



**KAKATIYA UNIVERSITY**  
WARANGAL-506 009

No.441/PSePROC/KU/2024

Date: 22 -02-2024

**E - TENDER**

**(1<sup>st</sup> Call)**

**INVITING E - TENDER through Telangana e- Procurement Platform  
for Digitalisation and On-Screen Valuation of Answer Scripts (Theory) at INHOUSE  
consisting of 32 pages of UG & PG - Professional and Non-Professional Courses**

**Tender Details:**

1	Department Name	:	Kakatiya University, Warangal
2	Circle / Name	:	Examination Branch
3	Tender Notice Number	:	<b>No.441/PSePROC/KU/2024, Date:22-02-2024</b>
4	Supply of items	:	<b>Digitalisation and On-Screen valuation of Answer Scripts (Theory) consisting of 32 Pages of UG/PG - Professional and Non-Professional Courses. Number of approximate Answer Scripts 25 Lakhs (may vary from time to time) in an Academic Year.</b>
5	Period of contract	:	Five Years i.e., from 2023-2024 onwards.
6	Bidding type	:	Open
7	Bid Call	:	1 <sup>st</sup> Call
<b>Transaction Fee Details:</b>			
8	Transaction fee details Transaction fee payable to TSTS Limited, Hyderabad as per G.O.Ms.No. 4, Dated: 17-02-2015 I.T.&C Dept.	:	Applicable E- Procurement charges (Non refundable)
<b>Amount Details:</b>			
9	Bid Processing fee payable to	:	Rs. 25,000/- (Non refundable) Online Payment only (DDS are not accepted) In favour of Registrar Examination Account, KU A/c No.52026910298, IFSC No. SBIN0020262.
10	a) Bid Security/Earned Money Deposit (EMD) (Online Payment)	:	i) EMD of Rs. 10.00 Lakhs Online Payment only (DDS are not accepted) in favour of Registrar Examination Account, KU A/c No.52026910298, IFSC No. SBIN0020262 Kakatiya University, Warangal. ii) EMD will be refunded through online to the unsuccessful Bidders only after completion of the tender process. No interest will be paid. iii) EMD of the successful bidder will only be

	b) Performance Security		<p>iv) refunded after successful completion of the contract period i.e., One Year without any interest.</p> <p>Successful bidder should produce/submit Bank Guarantee, from Nationalised Banks, towards Performance Security i.e., 5% of the value of the contract with the validity of contract period for satisfactory performance and completion of the contract period (including maintenance period).</p>
<b>Tender dates:</b>			
11	Bid document downloading start date	:	<b>22-02-2024 05.00.P M</b>
12	Last date & time for uploading Bids	:	<b>06-03-2024 5.00 P.M</b>
13	Bid validity period	:	90 days
14	Pre-bid meeting ( Tentative)	:	<b>28-02-2024</b>
15	Pre-Qualification/Technical Bid Opening Date ( Tentative)	:	07-03-2024
16	Commercial Bid opening (Those who only qualified in Technical bid) Tentative		13-03-2024
<b>Other details</b>			
17	Officer inviting bids	:	The Controller of Examinations
18	Bid opening Authority	:	The Chairman of e- Procurement Committee constituted for the purpose.
19	Address	:	The Controller of Examinations, KU, Warangal, Telangana State
20	Contact details	:	Phone No.0870-2453655 Mobile No: 9390108504, 9963312224



Chairman, e - Procurement Committee  
& Controller of Examinations  
Kakatiya University, Warangal

## Qualification Criteria of Bidders:

Prospective bidders meeting the following minimum pre-qualification criteria are ONLY eligible to respond to this E-tender through Telangana e-procurement portal. Bidders will be eligible for the next process of technical score evaluation after successfully meeting all the points in this Qualification criteria.

S No	Mandatory Eligibility Criteria for the Bidder	Documentary Evidence to be Attached with the Bid
1	The Bidder: The Bidder should be a company incorporated as private or public limited company under Indian companies act 1956/ 2013 and should have minimum experience of 5 years in Onscreen Marking and Examination results processing jobs at UGC recognized Universities / State or Central Government Education Boards.	Incorporation Certificate and Purchase Orders/ MOUs along with project completion letters
2	The Bidder should be registered with appropriate tax authorities such as income Tax, GST etc. The bidder should participate as a single entity and no consortium or no joint ventures or no group of companies will be allowed.	The copies of the GST registration and Income tax (PAN card), Bank Account on Firm name to be submitted. Self-declaration from the bidder stating participating as a single entity and no consortium or no joint ventures or no group of companies.
3	<u>No Blacklist Certificate</u> : The bidder should not have been blacklisted by any organization/ educational institution/ University/ Public Sector Units. The bidder should also declare that there are no criminal cases / enquiries pending against the company in last five years.	An undertaking on non-judicial stamp paper is to be submitted along with the Technical Bid.
4	<u>Financial Results of the Company</u> : The bidder should have minimum turnover of at least 10 crores per year during the last three financial years in the relevant field of examination results processing. Revenues should be from Examination work only. Revenues from sale of computer hardware, sale of Software Licenses and BPO / Call center will not be considered for this purpose. Bidder should be a profit making	Chartered Accountant Certificate, Audited Balance sheets, Profit & Loss statements and Income Tax Returns for the last five years are to be submitted in support.  An undertaking must be submitted.

	company. Bidder should also submit the Financial soundness of the company such as Solvency Certificate, Positive Net worth, Profit earned per share.	Solvency certificate from bankers should be submitted.
5	The bidder should have experience of Digitization of Answer scripts without cutting the spine of the answer scripts and Onscreen Evaluation for the last 5 Academic Years for any UGC recognized Universities or State / Central Government Education Boards.	Purchase Orders/ MOUs/ work completion letters clearly indicating the number of scripts of the total project.
6	The bidder should have successfully implemented Digitization of minimum 12 Lakhs Answer scripts and Onscreen Evaluation for at least 5 different UGC recognized Universities or State / Central Government Education Boards during last three Academic Years .	Purchase Orders/ MOUs/ work completion letters clearly indicating the number of scripts of the total project
7	<u>Manpower Strength</u> : The Bidder should have minimum 40 in-house team strength for Software Development / Services as on 31 <sup>st</sup> March-2023. At least 15 should be continuing for a minimum period of last three financial years.	EPF document or Professional Tax clearly specifying the number of employees on payroll as on 31 <sup>st</sup> March-2023.
8	The Firm /Agency should have either its Registered Office or Branch Office situated in Telangana State. Otherwise, the firm / agency should submit willingness to open an office in Telangana state within 30 days if the contract is awarded.	Self-declaration from the bidder
09	The proposed software solution should be in-house developed by the bidder and the bidder should own the complete source code of the software being executed for this project. In case the bidder is not original developer of the solution, bidder should provide valid licenses and maintenance / support contract from the original developer of the software solution.	a) Self-declaration if the solution is owned by the bidder. b) Licenses from the original developer that the bidder is authorized to modify customize and deploy the solution, Maintenance/ support contracts.
10	The bidder should have ISO 9001 and ISO 27001 (or) The bidder should have CMMI level 3 certificates.	Valid ISO certificates (or) CMMI Level 3 certificate.

11	Quoting of Price	The firm should Quote the price per each Answer Script considering the total quantity.
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#### **Pre-bid Meetings and Clarifications:**

##### **i. Clarifications:**

The prospective Bidders requiring any clarification on the TENDER shall contact University through email by sending the queries at **controller.exams@kakatiya.ac.in** University would provide clarifications to only those queries which would be received before the due date. All future correspondence/corrigendum shall be published on <https://tender.telangana.gov.in> website only.

##### **ii. Pre-bid Conference and Issue of Corrigendum:**

A Pre-Bid conference of all the interested bidders shall be held at the scheduled date and time as mentioned. University reserves the right to make any kind of amendments or in the terms and conditions of TENDER before the due date of submission of bid. Any change/ clarification/ corrigendum would be uploaded on the e- procurement portal. This will form a part of this Tender document.

**Note: The documents must be accompanied with the Covering Indexation Letter.**



Chairman, e - Procurement Committee  
& Controller of Examinations  
Kakatiya University, Warangal

**Office of the Controller of Examiantions  
Kakatiya University, Warangal**

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**TENDER SPECIFICATIONS FOR DIGITIZATION OF ANSWER SCRIPTS AND  
ON-SCREEN EVALUATION of UG/PG - Professional and Non-Professional Courses -  
2023-2024 Academic Year**

**(Approximate Number of Answer Scripts in an Academic Year would be  
approximately 25 Lakhs. The number may vary from time to time)**

**1. Scope of Work**

**Tentative Work flow**

- a) Receiving the answer scripts from Kakatiya University authority, mapping each answer script consisting of 32 Pages to a secret-coded number to remove the identity of each student (the existing coding terminology can be adopted for this purpose).
- b) Digitizing answer scripts of the candidate for the purpose of evaluation in a secured environment with confidentiality.
- c) Upload the digitized answer scripts to the Central Server provided by the University.
- d) Providing a unique user ID and password to each evaluator and Chief Examiner.
- e) Mapping of Chief Examiners and Evaluators.
- f) Allocation of answer scripts to evaluators in jumbled manner.
- g) Enable evaluators to enter awarded marks during evaluation of answer script of candidates for each question in the software application.
- h) Chief examiner will verify minimum of 10% / 20% of scripts or double valuation where ever necessary

**2. Role of University:**

- a) University will provide the question paper in a template provided after completion of exam.
- b) University will provide a model answers/ marking scheme for every question which will be visible to evaluators for reference while doing the evaluation.
- c) University will give the list of Evaluators with their mobile numbers and email ids and will pay the remuneration to the evaluators as per the University norms.
- d) On completion of digitization, the agency should hand over the Answer Scripts bundled in same manner to the university.
- e) Storage of physical answer script is to be done by University on completion of digitization.
- f) University will provide necessary Room/ rooms for scanning center, electrical fixtures for all the Scanning computers, uninterrupted power supply with back up using UPS and DG,

fans/ ACs, furniture such as tables chairs for Scanning, LAN connectivity and physical security guard etc.

- g) University will charge necessary power (electric) charges as per consumption based on metre reading.
- h) The University will arrange the central server with appropriate storage and Bandwidth at University identified location to upload the scanned scripts to the central server. If University arranges the server hardware at SDC/ SCAN, the agency has to arrange the necessary Security audit certificates for software application as desired by SDC/ SCAN authorities.
- i) University will provide the raw power, internet band width at scanning center for uploading the scanned scripts.
- j) University will arrange the computer labs available in the identified colleges for evaluation by the examiners along with internet connection.
- k) Some of the evaluators use their laptops at home or office for evaluation.
- l) University will hand over the Answer booklets to the agency at the designated centralized Scanning center in the premises of Examination Branch.

### **3. Role of Agency**

- a) Online Barcoded Attendance system for scanning the answer scripts at examination center with facility to mark as present, absent, Malpractice etc has to be arranged.
- b) All the scanned answer scripts data candidate wise and subject wise has to be handed over to University after completion of scanning on ensuring the correctness of the data.
- c) Agency has to make available data of the scanned copies of answer scripts to students on payment basis through online payment gateway as per the candidate request as per the procedure laid by the University to host at website.
- d) Agency has to deploy appropriate scanners, computers/ laptops connected to scanners, local servers at the scanning center as per requirements.
- e) Agency has to complete the scanning work within agreed time lines from the date of completion of the examinations as per time table. The necessary manpower, systems, scanners and necessary equipment have to be arranged by the agency.
- f) Agency must deploy personnel in University help desk to answer the queries and give clarifications to departmental users or examiners for the duration of evaluation.
- g) Agency must provide the valued answer scripts under revaluation, re-revaluation categories in the respect of applied candidates while hiding previous performance marks and arranging for valuation afresh.

### **4. The Online Evaluation system software should have the following broad features:**

- 1. The solution has to provide a simple and effective medium for faster and accurate evaluation of answer scripts. All the peripheral tasks of totalling, validation of maximum marks awarded, ensuring all answers are marked and taking care of optional sections/

question extra questions answered than the prescribed, is to be taken care by the software system as per the business logic provided by the University and the evaluator's burden has to be reduced. The software system should have the option for "review" by an assigned Chief Examiner in cases of conflict.

2. Onscreen Evaluation will be organized in identified Colleges. University may also conduct Onscreen Evaluation in some of the other locations as per the requirement. Evaluators may also do evaluation from their homes.
3. Bidder should provide the implementation plan to the University with the training schedule. Accordingly University will permit the University staff, Teaching staff and other staff to attend the training sessions as per the schedule.
4. The University will provide the master data related to colleges, Courses, Regional Centers, Evaluation Centers and Students' data and pool of examiners subject wise.
5. The proposed system should enable digitization of the hand written Answer Scripts (AS) with appropriate resolutions and store the same in the servers for online evaluation in a distributed environment by the assigned examiners.
6. Scanning should be done without cutting the spine of any Answer script as all these answer scripts are in stitched format (Answer script distortion is not allowed).
7. The evaluation process shall be "anytime, anywhere" with industry standard security features
8. The digitization process should have
  - a) The ability to read Barcode/OMR/QR/ICR / other from the Answer sheet.
  - b) Automatic generation of unique random numbers for each Answer sheet to ensure anonymity.
  - c) Masking of selected fields on any or every page of the Answer Script
9. The proposed system should have built in features for tracking the entire lifecycle of the Onscreen Evaluation process viz., receipt of the physical Answer scripts from the University to digitizing centre, sorting for preparation of examination, and handing over the same back to the University. The proposed system shall facilitate the University officials for stacking the Answer Script in a storage area and then enable them to locate and pull out the physical Answer Script from the storage area in case of any exigency.
10. The proposed system should enable Question Paper and scheme / answer key for Onscreen Evaluation of the Answer Script.
11. The proposed system should enable the Onscreen Evaluation of Answer scripts only by authorized evaluators of the University for which there must be an approved built-in mechanism. Biometric authentication of examiners should be implemented.



12. The proposed solution should provide suitable authentication using login id and password to the evaluators with OTP and Biometric / Aadhaar OTP authentication at the time of login and random time intervals. Provision shall also be given for the password to be sent to the registered mobile numbers of the evaluators.
13. The system should dynamically allot the digitized Answer scripts to the registered evaluators through randomization and ensure complete secrecy in the whole process. Randomization and allocation of the Answer Scripts should be fully automated.
14. The proposed digital evaluation system should be user friendly with Answer scripts, QP, Scheme and Marks Entry etc to be provided on the same screen in a single window with zoom in/out facility.
15. The un-evaluated Answer scripts by any particular examiner should get back to the common pool in the server at the end of the day and should be made available to other examiners for evaluation.
16. The proposed system should provide option for certain percentage of the Answer scripts already evaluated to be allocated for moderator review and further evaluation as per the University norms.
17. A proper tracking system should be made available for monitoring the number of Answer scripts received by the Service Provider, digitized, evaluated and pending evaluation have to be made available to the COE to monitor daily progress and closure of camp.
18. The system should provide digitized copy of the Answer Sheet along with marks to the students under RTI/Court reference or any other legal purpose as desired by the University.
19. The proposed system should have the feature to re-evaluate the Answer scripts without disclosing the marks entered during the previous evaluation(s).
20. The system should have features to extract copies (with fast search facility) of the digitized copy of Answer scripts along with marks and annotations by the University immediately after declaration of results for record keeping purposes.
21. It is responsibility of the University to provide list of evaluators to the Service Provider. Bidder prices are exclusive of payment to evaluators/examiners and evaluation centers setup.
22. The proposed system should make the Answer Script available to the student through web services after receiving the designated payment.
23. The evaluation centers requirement will be decided by the University considering the number of answer scripts and availability of examiners (evaluators).

24. No. of scripts to be valued by the Evaluator / Chief Evaluator per day and the active duration of the website for valuation may be fixed as per the decision of the University from time to time.
25. Agency Personnel shall address the grievances of the Evaluators/Chief Evaluators from the University through the University Help Desk System right from the commencement of the Examinations to till the completion of the digital valuation.
26. Agency shall be ready to incorporate the changes in portal suggested by the University from time to time as per the requests of the stakeholders, if necessary.

#### **5. Online Attendance system:**

- a) Submission of Online Attendance of the students appeared for the examination shall be facilitated by Scanning of Barcoded OMR Page with handheld Barcode reader connected to the computer in case of Presentees, Absentees & Mal- Practice Cases.
- b) Provision is to be given for Submission of Mal-Practice Report through online shall be provided to the examination Centers
- c) Reports such as Candidate wise online attendance, Packing Slip etc shall be made available to download after submission of online attendance along with the MP Report.
- d) Roll No. Validation shall be provided for entry of Buffer Booklets information so as to ensure the accurate entry by the colleges
- e) Dynamic updation of Nominal Rolls shall be developed duly integrating with University examination server as the candidates can pay examination fee on any day just before the examination so as to appear for the rest of examinations by availing Premium Tatkal Service.
- f) Revaluation & Photocopy application for all types of Examinations shall be developed.

#### **6. Activities and Responsibilities**

<b>S.No</b>	<b>Activity</b>	<b>Responsibility</b>
01	Establishment of Answer Script Scanning and Digitization center for scanning of Answer Scripts without cutting the spine of the Answer Script by using the Book Scanners, Local servers, scanning equipment and work stations as needed have to be installed at the scanning center. Maintenance of Data Security at the Digitization Center	Agency
02	Providing the accommodation, Infrastructure, stabilized Electric Power, Air conditioning, Furniture etc. will be provided by the University. University will charge necessary power (electric) charges as per consumption based on metre reading	University

03	Work flow management from receiving the Answer Script bundles from the Examination Centers, Accounting the Answer Scripts, Reconciliation with Attendance received.	Agency
04	Scanning and Digitizing of the Answer Scripts, maintaining the time schedules as required by the University with proper controls and uploading the scanned Images to the evaluation servers for On-screen Evaluation in the encrypted format. The activity includes providing the technical Manpower, scanning operators and Managerial staff for scanning and Digitizing Answer Scripts.	Agency
05	Providing evaluation server for Onscreen evaluation with security features along with Internet Band width.	University
06	Allocating the answer scripts to the evaluators based on subject expertise and controlling the evaluation process	Agency
07	Revaluation of Answer Scripts and Scanning the already valued answer scripts.	Agency
08	Making the scanned copies of Answer Scripts available to the Students after declaration of results through Internet for downloading on receiving required payment and approved by the University.	Agency
09	Identification of the Evaluation centers with prescribed infrastructure as per the requirement such as work stations, Software, UPS, Internet band width, generator backup and Security features	University
10	Approval of the Evaluation centers	University
11	The agency should own the evaluation software. Any modifications to the evaluation software as required by the university should be incorporated by the agency.	Agency
12	Training of evaluators and university staff on the process of evaluation and evaluation software.	Agency
13	Providing of Technical Call Centre Support during evaluation period.	Agency
14	To provide unique user name/password to the evaluators and Biometric Registration and authentication.	University / Agency
15	To maintain log of all activities of evaluators during course of evaluation. To generate remuneration payable to the evaluators day wise as required by the university.	Agency

16	To provide the dash board on the evaluation activities to the competent authorities of the university.	Agency
17	To export the evaluation data in encrypted format to the central server for further process. The data to be given also in the electronic media to the Controller of Examinations of the university and also provide the evaluation data backup to a designated server by the university.	Agency
18	To provide certificate that Confidentiality of data is maintained by the Service Provider.	Agency
19	To return the scanned and digitized answer scripts to the university as required by the university.	Agency
20	Any other requirements that may arise during the process of digitalising and on-screen evaluation.	Agency



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