud assigned for Gujarat University by Vendor.

### 4. Archives

- All Records of Student and student's page must be available on Archives
- Scanned Image of Answer Scripts shall be available for two years
- Verification of any mark list record can be done on request of Student later on Approval of Registrar.

### 5. Other Terms and conditions

- ❖ Entire system (Hardware & software) should be error free. University cannot afford to have any error. The whole system must cater to the needs of evaluation with nearly 100% accuracy.
- ❖ There shall be a provision for random verification up to 2%
- ❖ Marks shall be finalized as per the University regulations.
- ❖ Shall be able to implement for the immediate examination cycle after award of contract.
- ❖ **If, the scanned image calls for rescanning, then Rs. 1000/- Per Script will be fined to the agency and the scripts are to be searched by the agency under the supervision of a coordinator.**

Date.....

Name of Firm .....

Address .....

.....

Pin code No.....

I / We have read carefully and have understood schedule of requirements and details of scope of work for E – Assessment at Gujarat University and along with all the Standard Terms & Conditions and I / we hereby agrees to provide the same and shall abide by them hence this verification.

Seal & Signature of the Vendor

### **CHECK LIST FOR Bidder TO BE SUBMITTED ALONGWITH Quotation**

The following documents are attached with the Quotation:-

1.	Page No. to entire set of signed Quotation and documents enclosed with it.	Yes / No.	Total Page No. _____
2	Whether EMD Demand Draft is placed?	Yes / No.	Page No. _____
3	Whether copy of GST Registration is attached?	Yes / No.	Page No. _____
4	Whether all documents self - attested by bidder or authorised person?	Yes / No.	Page No. _____
5	Whether work experience certificates are attached?	Yes / No.	Page No. _____
6.	Whether all annexure as per Quotation are attached?	Yes / No.	Page No. _____



**Quotation Form**

Date: .....

No: .....

To,

**THE REGISTRAR  
GUJARAT UNIVERSITY  
NAVRANGPURA, AHMEDABAD, GUJARAT 380009**

Dear Sir/Madam

Having examined the Quotation Documents including Addendum Nos. .... [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply our services of E – Assessment Service of Answer Book in conformity with the said Quotation documents for the sum of (Total Quotation amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Quotation.

I/We undertake, if our Quotation is accepted, our services for E – Assessment will be in accordance with the Schedule of Requirements.

I/We agree to abide by this Quotation for the Quotation validity period specified in Quotation and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Quotation, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

I/We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

I/We understand that you are not bound to accept the lowest or any Quotation you may receive. I/We clarify/confirm that we comply with the eligibility requirements as per Quotation documents.

I/We hereby declare that the service sold to the University under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications thereof and

I/We hereby guarantee that the said service would continue to conform to the description and quality aforesaid for a period of 24 months from the date of delivery and commissioning of the said items/stores and that notwithstanding the fact that the purchaser (Inspector) may have inspected or approved the said service, if during the aforesaid period the said equipment/articles are discovered not to conform to the description and quality aforesaid or have deteriorated (and the decision of the purchaser in that behalf will be final and conclusive) the purchaser will be entitled to reject the said service. We do hereby also agree to supply/delivered the service at permanent campus of Gujarat University, Navrangpura, Ahmedabad-380009, if required and asked by the University with the same rate.

Dated this ..... day of ..... 20.....

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(In the capacity of)

Duly authorized to sign Quotation for and on behalf of \_\_\_\_\_

**GUJARAT UNIVERSITY**  
**Commercial Bid for E- Assessment Service of Answer Book**

Bidder shall quote his rates for the items described below as per the terms & conditions of the total Quotation documents. Rates in the financial bid should be quoted inclusive of all costs, all taxes like GST, duties and any statutory levies etc. for a period of the contract. Gujarat University will only provide Working Space except this all the other cost of Bandwidth and the Space on the cloud/sever, hardware, software, training, transport etc. must be borne by the Bidder

**Description Rate per Student per paper Exam**

Sr. No	Description	Rates in Rs. Per Paper/Section
1	<ol style="list-style-type: none"><li>1. Scanning and Digitization of Answer book</li><li>2. Providing Software services for E-Assessment as per scope of work, terms and conditions mentioned in the Quotation which includes posting of marks to the Server/Cloud including<ol style="list-style-type: none"><li>i) e-Re-assessment of Answer Scripts</li><li>ii) Hosting of Answer Scripts in Gujarat University website</li><li>iii) View Answer Scripts option for student</li><li>iv) E-mailing of Answer Script to student</li><li>v) Option for student to print answer script</li></ol></li></ol>	

The Bidder shall indicate on the Price Schedule the unit prices and total Quotation prices (these prices should include prices of all the hardware & software to be incurred of the goods and services it proposes to use under the Contract.)

However, any Indian duties, sales and other taxes which will be payable on the goods and services to be used by the Bidder should be borne by Bidder if this Contract is awarded.

Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price quotation will be treated as non-responsive and rejected.

----- End of Commercial Bid Document -----

### Quotation Response form

#### To be submitted with Quotation response

Note:

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the authenticity and correctness of the information.

<b>Sr. No.</b>	<b>Description</b>	<b>Details (To be filled in by the responder to the Quotation)</b>
1	Name of the Company	
2	Official address	
3	Phone No. and Fax No.	
	Legal status (Attach copies of original document defining the legal statuses) A Proprietary/Partnership/A Private Limited Company/ A Public Limited Company	
4	Headquarters Address	
5	Phone No. and Fax No.	
6	E-Mail address of contact person	
7	Web Site Address	
8	Details of Company's Registration (Please enclose attested copies of the documents)	
9	Name of Registration Authority	
10	Registration Registration Number and Year of Registration	
11	Product/Service for which Registered with validity period	
12	GST/CST/LST registration No.	
13	GST Registration No.	
14	Permanent Account Number (PAN)	
15	Whether the company complies with the Requirement under the Contract Labour (Regulation and Abolition) Act	
16	Name of Bankers along with Branch (as appearing in MICR Cheque) & Account No.	
17	Name of the Authorized Signatory, who is authorized to respond to the Quotation	
18	Other documents provided	

Seal & Signature of the Vender

**DECLARATION**

(On Stamp Paper of Rs.300/- Only as Per Government Norms)

I/We \_\_\_\_\_ do hereby declare that my/our firm or any other firm previously owned by us is not declared ineligible or black listed or debarred and no enquiries/cases are pending against us by Government/Public sector unit Agencies/ University / educational institute / Board / Council.

**Explanation 1:** For the purpose of this declaration firm shall include proprietary/partnership/private limited/public limited/company/body corporate registered or unregistered.

**Explanation 2:** In the purpose for this declaration enquiry and cases shall include any proceedings initiated or pending against the directors/partners/employees/servants of the firm for any kind of misconduct in connection to any tender or contract by any public institution mentioned above.

I/We further undertake that if the above declaration proves to be wrong /incorrect or misleading our tender/contract stands to be cancelled / terminated, and we shall not challenge it.

Signature of Authorized person