



**NILAMBER PITAMBER UNIVERSITY,
Medininagar, Palamu, Jharkhand**

Notice Inviting Tender (NIT)
(Examination Automation)

Sealed tenders, on prescribed tender document (two bid systems) are invited from reputed firms having a minimum of 5 years experience in carrying out pre & post Examination work including confidential examination work using OMR barcoded answer book in Govt. Universities preferably in the Universities of Jharkhand & Bihar. The term of the tender shall be for a period of five academic sessions. Tenders should reach the office of the Registrar upto 05:00 pm on 19.12.2025 which (technical bid) will be opened on the day on 20.12.2025 at 12:00 NOON pm in the presence of tenderers/their representatives, if present. The tender should be accompanied by the relevant documents and a Demand Draft worth Rs. 10,00,000/- (Ten Lacs) on A/c of earnest money (refundable) & a D.D. worth Rs. 10,000/- (ten thousand) on A/c of cost of tender paper (non-refundable), in favour of the Registrar, Nilamber Pitamber University, Medininagar, Palamu, Jharkhand payable at Palamu. The detail of terms & conditions etc. (tender paper) Can be downloaded from the University website www.npu.ac.in Since the work is highly confidential in nature, therefore the University reserves its rights to cancel the tender at any stage or reject or give the order among the bidders who is competent to do the work efficiently on expertise basis & having credibility in doing confidential work of similar nature in Universities of Jharkhand & Bihar.

By order of the Vice-Chancellor,

Sd/-

Registrar

Nilamber Pitamber
University, Medininagar,
Palamu, Jharkhand

Dt. 27.11.2025

Memo No. NPU/CCDC/040/2025

Copy to-

1. The Finance Officer, Nilamber Pitamber University, Medininagar, Palamu, Jharkhand
2. The Controller of Examinations Nilamber Pitamber University, Medininagar, Palamu, Jharkhand
3. PA to VC/PVC/FA/Registrar for information to VC/PVC/FA/Registrar.
4. For uploading in University Website
5. The Editor/Advertisement Manager

(I) Hindustan, Palamu (II) Dainik Jagaran, Palamu (III) Prabhat Khabar, Palamu

(IV) Times of India

For publication in your News Paper for one day in minimum space.

[Signature]
27-11-2025

Registrar

Nilamber Pitamber
University, Medininagar,
Palamu, Jharkhand

[Signature]
27-11-25

(44)

**NILAMBER PITAMBER UNIVERSITY,
Medininagar, Palamu, Jharkhand**

Notice Inviting Tender (NIT)
(Examination Automation)

For complete digitalization of Examination process, Online Admission/Registration/Examination and all allied activities/process with the use of OMR barcoded answer books for examination with the facility of online availability of Examination form, Admit Card, Result, Mark sheets, Printing of Provisional and Final Degree Certificates and also for Display of answer-scripts and Grievance redressal to examinees/students of Nilamber Pitamber University, Medininagar, Palamu, Jharkhand.

Sealed tender is hereby invited in two parts (**Technical and Financial part**) for all pre & post examination work (confidential works) with the use of OMR barcoded answer books of different exams of Nilamber Pitamber University, Medininagar, Palamu, Jharkhand., from the academic session 2025-2029 and onwards for five academic sessions. The information and specifications are as given below —

1. Size of OMR barcoded answer books should be 27 cm x 22 cm of 60 GSM with 32 pages (110 GSM for OMR cover page)
2. Approximate numbers of students of all exams may vary upto 100000 or more.
3. Total numbers of exam are more than 50 types which include Semester also.
4. In UG level exam each student will be required minimum 06 OMR barcoded answer books while in PG level minimum 08 OMR barcoded answer books will be required.

Section-A Submission of Tender

Only firms doing confidential works & having minimum 5 year's experience of similar nature of works in minimum 5 Govt. Universities preferably in Jharkhand/Bihar should submit their bids along with all supporting documents and a non-refundable **A/c payee bank draft of Rs. 10,000/- of recognized bank in favour of "The Registrar, Palamu University, Palamu, Jharkhand., Payable at Palamu.** Technical eligibility of the firm has been given in section E. The details of the works, terms and conditions can be downloaded from the University www.npu.ac.in

The undersigned reserves the right to cancel/amend the tender at any stage without assigning any reason thereof.

1. Filled tender documents should reach to the Registrar's office :- Upto 05:00 PM on 19.12.2025.
2. Technical Bid will be opened : At 12:00 NOON on 20.12.2025
3. Price Bid of successful bidders will be opened on a date after evaluation of Technical bid.
4. Earnest money deposit Rs. 10,00,000/- (Ten lakh) only in the form of Bank draft of any nationalized bank in favour of Registrar, Nilamber Pitamber University, Medininagar, Palamu, Jharkhand.

(a) Pre-exam work:

- I. Registration (if needed)/Examination/Online Transaction of all kinds, of the students admitted in different courses running under, Nilamber Pitamber University, Medininagar, Palamu, Jharkhand. Hard copy of printed registration slip has to be given for each student 110 GSM
- II. Scrutiny of the online registration as per regulation.
- III. Issue of checklist for correction or wrong entry, issue of registration slip, uploading of registration slip of each student on the website of Nilamber Pitamber University, Medininagar, Palamu, Jharkhand.
- IV. Correction of Data as per original documents, issuance of the statement of the Students College & subject wise.
- V. Cropping of photo, signature of the candidates into jpg files stored against candidate Registration/Examination form.
- VI. Issuance of printed examination form of each student with their details college wise, subject wise (if needed).
- VII. Design of proper admit card in consultation with Controller of examinations Nilamber Pitamber University, Medininagar, Palamu, Jharkhand.
- VIII. Allotment of roll numbers and exam centers as per suggestion of Nilamber Pitamber University, Medininagar, Palamu, Jharkhand.
- IX. Connect all candidate images with assigned roll number.
- X. Issuance of admit card, attendance sheet, dispatch memo, roll sheets, marks foil of all examination 10 days before from the date of commencement of the concerned exam offline/online.
- XI. Issuance of details of numerical/statistical data of the examinees, centre wise, college wise & subject wise of each exam for question packing 10 days before from the commencement of the concerned exam.
- XII. Hosting on cloud, processing and retrieving of admit card, marksheet, exam form of each student on the websites of Nilamber Pitamber University, Medininagar, Palamu, Jharkhand. The firm has to develop online dashboard for all the enrolled students where their all records will be stored, to be retrieved by the student.
- XIII. Supply of OMR barcoded 32 pages, answer books for each student of each theory paper of the concerned exam and practical/Internal/viva-voce copy of 08 pages 60 GSM (non-barcoded) to the University Head Quarter, Palamu, in consultation of Controller of Examinations.

(b) During Examination Work

- I. During examination the online absentee report of the students (centre-wise & subject-wise) will be provided by the agency to the Controller of Examinations.

(c) Post examination work

- I. Preparation of OMR barcoded answer books for evaluation. Making of bundle subject wise, paper wise, college wise for evaluation. Tearing of C part containing details of examinees before the evaluation work immediately after completion of examination paper wise.

Handwritten signature

After tearing, OMR answer books handing over it with details sheet to the Director/Co-ordinator of Evaluation Center for evaluation.

- II. Scanning of the C part of the OMR cover page for making data bank of each student.
- III. To develop a system for online application.
- IV. After evaluation tearing of B part of the OMR cover page for posting of marks & processing of result.
- V. Preparation of result & publication of result within 10 days after completion of evaluation work,
- VI. Press release of result for websites:
- VII. Issuance of mark sheet, 3 copy of TR (A/3 size) subject wise, college wise, provisional certificate, Migration Certificate (if needed) as per scheduled given by the controller of examination.
- VIII. Issuance of merit list within 10 days after publishing the concerned result.
- IX. Issuance of statistical data of appeared, passed, failed students along with details categories wise like girls, boys, SC/ST/OBC, general & their percentage of each concerned exam.
- X. All work will be done under the supervision & as per instruction of the Controller of Examinations Nilamber Pitamber University, Medininagar, Palamu, Jharkhand.
- XI. Providing of the answer sheet for clearance of pending result and scrutiny within 2 working days after receipt of the requisition letter.
- XII. Publication of result after scrutiny & clearance of pending result immediately if needed.
- XIII. Above noted all works are time bound, will be completed within the stipulated time as per instruction given by the Controller of examinations from time to time.
- XIV. All work will be done as per regulations of the university, hence the software should be configured and developed as per regulation.
- XV. All work will be done under the supervisions & as per instructions of the Controller of examinations.
- XVI. After completion of the publication of the result all the data of each concerned exam should be handed over to the Controller of examinations in C.D as well as in pen drive in form of soft copy.
- XVII. All work will be done in the premises of the Nilamber Pitamber University, Medininagar, Palamu, Jharkhand.
- XVIII. For the purpose of printing of final degree certificate the agency will provide the required data in soft copy to the Controller of Examinations and in case of any discrepancy of data, the cost of reprinting of degree will be borne by the agency.
- XIX. Develop a system for online evaluation for some specific courses.
- XX. Firm will have to prepare student data format according to national academic depository.

(d.) Detail specification for printing of different documents

- I. Paper of OMR barcoded answer sheets should be of 65 GSM with 32 pages. OMR cover page should be of 110 GSM. Space for giving different data on cover page should be provided in consultation with Controller of Exams. It should be perforated and its making should be Nilamber Pitamber University, Medininagar, Palamu, Jharkhand.
- II. Paper of admit card, provisional (A-4 size) certificate, migration certificate, mark sheet should be of 110 GSM along with water mark of Palamu University, Palamu, Jharkhand.

Handwritten signature

- (41)
- III. Paper of TR (in A3 size), Roll sheet, Attendance sheet, dispatch memo should be of 80 GSM. Sample of each paper should be enclosed with technical bid.

Section-D (General terms and Conditions)

Objective

The Palamu University, Jharkhand intends to outsource its entire Pre- Examination & Post Examination work along with supply of OMR bar coded answer books through scanning & image processing system through a trusted and reputed firm/company which has a minimum 05 years' experience in handling of similar kind of work in Govt. University of Jharkhand & Bihar of same nature of work, will be preferred.

The objective of the proposed work is to ensure seamless access to data of all appearing candidates after the online/offline form submission such as ICR & OMR to ensure smooth examination through the use of ICT tools and techniques. The work involves printing of OMR barcoded answer books, scanning, validation checks and various MIS report. In order to do the aforesaid tasks, the requests for proposal from eligible bidders who shall study, design, develop and implement a suitable system which shall ensure procedural transparency, absolute data security and timely delivery of the desired and agreed deliverables

The general overview of the work to be performed includes handling of offline/online database, development of the software, capturing of all relevant data efficiently and in a cost effective manner, implementation and maintenance of the system for an agreed upon a period.

Information to Bidders

- I. **Cost of Bidding:-**The Bidder shall bear all the costs associated with the preparation and submission of the Bid and Nilamber Pitamber University, Medininagar, Palamu, Jharkhand will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
- II. **Tender Document:-** Bidder is expected to examine all instructions, forms, terms and requirements in the Tender document. The invitation of Bid together with all its attachments thereto, shall be considered to be read, understood and accepted by the Bidder unless deviations are specifically stated in seriatim by the Bidder. Failure to furnish all information required by the Tender document or a Bid not substantially responsive to the Bid document in every respect may result in the rejection of the Bid.
- III. **Amendment in Tender Document:-**At any time before the deadline for submission of bids, Nilamber Pitamber University, Medininagar, Palamu, Jharkhand for any reason, whether at its own initiative or in response to the clarifications requested by bidders may modify the Tender document by amendment thereto. Any amendment to the Tender document shall be notified in the form of a corrigendum to be published on Nilamber Pitamber University, Medininagar, Palamu, Jharkhand website. All prospective bidders should keep track of any such corrigendum publication. Such modification once published in the specified website will be binding on all prospective bidders.

IV. Modification and withdrawal of Bids:-The bidder may withdraw its bid after submission, if written notice of the withdrawal is received by Nilamber Pitamber University, Medininagar, Palamu, Jharkhand, before the deadline prescribed for bid submission. A Bidder wishing to withdraw its bid shall notify Nilamber Pitamber University, Medininagar, Palamu, Jharkhand in writing prior to the deadline prescribed for bid submission. A withdrawal notice may be sent by post or by telefax followed by post confirmation. The notice of withdrawal shall be addressed to Nilamber Pitamber University, Medininagar, Palamu, Jharkhand as mentioned/stated in the documents, bear the tender reference number and the words "BID WITHDRAWAL NOTICE".

V. Submission of Proposals:-The proposals in the form of hard copy as well as soft copy (in CD media) shall be submitted in two separate sealed envelopes super scribed as "Technical" and "Financial" respectively, has to be deposited in the office of the Registrar, Nilamber Pitamber University, Medininagar, Palamu, Jharkhand. on any working day up to the deadline specified in section A.

Both Technical & Financial envelope should be kept in a big envelope. Any tender received after the specified last date & time of submission of bid will not be considered. In the event of the specified date for submission of bid being declared as holiday, or if there is a sudden strike or band the bids will be received up to the appointed time on the next working day at the Nilamber Pitamber University, Medininagar, Palamu, Jharkhand.

VI. Other Information

1. The original and one Hard copy and one soft copy in CD media of the Technical shall be placed in an envelope and properly sealed and clearly marked "TECHNICAL BID" followed by the name of the firm. The original and one Hard copy and soft copy in CD media of the financial Proposal (Price schedule as per tender) should be and kept in Separate envelope in similar manner and marked as "FINANCIAL BID" followed by the name of the firm. Nilamber Pitamber University, Medininagar, Palamu, Jharkhand shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated in which case the proposal may be rejected. If the financial proposal is not submitted in a separate sealed envelope duly marked as indicated above, the entire proposal shall be rejected.
2. All pages in the price bid and technical bid should be signed with Company Seal and date, Technical specification sheet enclosed in the bid document should be returned by the bidder with the word 'Noted & Complied' marked at the bottom of each page. In case of any deviation, the bidder should mention the same with "Asterisks" on the specific line and numbered item should be enclosed along with the technical bid.
3. The Financial Bid and the Technical bid document should be properly bound and separators should be used to mark, each section of the bid. Any loose sheet enclosed along with the bid will be treated as not part of the bid.
4. Each proposal should be marked "Original" or "Copy" as appropriate. If there are discrepancies in the 'Original' and "Copy" the 'Original' shall prevail.

VII. Proprietary Information/ Public Disclosure

- 39
1. Materials submitted in response to this competitive procurement shall become the property of the Nilamber Pitamber University, Medininagar, Palamu, Jharkhand.
 2. All proposals received shall remain confidential till the contract, if any; resulting from this tender is awarded i.e. signed and approved by all parties. Thereafter the proposal shall be deemed public records.
 3. In the event a Bidder desires to claim portions of their proposal as exempt from public disclosure, the Bidder must identify those portions in the proposal cover letter. Each page of the proposal claimed to be exempt must be clearly identified as "CONFIDENTIAL", Nilamber Pitamber University, Medininagar, Palamu, Jharkhand, are appropriate or not. The entire proposal cannot be marked as proprietary.

VII. Validity of Proposal submitted

1. The proposal shall remain valid for a period of 180 days from the scheduled date for submission of bids. All prices quoted must be firm and valid for this period. All prices quoted shall not be affected by any escalation in prices of labour or materials, services, machinery, equipment etc. or in rupee exchange rate during the price validity period what so ever. However, direct duties, levies, or taxes in respect of finished products will be at the rate prevalent at the time of delivery.

IX. Income Tax & GST Certificates

- o Attested copies of the following documents must be submitted along with the Tender.
- o Latest Income Tax Clearance (the original of which may have to be produced by the Successful bidder before the issue of the firm work order).
- o Valid GST Registration Certificate and Clearance Certificate.
- o Copy of PAN.

X. Earnest Money Deposit (EMD).

1. Earnest money should be in the form of Bank draft of Rs. 10,00,000/- of any nationalized bank as per specification in section A and should be kept in the envelope of Technical bid.
2. Technical bid not accompanied with prescribed Earnest Money Deposit receipt will be out rightly rejected.
3. The security money of the unsuccessful Bidder shall be refunded after final acceptance of the tender and within reasonable time not exceeding a month from the date of opening of the tender. The EMD will carry no interest.
4. In case of the successful bidder, the security money shall be refunded after successful completion of the project.

5. The security money will be forfeited if a Bidder withdraws his offer before finalization of the tender or if the Bidder fails to sign the prescribed agreement within the specified period.

XI. Tender opening date

Tenders (Technical Bid part only) will be opened at the appointed time and date as mentioned in section A of this tender document in presence of the bidders or their authorized representatives. The tender responses will be scrutinized on the same day in presence of all the present bidders. The scrutiny will cover the mandatory compliance criteria as mentioned in the bid. All such tenders, which are found complete and conform to the mandatory compliance criteria, shall be declared as valid bids. The valid bids will thereafter, be evaluated by a Tender committee of the Nilamber Pitamber University, Medininagar, Palamu, Jharkhand.

XII. Discrepancies in Bid

In case of discrepancies in bids, the following will be adopted to correct the arithmetical errors for the purpose of evaluation.

- o In case of discrepancy between the Original and Copies of bid, the Original bid will be considered correct.
- o In case of discrepancy between figures and words, the words will be considered correct.

XIII. Tender Acceptance & Rejection

- o Bidders must provide a response to all sections and requirement of this bid documents to be considered complete. Bidder's failure to comply with any part of the bid document may result on the Bidder's proposal being disqualified for being non-responsive.
- o Nilamber Pitamber University, Medininagar, Palamu, Jharkhand reserves the right to reject any tender without assigning any reason whatsoever at any stage of the tender process.
- o All components in tender must qualify in technical specification. If any component fails to qualify in technical evaluation this will lead to rejection of the technical bid.

XIV. Authorized Representatives

Any action required or permitted to be taken, and any documents required or permitted to be executed, under this contract by Nilamber Pitamber University, Medininagar, Palamu, Jharkhand, or the Bidder may be taken or executed by the officials authorized for the purpose.

XV. Bid Evaluation Process

1. **Bid security:-** Only Bidders who have submitted the valid bid security as per the format shall be considered for further evaluation subsequently, a single step two-envelope bidding procedure will be used for the evaluation. Under this process, the technical proposal will be opened and evaluated prior to opening and evaluating the financial proposal.

- 131
37
2. **General Examination of Bids:** - After completion of preparatory scrutiny by Nilamber Pitamber University, Medininagar, Palamu, Jharkhand, the technically valid bids will be sent to the tender committee for general evaluation. The tender committee will decide which deviations (including omissions and variations) or reservations identified at this point is material and therefore which bids should be declared as not substantially responsive. If a bid is not substantially responsive, it can be rejected and cannot be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

At the end of this stage, the committee will agree upon: -

1. Those bids which should not be considered for further evaluation.
2. Any clarification that should be requested from qualified bidders.
3. Financial Bids will be opened only for those firms which will qualify in technical Bid.

Section — D : Facility Provided by the University/Agency

The University will provide only space rest all the things will be borne by the agency.

Section —E : Technical Bid details: - Eligibility of technical bid is given below. -

S. No.	Criteria	Documentary Evidence
1	Security Money Deposit of Rs. 10,00,000/-	Original demand draft
2	Bidder Must have minimum 5-Year's experience in implementing similar work in any five (5) Govt. Universities with use of OMR barcoded answer books through scanning image processing method and complete Online features presently working.	Certificate of 5-years old Work order confirming that firm in similar business for last 5-years
3	Income Tax, Sales Tax and GST.	Income Tax return, Sales Tax/GST Clearance Certificate of last 3-years.
4	Bidder's turnover should be INR 300 Crores in each of last 3-years	Audited Balance sheets for last 3-years
5	The Firm/ Company should be ISO 9001:2015 certified.	Copy of the Certificate.
6	The Firm/ Company should be ISO/IEC 27001:2022 certified.	Copy of the Certificate.
7	The tenderers have their own Software professional with relevant experience.	Self-attested copy from authorized person.
8	Details of infrastructures, technical staffs Available for the said work.	Self-attested copy from authorized person should be submitted.
9	Paper of Mark sheet, Provisional certificate, Migration certificate, Attendance sheet, Dispatch Memo, Marks foil, TR, Barcoded Answer sheet as specification in NIT.	Sample with seal & signature of the bidder should be enclosed.

Section — F: Financial Bids (to be submitted separately)

There will be provision for presentation.

1	Complete work related to pre & post exam work through scanning & image processing method along with supply of barcoded OMR answer sheet as per specification in tender documents.	Price (Rs.) Per student per examination. (both in figure & in word) including pre & post exam work along with barcoded OMR answer books.	Total Price per Student
---	---	--	-------------------------

(Note):- (i) Above quoted rate should be inclusive of entire items including stationeries, printing, Transporting, TA/DA etc required for execution of the aforesaid work.

(ii) If any discrepancy an information will be given by CE to agency and Registrar of the University. The University may take appropriate action. In case of any natural calamity the agreement condition will be revised accordingly.

Signature with date

Name in block letters

Seal of the Company

Note: The offer will remain valid for 180 days from the due date of submission of the tender.

Section-G: Contract Negotiation & Terms of payment

Work order & payment condition after finalization of tender: -

1. Contract negotiation

The aim of the negotiation is to reach an agreement on all points with the consultation for the initialization of the draft by the conclusion of the negotiation.

2. Terms and payment

1. Payment will be made after successful completion of the work of the concerned exam within target dates.
2. Payment may be made on the basis of the nos. of admit cards issued for each exam separately.
3. 50% payment will be made after completion of pre-examination work & rest 50% payment will be made after completion of post examination work of the concerned exam.

(35)

General proposals must accompany the document as stated below: -

1. Letter of submission must be made on official Bidder letter head, and must be signed by a person authorized to bind the organization to a contract with Nilamber Pitamber University, Medininagar, Palamu, Jharkhand, if selected. The letter of submission must include the following in the order given: -
 - a) Bidder's Name :
 - b) Name & title of the Bidder's :
 - c) Authorized Representative Address :
 - d) Mobile No. :
 - e) Telephone No. :
 - 8) E-mail :
2. Description of the firm/organization and an outline of recent experience on assignments/projects of similar nature executed during the last 5 years.
3. Understanding of scope of work along with approach note on implementation of the same.
4. Description of the Implementation plan along with Time Schedule. The methodology proposed for carrying out the required work is necessary.
5. As per table given in the Technical Evaluation Criteria and point system with description therein.

[Signature]
27-11-2025
Registrar

Nilamber Pitamber University,
Medininagar, Palamu, Jharkhand

[Signature]
27.11.25