

GOVERNMENT OF KARNATAKA

REQUEST FOR PROPOSAL RFP No RCUB/2026-27/SE0035

Request for Proposal for selection of a Service Provider for Outsourced Digital Valuation Services through UUCMS / Service Provider Portal for Kittur Rani Channamma University, Belagavi

FOR THE OUTSOURCED SERVICE ASSIGNMENT

Complete Outsourced Digital Valuation and Post Examination Activities



KITTURU RANI CHANNAMMA UNIVERSITY

“Vidyasangama”, NH-04, Bhutaramanahatti
Belagavi- 591 156

Telephone:0831-2565237

K/C – 4 Firm/Org/NGO/QCBS – Lumpsum/More than Rs.10 lakhs

TIME SCHEDULE OF THE TENDER

Availability of Tender Document	https://kppp.karnataka.gov.in
Date of publishing Tender Document on e-Procurement Platform	22-09-2026, 12.00 PM Onwards
Pre-Bid Meeting	28-09-2026, 12.00 PM
Last date and time for tender Queries / Clarification	05-10-2026, 04.00PM
Last date for uploading the filled Tender document	22-10-2026, 05.00 PM
Time and Date of opening of Technical Tender	24-10-2026, 05.00 PM
Time and Date of opening of Financial Tender	27-10-2026, 11.00AM
Place of opening Technical & Financial Bid and address for communication	Office of the Registrar (Evaluation) Kitturu Rani Channamma University Vidyasangama, Belagavi-591156 Karnataka, India. Telephone: 0831-2565237 Email: registrareval@rcub.ac.in

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SECTION1. LETTER OF INVITATION*[Location and Date]*

Dear [Name of Tenderer]:

1. The Registrar (Evaluation), Kitturu Rani Channamma University Belagavi invites online tenders from eligible Tenderers to provide Outsourced Digital Valuation Services through UUCMS / Service Provider Portal for Kittur Rani Channamma University, Belagavi in accordance with this tender and the prescribed price schedule.
2. This tender is addressed to eligible Tenderers.
3. The Consultant will be selected under Quality-and Cost-Based Selection (QCBS)and procedures described in this RFP.
4. Contract Period: Two years covering four examination cycles.
5. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section2-InformationtoConsultants
 - Section3-TechnicalProposal-StandardForms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
 - Section6 –Standard Form of Contract-
6. Please inform us, upon receipt:
 - That you received the letter of invitation; and
 - Whether you will submit a proposal alone or in association with other entity as Joint Venture with joint and several responsibilities.

Yours sincerely,

Registrar Evaluation
 Kitturu Rani Channamma
 University
 Belagavi

SECTION II INSTRUCTIONS TO TENDERERS

Technical and financial bids shall be submitted only through the approved e-procurement portal in the prescribed formats. Only technically qualified Tenderers shall proceed to financial evaluation, subject to the approved QCBS process.

1. INTRODUCTION

- 1.1 The Client named in the “Data Sheet” will select a firm among the Desired Eligible Consultants who have participated in this RFP, in accordance with the method of selection indicated in the Data Sheet.
- 1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet (the Proposal) for consulting services required for the Assignment named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant.
- 1.3 The Assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. When the Assignment includes several phases, the performance of the consultant under each phase must be to the client’s satisfaction before work begins on the next phase.
- 1.4 The Consultants must familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment and on the local conditions, consultants are encouraged to pay a visit to the Client before submitting a Proposal, and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. The Consultant’s representative should contact the officials named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.5 The Client will provide the inputs specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.6 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and (ii) the Client is not bound to accept any of the Proposals submitted.
- 1.7 Government of Karnataka (GOK) expects consultants to provide professional, objective, and impartial advice and at all times hold the Client’s interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the

Client.

1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:

- (a) A firm which has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, firms hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm's earlier consulting services) for the same project.

¹This Information to Consultants section shall not be modified. Any necessary changes, to address specific project issues, shall be introduced only through the Data Sheet (e.g., by adding new clauses). Likewise, modifications to the standard Form of Contract should be made only by including clauses outlining the Special Conditions and not by introducing changes in the wording of the General Conditions.

Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.

- 1.7.2 As pointed out in para. 1.7.1 (a) above, consultants may be hired for downstream work, when continuity is essential, in which case this possibility shall be indicated in the Data Sheet and the factors used for the selection of the consultant should take the likelihood of continuation into account. It will be the exclusive decision of the Client whether or not to have the downstream assignment carried out, and if it is carried out, which consultant will be hired for the purpose.

1.8 It is GOK's policy to require that consultants observe the highest standard of ethics during the execution of such contracts. In pursuance of this policy, the GOK:

- (a) defines, for the purposes of this provision, the terms set forth below 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 selection process or in contract execution; and
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of GOK, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, noncompetitive levels and to deprive GOK of the benefits of free and open competition.

- (b) will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - (d) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded GOK-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 GOK-financed contract; and
 - (e) will have the right to require that, GOK to inspect consultant's accounts and records relating to the performance of the contract and to have them audited by auditors appointed by GOK.
- 1.9 Consultants shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by GOK in accordance with the above sub para 1.8 (d).
- 1.10 Consultants shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.

2. CLARIFICATION AND AMENDMENT OF RFP DOCUMENTS

- 2.1 Consultants may request a clarification of any item of the RFP document up to the number of days indicated in the Data Sheet before the Proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by cable, telex, facsimile, or electronic mail to such requests and will send copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.
- 2.2 At any time before the submission of Proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, modify the RFP documents by amendment. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of Proposals.

3. PREPARATION OF PROPOSAL

- 3.1 Consultants are requested to submit a Proposal (para 1.2) written in the language(s) specified in the Data Sheet.

Technical Proposal

- 3.2 In preparing the Technical Proposal, consultants are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

- 3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

- (i) If a consultant considers that it does not have all the expertise for the Assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultant or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with the other consultants invited for this Assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the client to enter into a Joint Venture with consultants not invited for this assignment.
- (ii) For assignments on a staff-time basis, the estimated number of key professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of key professional staff-months estimated by the firm.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relation with it.
- (iv) Proposed key professional staff must at a minimum have the experience indicated in the Data Sheet.
- (v) Alternative key professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- (vi) Reports to be issued by the consultants as part of this assignment must be in the language(s) specified in the Data Sheet. It is desirable that the firm's personnel have a working knowledge of the Client's official language.

- 3.4 The Technical Proposal should provide the following information using the attached Standard Forms (Section 3):

- (i) A brief description of the consultant's organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles and names of the staff provided,

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duration of the assignment, contract amount, and firm's involvement.

- (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).
- (iii) A description of the methodology and work plan for performing the assignment (Section 3D).
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff/team member, and their timing (Section 3E).
- (v) CVs recently signed by the proposed key professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working for the firm/entity, and degree of responsibility held in various assignments during the last ten (10) years.
- (vi) Estimates of the total staff effort (professional and support staff; staff time) to be provided to carry out the Assignment, supported by bar chart diagrams showing the time proposed for each key professional staff team member. (Sections 3E and 3G).
- (vii) A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
- (viii) Any additional information requested in the Data Sheet.

3.5 The Technical Proposal shall not include any financial information.

Financial Proposal

3.6 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions of the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the Assignment, including (a) remuneration for staff, and (b) reimbursable such as subsistence (per diem, housing), transportation (national and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys; and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.

3.7 Consultants shall express the price of the services in Indian Rupees.

3.8 The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the consultant is expected to keep available the key professional staff proposed for the assignment. The Client will make its best effort to complete negotiations

within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

4. SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS

- 4.1 The original Proposal (Technical Proposal and Financial Proposal; see para 1.2) shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the person or persons who sign(s) the Proposals.
- 4.2 An authorized representative of the Consultant initials all pages of the Proposal. The representative's authorization is confirmed by a written power of attorney accompanying the Proposal.
- 4.3 For each Proposal, you should prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal should be marked "**Original**" or "**Copy**" as appropriate. If there are any discrepancies between the original and the copies of the Proposal, the original governs.
- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "**Financial Proposal**" and warning: "**Do Not Open with the Technical Proposal.**" Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.**"

- 4.5 The completed Technical and Financial Proposal must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any Proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.6 After the deadline for submission of proposals the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with the Client until all submitted proposals are opened publicly.

5. PROPOSAL EVALUATION

General

- 5.1 From the time the proposals are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, including its approval by competent authority is obtained

Evaluation of Technical Proposals

- 5.3 The evaluation committee appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria (typically not more than three per criteria) and point system specified in the Data Sheet. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

Public Opening and Evaluation of Financial Proposals; Ranking

- 5.4 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than one week after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.
- 5.5 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

- 5.6 The evaluation committee will determine whether the Financial Proposals are complete, (i.e., whether they have costed all items of the corresponding Technical Proposals, if not, the Client will cost them and add their cost to the initial price), correct any computational errors.
- 5.7 The lowest Financial Proposal (F_m) will be given a financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the Technical Proposal; P =the weight given to the Financial Proposal; $T+P=1$)
- Indicated in the Data Sheet: $S = S_t \times T\% + S_f \times P\%$. The Consultant achieving the highest Combined technical/financial score will be invited for negotiations.

6. NEGOTIATIONS

- 6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and Consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the contract. Special attention will be paid to getting the most the Consultant can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the Assignment.
- 6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates.
- 6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the Proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff was offered in the proposal without confirming their availability, the Consultant may be disqualified.
- 6.5 The negotiations will conclude with a review of the draft form of the contract. To complete negotiations the Client and the Consultant will initial the agreed contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

7. AWARD OF CONTRACT

- 7.1 The contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation (para 5.3)
- 7.2 The Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

8. CONFIDENTIALITY

- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning Consultant has been notified that it has been awarded the contract

DATASHEET

Information to Consultants

Clause Reference

- 1.1 The name of the Client is: _____
Registrar (Evaluation), Kitturu Rani Channamma University, Belagavi

- 1.2 The method of selection is: Quality-and Cost-Based Selection(QCBS)
**A technical and a Financial Proposals are requested:Yes
√..No...**

The name, objectives and description of the Assignment are Request for
Proposal (RFP) for Selection of Service Provider for the Outsourced Digital
Valuation Services through UUCMS / Service Provider Portal for Kittur Rani
Channamma University, Belagavi

- 1.3 **The Assignment is phased:Yes√. No** _____
[If yes, indicate the phasing] Four Semester Examination Cycles.

- 1.4 **A pre-proposal conference will be held:Yes√. No** _____
[If yes, indicate date, time and venue] Office of the Registrar Evaluation,
Kitturu Rani Channamma University, Belagavi _____

- The name(s), address(es), and telephone/numbers of the Client's
Official(s)are:
Registrar (Evaluation), Kitturu Rani Channamma University, Vidyasangama,
NH-04, Bhutaramanahatti, Belagavi, 0831-2565237_
- 1.5 The Client will provide the following inputs: _____

- 1.7.2 The Client envisages the need for continuity for downstream work: Yes No ☒. [If yes, outline in the Terms of Reference the scope, nature, and timing of future work and indicate here the manner in which this information will be factored in the evaluation]
- 1.11 The clauses on fraud and corruption in the contract are Sub-Clause 2.7.1 of G.C.C.
- 2.1 Clarifications may be requested up to one day prior to pre-proposal conference ____
The address for requesting clarifications is:] Office of the Registrar

Evaluation, Kitturu Rani Channamma University, Belagavi Telex: _____
Facsimile: _____
- 3.1 Proposals should be submitted in the following language(s): English
- 3.3 (i) Short listed consultant may associate with other shortlisted consultant:
Yes __ No ☒.
- (ii) The estimated number of key professional staff months required for the assignment is: _____
- (iv) The minimum required experience of proposed key professional staff is:
[Position, number of years of professional experience, specific expertise] _____

- (vi) Reports which are part of the assignment must be written in the following language: English
- 3.4 (vii) Training is an important feature of this Assignment: Yes _____ No ____
1. Complete digital valuation process training to evaluators
2. Training to technical staff present in identified valuation centre and supporting staff of the University.
- (viii) Additional Information in the Technical Proposal includes: _____
- 3.10 Proposals must remain valid 90 days after the submission date i.e. until:
- 4.3 Consultants must submit an original and ____ [Number] additional copies of each proposal.

- 4.4 The proposal submission address is: _____
The information on the outer envelope should also include: _____
- 4.5 Proposals must be submitted no later than the following date and time : As per
portal
- 5.1 The address to send information to the Client is: _____

- 5.3 The number of points to be given under each of the evaluation criteria are:

SECTION VIII: QUALIFICATION CRITERIA (ELIGIBILITY)

The prospective Tenderer should meet the following pre-qualification criteria. The Tenderer who does not comply with said criteria will not be evaluated and will be rejected outright without assigning any reasons. Firms / Companies intending to participate shall fulfill the following eligibility criteria:

Sl. No.	Eligibility Criteria	Documents Required
1	The Tenderer should be a single business entity and may either be a proprietorship firm, or company, or partnership firm, or Limited Liability Partnership firm, or Society registered under the relevant statutory law, or public entity. (Joint Ventures / Consortiums excluded)	Self-attested copy of Certificate of Incorporation
2	The tenderer should have a minimum of TWO years of actual and direct working experience related to State / Central Universities Examination Automation.	Self-attested declaration / Work Order copies
3	The tenderer should have executed university examination automation projects including result processing in at least THREE State / Central Universities.	Letter from respective University / Work Agreement copy
4	The Tenderer should have a MINIMUM OF THREE valid running work order for carrying out Digital Valuation on Outsourced / SaaS basis at any university.	Valid Work Order / Contract copy
5	Minimum of two Purchase Orders of worth more than ONE CRORE per year in managing Outsourced management of "Examination Processing" or "Digital Valuation".	Purchase Order copies with invoice evidence
6	The tenderer shall NOT be under a declaration of ineligibility / blacklisted for corrupt and fraudulent practices issued by State / Central Government or any other statutory bodies.	Self-declaration affidavit certified by a Notary
7	The bidder should have experience of using Imaging Technology consisting of Bar Codes / OMR / OCR / QR Code and ICR for University Automation in the area of answer book scanning, cutting, Digital Valuation, etc.	Copy of Performance Certificate from respective University
8	The tenderer must have valid PAN and GST numbers.	Self-attested copies of PAN and GST Certificates

9	The tenderer must be ISO 9001 and ISO 27001 Certified Company.	Self-attested copies of ISO Certificates
10	The tenderer must have an average consolidated turnover of Rs. 10.00 Crores (Rupees Ten Crores Only) from the previous three financial years i.e., 2022-23, 2023-24 and 2024-25 The turnover should be certified by a Chartered Accountant. [Note: Only turnover related to Examination Result Processing or Digital Valuation shall be considered.]	CA certified Profit & Loss Account, Balance Sheets, turn over and Audited Reports for FY 2022-23, 2023-24 and 2024-25
11	IT Returns for the previous three financial years i.e., 2022-23, 2023-24 and 2024-25.	IT Return copies to be attached with technical bid
12	The Bidder should have been profitable and should have a positive net worth of Rs. 1 Crore as on the date of bid submission.	Certified by Chartered Accountant
13	The Bidder should have an office in Belagavi / Bengaluru for providing customer support to university stakeholders.	Office address proof / declaration
14	Bidders shall be technically qualified, after display / demonstration of the working model of the Digital Valuation software as per the scope of work specified in this tender document before the Technical Assessment Committee.	Live software demonstration before Technical Assessment Committee
15	Adequacy of the proposed work plan and methodology in responding to the TOR	Submit a proposal
16	Qualifications and competence of the key professional staff for the Assignment.	CV, experience related document
17	The Consultant/Service Provider must have employed/trained Staff and necessary Machineries/hardwares for the activities like Scanning, Digitisation, Spine Cutting work	Include in the proposal
18	Solvency Certificate	From nationalized bank

SECTION IX: TECHNICAL EVALUATION (QCBS)

Service Providers will be selected under Quality-and Cost-Based Selection (QCBS). The minimum technical score required to pass / qualify is: 75 Points.

Sl. No.	Particulars	Scoring Criteria	Points
1	Direct working experience on University Examination Automation (State / Central Govt. Universities)	>= 1 and <= 5 years > 5 and <= 10 years > 10 years	5 10 15 (Max)
2	Valid running work order for carrying out Digital Valuation on Outsourced / SaaS basis at universities	>=1 and <= 2clients > 2 and <= 5clients >5clients	5 10 15 (Max)
3	Examination Result Processing Projects executed in State / Central Universities by the lead bidder	>= 2 and <= 5 universities > 5 and <= 10 universities > 10 universities	10 15 20 (Max)
4	Software Demonstration (Digital Valuation Software demonstration before Technical Assessment Committee)	-	15 (Max)
5	Implementation Methodology (based on documents submitted as part of technical bid including work plan, resource deployment, escalation mechanism, risk mitigation)	Based on document quality	15 (Max)
6	Qualifications and competence of the key professional staff for the Assignment.	Experience - 3 marks Qualification – 2 marks	05
7	ISO Certificates of lead bidder	ISO 9001 Certificate ISO 27001 Certificate	2.5 2.5 5 (Max)
8	Turnover of the lead bidder in previous year related to Examination Result Processing or Digital Valuation	> 2.50 Cr and < 7.5 Cr >= 7.5 Cr and < 10.0 Cr >= 10.0 Cr	2.5 5 10 (Max)

Minimum score for eligibility in technical evaluation: 75/100. The Vice-Chancellor, Rani Channamma University, Belagavi, reserves the right to accept or cancel the tender in full or part thereof.

Apart from the conditions laid out in the scoring sheet, all other terms and conditions mentioned in this tender document have to be complied with by the bidder.

Sincerely,

¹The percentage could be changed depending on the nature of the assignment.

[Name of Client]

The minimum technical score required to pass is : 75 Points

5.8 The formula for determining the financial scores is the following: $[Sf = 100 \times Fm/F]$, in which Sf is the financial score, Fm is the lowest price, and F the price of the proposal under consideration]

The weights given to the technical and Financial Proposals are: T= 0.75, and P= 0.25

6.1 The address for negotiations is: Office of the Registrar(Evaluation), Kitturu Rani Channamma University, Belagavi

7.2 The Assignment is expected to commence on [Month, Year] at [Location]: Sincerely, 1 The percentage could be changed depending on the nature of the assignment.

SECTION III TECHNICAL BID DOCUMENTS

- 3A. Technical Proposal submission form.
- 3B. Consultant's references.
- 3C. Comments and suggestions on the Terms of Reference and on data services and facilities to be provided by the Client.
- 3D. Description of the methodology and work plan for performing the assignment.
- 3E. Team composition and task assignments.
- 3F. Format of Curriculum Vitae of proposed key professional staff.
- 3G. Time schedule for professional personnel.
- 3H. Activity(work) schedule

Technical bid shall not contain price information and shall include only the qualification and technical documents expressly required by the tender.

3A. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

FROM: (Name of Consultant)

TO: (Name and Address of Client)

Ladies/Gentlemen:

Subject: Hiring of Consultancy Service for -----

-

Technical Proposal.

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated [Date], and our Proposal. We are hereby submitting our Proposal which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Proposal

you receive. We remain,

Yours sincerely,

Authorized Signature:
Name and Title of
Signatory:
Name of Consultant:
Address:

3B.CONSULTANT’S REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Key professional staff Provided by Your Firm/entity (profiles):
Name of Client:		No. of Staff:
Address:		No.of Staff-Months;duration of assignment:
Start Date(Month/Year):	Completion Date(Month/Year):	Approx.Value of Services (Rs.M):
Name of Associated Consultants, if any:		No. of Months of Key professional staff, provided by Associated Consultants:
Name of Senior Staff(Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Consultant’s Name: _____

**3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF
REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE
CLIENT**

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client

- 1.
- 2.
- 3.
- 4.
- 5.

CONSULTANT'S NAME:

**3D. DESCRIPTION OF THE METHODOLOGY AND WORK
PLAN FOR PERFORMING THE ASSIGNMENT**

3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Sl. No.	Name	Position	Task
1.			
2.			
3.			
4.			
..			
..			

2. Support Staff

Sl. No.	Name	Position	Task
1.			
2.			
3.			
4.			
..			
..			

3F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF

Proposed Position: _____

Name of Consultant: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. [Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. [Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of staff member and authorized representative of the Consultant] Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

3G.TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Sl.No.	Name	Position	Reports Due/Activities	Months(in the form of a Bar Chart)*												Number of Months
				1	2	3	4	5	6	7	8	9	10	11	12	
1.																Sub total(1)
2.																Sub total(2)
3.																Sub total(3)
4.																Sub total(4)

Full-time: _____ Part-time: _____
 Reports Due: _____
 Activities Duration: _____

*The Schedule should be for the period of completion of assignment

Signature: _____
 (Authorized Representative)

FullName: _____

Title: _____

Address: _____

3H.ACTIVITY(WORK)SCHEDULE

A. Field Investigation and Study Items:

		MonthwiseProgram(inform ofBarChart) ++ <i>[1st,2nd,etc. are months from the start of assignment]</i>											
Sl.No.	ItemofActivity(Work)	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th

++The Program should be period of completion of assignment.

B. Completion and Submission of Reports

Reports:*	Programme:(Date)
1. Inception Report	
2. InterimProgressReport (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

****Modify as required For The Assignment.***

SECTION IV FINANCIAL BID AND PRICE SCHEDULE

4A. Financial Proposal submission form

4B. Summary of costs.

4C. Breakdown of costs.

4A. FINANCIAL PROPOSAL SUBMISSION FORM

[Location,Date]

FROM:(Name of Consultant)

TO:(Name and Address of
Client)_____

Ladies/Gentlemen:

Subject: Hiring of Consultants' Services for -----

-----Financial Proposal.

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated [Date], and our Proposal (technical and Financial Proposals). Our attached financial proposal is for the sum of [Amount in words and figures].

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

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".

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of

Signatory:

Name of the Consultant:

Address:

4B. SUMMARY OF COSTS

Sl. No.	Description	Approx. Quantity of Scripts	Rate per Script (in Rs.)	EMD
01	Outsourced Digital Valuation Services through UUCMS / Service Provider Portal for Kittur Rani Channamma University, Belagavi (Per script per examination) <i>Note: Rate quoted shall be inclusive of all applicable taxes.</i>	Approx. 7,00,000 scripts per semester exam (Yearly Two Exams / 4 Exams in 2 years) *		Rs.7,55,720/-

[ADD] Add: The University does not guarantee any minimum quantity. Payment shall be based on the actual number of scripts accepted as processed under the agreed service-level and reconciliation records.

- The actual scripts count will be available only after examination.

4C. BREAK DOWN OF COSTS (Rs)**I REMUNERATION FOR STAFF**

No.	Position	Name	Rate* (Rs.)	SM	Amount (Rs)
	Key professional staff				
1.					
2.					
3.					
4.					
5.					
6.					
	Sub-Total				
	<u>Sub-Key professional staff</u>				
1.					
2.					
3.					
4.					
5.					
6.					
	Sub-Total				
	TOTAL				

SM=StaffMonth

II. Support Staff

No.	Position	Name	Staff Months	Rate* (Rs)	Amount(Rs)
1					
2					
3					
4					
				Total :	

* Provide the breakdown of the rates to show the basic salary, social costs and overhead.

III Transportation (Reimbursable)*

Total:

IV. Duty Travel to Site (Reimbursable)*

Total:

V Office Rent (Reimbursable)*

Total:

*Prepare details as appropriate for the consultancy assignment.

VI. Office Supplies, Utilities and Communication (Reimbursable)

No.	Item*	Months	Monthly Rate(Rs)	Amount in (Rs)
1.				
2.				
3.				
4.				

TOTAL : -----

*Prepare details as appropriate for the consultancy assignment.

VII. Office Furniture and Equipment (Reimbursable)

No.	Description(*)	Unit	Quantity	Rate ()	Amount ()
1	<u>Office Furniture (Purchase)</u>				
2					
3					
4					
5					
6					
1	<u>Office Equipment (Purchase)*</u>				
2					
3					
4					
5					
6					
				<u>Total</u>	

*Preparedetailsasappropriatefortheconsultancy assignment

VIII. Reports and Document Printing

No.	Description*	Number	No.of Copies	Rate per Copy (Rs.)	Amount (Rs.)
1					
2					
3					
4					
5					
				Total	

IX. Topographical Surveys (if any)*

- Prepare details as appropriate for the consultancy assignment

SECTION V SCOPE OF SERVICE

Terms of Reference normally contain the following sections:

1. BACKGROUND
2. A CONCISE STATEMENT OF OBJECTIVES
3. AN OUTLINE OF THE TASKS TO BE CARRIED OUT
4. SCHEDULE FOR COMPLETION OF TASKS
5. DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT
6. FINAL OUTPUTS (i.e., REPORTS, DRAWINGS, etc.) THAT WILL BE REQUIRED OF THE CONSULTANT

1. BACKGROUND:

Kitturu Rani Channamma University, Belagavi intends to engage an experienced service provider through Quality and Cost Based Selection (QCBS) for outsourced management of Digital Valuation of University examination answer scripts through UUCMS. The assignment covers collection and reconciliation of answer scripts, cutting, scanning, digitisation, Digital Valuation management, monitoring, reporting, data export for result-processing and secure storage/hand-over of digital records.

If digital valuation is processed through the Service Provider portal, the vendor shall ensure that all required data is pushed to the UUCMS portal, either manually or through an API, where available.

- a. Where an API is available, the service provider shall ensure the accurate and timely integration of post-examination data from the Service Provider portal to the UUCMS portal through the API.
- b. Where the service provider is required to push data manually to the UUCMS portal, the following procedures shall be followed for post-examination activities:
 - Coding of Answer booklets
 - Decoding of coding slips
 - Marks entry
 - Printing of marks lists after marks entry
 - Marks entry
 - Scanning of Coding Slips
 - Marks entry for RV/Deviation
 - Generation of a unique bundle number for each packet

2. A CONCISE STATEMENT OF OBJECTIVES:

The assignment shall ensure secure, transparent, efficient and time-bound Digital Valuation; confidentiality and integrity of examination records; complete audit trails; effective monitoring and accountability; and timely processing and declaration of examination results

3. AN OUTLINE OF THE TASKS TO BE CARRIED OUT:

University will carry out valuations at different valuation centers (more than ten valuation centres) identified by the Examination Section in both Belagavi and Vijayapura Districts. The service has to be provided at these identified centres.

A. Pre-Evaluation Activities

- Carry out systems-study at the premises of the University.
- Deploy required number of manpower for technical maintenance only.
- Understanding the nature of information to be maintained in all master data.
- Understanding rules governing the conduct of examination.
- Designing the evaluation plan and evaluation process in consultation with the University.

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- To prepare and provide documentary manuals for all processes for safe and secure conduct of evaluation, to be followed along with rules for contingency and exception handling / emergency procedures.
- To provide specifications for hardware and software required at all stages of evaluation as per the marking scheme.
- The software should have role-based security mechanism and proper industry-standard authentication and authorization mechanism.
- Software should facilitate audit trail for all transactions/activities during operation of the system.
- Answer Books received from examination centres are reconciled and handed over to the bidder by the University for scanning. Proper accounting of Answer Books shall be maintained by both the parties.
- Expected average number of pages in each answer script is 40.
- Scanning should be done by ADF scanners after cutting the Answer Booklet. All pages of the booklet should be accounted for and identified with the booklet ID number.
- The scanned answer books to be uploaded to the server and made available in the evaluation centers for evaluators to evaluate.
- After processing the work of scanning and digitization, the answer books shall be kept under joint custody of the University and the Bidder until evaluation is over.
- Sufficient number of scanners and required expert manpower should be provided by the service provider to complete the entire work within the stipulated target days.
- Quality checking of scanned answer booklets.
- Masking of front sheet of the answer booklet to hide the identity of the candidate.
- QP pattern setup and preparation of answer booklets for Digital Valuation.
- Allocation of examiners / moderators should be performed by the bidder as per the list shared by the university officials. .

B. Evaluation Activities

- To manage the evaluation process through internet and intranet (LAN / WAN) based solution at all Evaluation Centers.
- To securely transmit, download, install and implement evaluator / evaluation details received from the University.
- To provide unique username / password (OTP-based)/ face recognition to the evaluators at the evaluation centers.
- To displays required instructions / information to the evaluators.
- To maintain complete log of all activities of evaluators during the course of evaluation to enable complete auditability.
- Software should have provision to configure as per University process which includes multiple number of valuations such as 1st evaluation, 2nd evaluation, re-valuation, deviation valuation, review valuation, challenge valuation, etc.
- To transfer / export the data securely, including raw scores data from local server to main server, keeping in view the sensitivity of the data.

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- Provide provision / access for subject chairman to monitor and manage the valuation process. Real-time reports of valuation should be provided.
- Provide provision / access to monitor the digital valuation activities for Registrar (Evaluation). Software should be enabled with real-time reports of valuation activities.
- Software should limit daily quota of number of scripts to examiners.
- Software should display question paper, evaluation scheme and guidance for evaluation.
- Generation of TA / DA and remuneration bill/work done statement of examiners during valuation.
- Marks to be freezed once evaluator submits them in their login

C. Post-Evaluation Activities

- Supply of code number wise marks and all reports generated through the software in hard and soft copy as per format provided by the University during the entire period of contract.
- Decoding of answer booklets and export of data for result processing by the University.
- Provision to export photocopies of students' answer scripts.
- Certificate to the effect that no data in any form concerning the project or its outcome will be shared / supplied / sold to any party / individual by the Bidder.
- All the original data shall be compiled and delivered to the University after completion of each semester.
- Packet wise marks entry into UUCMS and uploading of marks list signed by evaluator.

E. Software Features Required

- Provision for automatic backup of evaluated answer books.
- The single custodian of data shall be the University.
- User account management: addition, modification and deletion of examiner.
- Answer book management: mapping of answer books.
- One-time security setting for setting of passwords.
- Face recognition of evaluator for every answer booklet.
- Provision for marking of each question by examiner as evaluated or not attempted.
- Ensure that examiner has visited each and every page of an answer script.
- Examiner comment box for each question.
- Provision for minimum time per script (e.g., 3-hour duration paper: 6 minutes minimum; 2-hour duration paper: 4 minutes minimum).
- Provision for zooming in / out of answer scripts for proper viewing.
- Provision for skipping of an answer script by an examiner if it is in a different subject or not properly scanned, with regulatory remarks.
- Provision for viewing evaluated answer scripts by the head examiner / admin.
- Registrar (Evaluation) to know the status of overall evaluation at various centers.
- Daily and consolidated examiners' attendance reports.
- Daily and consolidated Chief / Head examiners' attendance reports.
- Subject-wise evaluation status (till date).

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- Setting of limit / ceiling for maximum number of scripts to be evaluated by an examiner.
- Enabling of security settings / permissions for head examiners' authentication.
- Maintaining audit log of each Chief / Head Examiner, Examiner and IT Manager.
- Provision for reset password.
- Provision of annotation, comments and marks on every question and page of answer scripts.
- At the end of the day, marking reports of every examiner showing the number of answer scripts evaluated per day.
- Detailed audit log of evaluation.
- Provision for admin to view answer scripts after the completion of evaluation.
- Training for evaluator and reviewer by the successful bidder.
- Reporting console facilitated to all users along with administrative officers as designated by the University.
- Any deviation in achieving fixed target to be notified by the Bidder to the University.

4. SCHEDULE FOR COMPLETION OF TASKS

Total 2 Years (4 Semester Exms)

5. RESPONSIBILITY MATRIX FOR UNIVERSITY AND SERVICE PROVIDER

5.1. SERVICE PROVIDER SHALL PROVIDE

- 5.1 Provide Human resources for cutting, scanning, and evaluation management activities.*
- 5.2 Arrange Scanners (ADF type) and cutters for cutting the spine of answer booklets and scanning*
 - 5.2.01 Arrange Computer systems, internet and UPS connection at different valuation centers.*
 - 5.2.02 Cloud Storage During the Digital Valuation Process*
 - 5.2.03 Provide Digital Valuation Software (web-enabled, cloud / server based).*
 - 5.2.04 Provide Polythene cover for answer books.*
 - 5.2.05 Provide Consumables: cartridges, stationery, covering materials.*
 - 5.2.06 Provide Technical expert to carryout and maintain the Digital Valuation Service at every Valuation Centres compulsorily and attendance of the expert shall be produced at the time of bill submission*
 - 5.2.07 Provide Dedicated helpdesk at the University premises.*
 - 5.2.08 Provide Online helpdesk facility for university stakeholders.*
 - 5.2.09 Allocation of the answer books to the examiners/moderators as per the guidelines issued by the University.*
 - 5.2.10 Provide attendance of every staff involved in the process.*

5.3 UNIVERSITY SHALL PROVIDE

- 5.3.01 University will identify the valuation centres (up to 20) covering Vijayapura and Belagavi districts.*

- 5.3.02 *Provide working space, chairs, tables, UPS connections, Computer Systems, Internet and power connection for Centralized scanning only which will be at the University premises only.*
- 5.3.03 *Local Servers and Storage for safe keeping of scanned data.*
- 5.3.04 *Storage Racks for safe keeping of answer books.*
- 5.3.05 *Master data such as Program list, Subject list, Valuation centers list, Question Paper Softcopy in pdf, Scheme of Answers in pdf, Valuation Center wise and Subject wise Examiners / Moderator Lis for Valuation Allocation in excel format.*
- 5.3.06 *Provide Schedule of the Digital Evaluation Process in consultation with the Vendor*
- 5.3.07 *Deploy Physical Security.*

6. FINAL OUTPUTS REQUIRED FROM THE SERVICE PROVIDER

The Service Provider shall provide the following outputs and deliverables to the University during and after each examination and evaluation cycle.

- A. **System Study and Implementation Plan** – covering the proposed Digital Valuation workflow, deployment plan, manpower and technical resources.
- B. **Operational / Process Manual** – detailing the procedures for answer-script reconciliation, cutting, scanning, digitisation, valuation, monitoring, post-examination processing and contingency handling.
- C. **Scanning and Reconciliation Reports** – showing the number of answer scripts received, scanned, processed, uploaded and reconciled.
- D. **Digital Valuation Progress Reports** – including centre-wise, subject-wise and evaluator-wise progress and pending valuation status.
- E. **Evaluator / Examiner Reports** – including allocation, attendance, scripts evaluated, productivity and completion status.
- F. **Audit Trail and Activity Reports** – containing records of important system activities, user access and valuation transactions.
- G. **TA/DA and Remuneration Statements** – as required for processing payments to eligible evaluators/examiners.
- H. **Marks / Evaluation Data Files** – in the format prescribed by the University for further result processing and integration with UUCMS or other University systems.
- I. **Post-Examination Reports** – including completion status, pending cases, revaluation/challenge valuation status, wherever applicable.
- J. **Digital Answer Script Repository / Data Backup** – secure digital copies of processed answer scripts and associated metadata, as required by the University.
- K. **Final Examination Cycle Completion Report** – summarising the complete work carried out, scripts processed, valuation completed, exceptions/deviations, system performance and final status.
- L. **Data Handover Certificate** – confirming secure handover of all examination data, reports, digital answer scripts and other records to the University.
- M. **Training and Documentation Records** – including training materials, user manuals and details of personnel trained.
- N. **Any other reports/data outputs** specifically required by the University for examination processing, result declaration, audit or statutory purposes.

- O. After final completion and submission of the reports the data has to be locked. No edit option should be available.

SECTION VI SERVICE AGREEMENT

between

[Name of Client]

and

[Name of Consultants]

Dated :

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I. FORM OF CONTRACT

This CONTRACT (hereinafter called the "Contract") is made the _ day of the month of _____, 200_, between, on the one hand, _____ (hereinafter called the "Client") and, on the other hand, _____ (hereinafter called the "Consultants").

*[*Note: If the Consultants consist of more than one entity, the above should be partially amended to read as follows:*

" (hereinafter called the "Client") and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Client for all the Consultants' obligations under this Contract, namely, _____ and _____ (hereinafter called the "Consultants.") ""]

WHEREAS

- (a) The Client has requested the Consultants to provide certain consulting services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services");
- (b) the Consultants, having represented to the Client that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties here to here by agree as follows:

1. The following documents attached here to shall be deemed to form an integral part of this Contract:
 - (a) The General Conditions of Contract (hereinafter called "GC")
 - (b) The Special Conditions of contract (hereinafter called "SC")
 - (c) The following Appendices:
 - Appendix A: Description of the Services _____
 - Appendix B: Reporting Requirements _____

Appendix C: Key Personnel and Sub-consultants	----- ----
Appendix D: Services and Facilities to be provided by the Client	_____
AppendixE: Break down of Contract Price	_____
AppendixF: Form of Guarantee for Advance Payments	_____

[Note:If any of these Appendices are not used, the words "Not Used" should be inserted below next to the title of the Appendix on the sheet attached hereto carrying the title of that Appendix.]

2. The mutual rights and obligations of the Client and the Consultants shall be asset for thin the Contract,inparticular:

- (a) The Consultants shall carryout the Services in accordance with the provisions of the Contract; and
- (b) The Client shall make payments to the Consultants in accordance with the provisions of the Contract.

IN WITNESS WHERE OF, the Parties here to have caused this Contract to be signed in the irrespective names as of the day and year first above written.

FOR AND ON BEHALF
OF [NAME OF CLIENT]

By
(Authorized Representative)

FOR AND ON BEHALF
OF [NAME OF
CONSULTANT]

By
(Authorized Representative)

[Note:If the Consultants consist of more than one entity, all of these entities should appear as signatories, e.g.,in the following manner:]

FOR AND ON BEHALF OF EACH
OF THE MEMBERS OF THE
CONSULTANTS

[Name of Member]

By
(Authorized Representative)

[Name of Member]

By
(AuthorizedRepresentati

ve) etc.

II. GENERAL CONDITIONS OF CONTRACT

1. GENERAL PROVISIONS

1.1 Definitions

Unless the context otherwise requires, the following terms when ever used in this Contract have the following meanings:

- (a) "Applicable Law" means the laws and any other instruments having the force of law in India, as they may be issued and in force from time to time;
- (b) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- (c) "Effective Date" means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1
- (d) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (e) "GC" means these General Conditions of Contract;
- (f) "Government" means the Government of Karnataka;
- (g) "Local currency" means Indian Rupee;
- (h) "Member", in case the Consultants consist of a joint venture of more than one entity, means any of these entities, and "Members" means all of these entities; 'Member in Charge' means the entity specified in the SC to act on their behalf in exercising all the Consultants' rights and obligations towards the Client under this Contract.
- (i) "Party" means the Client or the Consultants, as the case maybe, and Parties means both of them;
- (j) "Personnel" means persons hired by the Consultants or by any Sub-consultant as employees and assigned to the performance of the Services or any part thereof; and 'key personnel' means the personnel referred to in Clause GC4.2 (a)
- (k) "SC" means the Special Conditions of Contract by which these General Conditions of Contract may be amended or supplemented;

- (l) "Services" means the work to be performed by the Consultants pursuant to this Contract as described in Appendix A; and
- (m) "Sub-consultant" means any entity to which the Consultants subcontract any part of the Services in accordance with the provisions of Clauses 3.5 and 4.
- (n) "Third party" means any person or entity other than the Government, the Client, the Consultants, or a Sub-Consultant.

1.2 Law Governing the Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

1.3 Language

This Contract has been executed in English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices

Any notice, request or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram or facsimile to such Party at the address specified in the SC.

1.5 Location

The Services shall be performed at such locations as are specified in Appendix A and, where the location of a particular task is not so specified, at such locations, whether in Karnataka or elsewhere, as the Client may approve.

1.6 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Client or the Consultants may be taken or executed by the officials specified in the SC.

1.7 Taxes and Duties

The Consultants, Sub-consultants and their Personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

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2. **Commencement, Completion, Modification and termination of Contract**

2.1 **Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the SC.

2.2 **Commencement of Services**

The Consultants shall begin carrying out the Services within thirty (30) days after the date the Contract becomes effective, or at such other date as may be specified in the SC.

2.3 **Expiration of Contract**

Unless terminated earlier pursuant to Clause 2.7, this Contract shall terminate at the end of such time period after the Effective Date as is specified in the SC.

2.4 **Modification**

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

2.5 **Force Majeure**

2.5.1 **Definition**

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.5.2 **No Breach of Contract**

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.5.3 **Extension of Time**

Any period within which a Party shall, pursuant to this Contract, complete any
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action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.5.4 **Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultants shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.6 **Suspension:**

The Client may by written notice of suspension to the Consultants, suspend all payments to the Consultants hereunder if the Consultants fail to perform any of their obligations under this contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultants to remedy such failure within a period not exceeding thirty (30) days after receipt by the Consultants of such notice of suspension.

2.7 **Termination**

2.7.1 **By the Client**

The Client may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Consultants, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause 2.7.1 and sixty (60) days' in the case of the event referred to in (e):

- (a) if the Consultants do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days of receipt after being notified or within such further period as the Client may have subsequently approved in writing;
- (b) if the Consultants (or any of their Members) become insolvent or bankrupt;
- (c) if, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) if the consultant, in the judgment of the Client 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

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anything of value to influence the action of a public official in the selection process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of GOK, and includes collusive practice among consultants (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive GOK of the benefits of free and open competition.

- (e) if the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

2.7.2 **By the Consultants**

The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through(c) of this Clause 2.7.2:

- (a) if the Client fails to pay any monies due to the Consultants pursuant to this Contract and not subject to dispute pursuant to Clause 7 hereof within forty-five (45) days after receiving written notice from the Consultants that such payment is overdue;
- (b) If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultants may have subsequently approved in writing) following the receipt by the Client of the Consultants' notice specifying such breach;
- (c) if, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days.

2.7.3 **Cessation of Rights and Obligations**

Upon termination of this Contract pursuant to Clause GC 2.7 , or upon expiration of this Contract pursuant to Clause GC 2.3, all rights and obligations of the Parties hereunder shall cease, except :

- (i) Such rights and obligations as may have accrued on the date of termination or expiration;
- (ii) The obligation of confidentiality set forth in Clause GC 3.3 hereof;
- (iii) Any right which a Party may have under the Applicable Law.

2.7.4 Cessation of Services

Upon termination of this Contract by notice of either Party to the other pursuant to Clause GC 2.7.1 or GC 2.7.2 hereof, the Consultants shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultants and equipment and materials furnished by the Client, the Consultants shall proceed as provided, respectively, by Clauses GC 3.7 and GC 3.8.

2.7.5 Payment upon Termination

Upon termination of this Contract pursuant to Clauses 2.7.1 or 2.7.2, the Client shall make the following payments to the Consultants:

- (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) and (b) of Clause 2.7.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.

3. Obligations of the Consultants:

3.1 General

The Consultants shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Consultants shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Sub-consultants or third parties.

3.2 Conflict of Interests

3.2.1 Consultants Not to Benefit from Commissions, Discounts, etc.

The remuneration of the Consultants pursuant to Clause 6 shall constitute the Consultants' sole remuneration in connection with this Contract or the Services, and the Consultants shall not accept for their own benefit any trade commission,

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discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultants shall use their best efforts to ensure that the Personnel, any Sub-consultants, and agents of either of them, similarly shall not receive any such additional remuneration.

3.2.2 Procurement Rules of Funding Agencies

If the Consultants, as part of the Services, have the responsibility of advising the Client on the procurement of goods, works or services, the Consultants shall comply with any applicable procurement guidelines of the funding agencies and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultants in the exercise of such procurement responsibility shall be for the account of the Client.

3.2.3 Consultants and Affiliates Not to engage in certain Activities

The Consultants agree that, during the term of this Contract and after its termination, the Consultants and their affiliates, as well as any Sub-consultant and any of its affiliates, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

3.2.4 Prohibition of Conflicting Activities

Neither the Consultants nor their Sub-consultants nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- (a) during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract; or
- (b) after the termination of this Contract, such other activities as may be specified in the SC.

3.3 Confidentiality

The Service Provider shall protect examination information during the contract and thereafter for as long as it remains confidential or personal/sensitive under applicable law. No disclosure, reuse, sale, training or third-party access is permitted without written University approval.

3.4 Services and Facilities

The Client shall make available to the Consultants and the Personnel, for the purposes of the services and free of any charge, the services, facilities and property described in

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Appendix D at the times and in the manner specified in said AppendixD, provided that if such services, facilities and property shall not be made available to the Consultants as and when so specified, the Parties shall agree on (i)any time extension that it may be appropriate to grant to the Consultants for the performance of the Services, (ii) the manner in which the Consultants shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Consultants as a result thereof.

4. **Payment to the Consultants:**

4.1 **Lump Sum Remuneration**

The contract price shall comprise the accepted per-script rate(s) and any expressly accepted adjustment stated in the financial price schedule.

4.2 **Terms and Conditions of Payment**

No advance payment is payable. Payments shall be made only after submission of a correct invoice, reconciliation records and as per the agreement payment terms and conditions.

4.3 **Interest on Delayed Payments**

If the Client has delayed payments beyond fifteen (15) days after the due date stated in the SC, interest shall be paid to the Consultants for each day of delay at the rate stated in the SC.

5. **Settlement of Disputes**

5.1 **Amicable Settlement**

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

5.2 **Dispute Settlement**

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.

III. SPECIAL CONDITIONS OF CONTRACT

Number of Amendments of, and Supplements to, Clauses in the General GC Clause * Conditions of Contract

[1.1 (h)

The Member in Charge is _____].

[1.4.1 The addresses are:

Client : _____

Attention : _____
Telex : _____
Facsimile : _____
E-mail : _____

Consultants : _____

Attention : _____
Telex : _____
Facsimile : _____
E-mail : _____

[Note¹: Fill in the blanks]

[1.4.2 Notice shall be deemed to be effective as follows:

- (a) In the case of personal delivery or registered mail, on delivery;
- (b) In the case of telexes/e-mail, 24 hours following confirmed transmission;
- (c) In the case of telegrams, 24 hours following confirmed transmission; and
- (d) In the case of facsimiles, 24 hours following confirmed transmission.] [1.6

The Authorized Representatives are:

For the Client : _____

For the Consultant : _____

[Note: Fill in the blanks]

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[1.7.1] The consultants and the personnel shall pay the taxes, duties, fees, levies and other impositions levied under the existing, amended or enacted laws during life of this contract and the client shall perform such duties in regard to the deduction of such tax as may be lawfully imposed.

[1.7.2] However the Consultancy Services tax payable for this Consultancy Services shall be paid/ reimbursed by the Client separately.]

[2.1] The date on which this Contract shall come into effect is:

[2.2] The time period shall bedays [Note: Fill in 30 days or any other appropriate] or such other time period as the parties may agree in writing]

[2.3] The period shall be _____ [Note : Fill in the period, e.g., twenty-four (24) months or such other period as the parties may agree in writing].

[3.4] The risks and the coverages shall be:

- (1) Third Party motor vehicle liability insurance as required under Motor Vehicles Act, 1988, in respect of motor vehicles operated in India by the Consultants or their Personnel or any Sub-consultants or their Personnel, for the period of Consultancy;
- (2) Third Party liability insurance, with a minimum coverage for Rs. for the period of Consultancy;
- (3) Client's liability and workers' compensation insurance in respect of the Personnel of the Consultants and of any Sub-consultant, in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate;
- (4) Professional liability insurance, with a minimum coverage equal to total contract value for this consultancy; and
- (5) Insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultants' property used in the performance of the Services, and (iii) any documents prepared by the Consultants in the performance of the Services.

[Note: Fill in the blanks and delete what is not applicable] [3.5 (c)] **Note:**

Delete where not applicable.]

The other actions are _____ .]

[3.7 The Consultants shall not use these documents for purposes unrelated to this Contract without the prior written approval of the Client.]

[5.1

Note: List here any changes or additions to Clause GC5.1. If there are no such changes or additions, delete this Clause SC5.1 from the SC.]

[6.2 The amount of Contract is (for two year, four semsters)

[6.4 The account is :.....]

[6.5 Payments shall be made according to the following schedule:

- Payment shall be made based on the actual number of scripts processed per examination
- 30% of the total bill amount after successful completion of scanning, cutting and uploading of actual answer scripts in software.
- 30% on successful completion of digital evaluation of all the scripts
- 30% on successful completion of UUCMS tabulation work (Marks entry, uploading of marks sheet, decoding, reconciliation of marks entry)
- 10% on submission of Entire evaluation report as per Appendices IV of tender document, revaluation, photocopy and data of scanned answer scripts).

[6.6 Payment shall be made within 45 days of receipt of the invoice and the relevant documents specified in Clause 6.5, and within 60 days in the case of the final payment.

IV. APPENDICES

Appendix A: Description of the Services

[Give detailed description of the Services to be provided; dates for completion of various tasks, place of performance for different tasks; specific tasks to be approved by Client, etc.]

Appendix B: Reporting Requirements

The Consultant/Service Provider shall submit regular reports to the University throughout the contract and during each examination/evaluation cycle. The reports shall be submitted in both **electronic and, wherever required by the University, physical form.**

1. **Pre-Examination / Readiness Report**

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Before commencement of each examination cycle, the Consultant shall submit:

- Deployment plan and centre-wise manpower details;
- Scanner, hardware and software readiness status;
- Digital Valuation system configuration status;
- User/evaluator creation and access status;
- Training status;
- Backup and data-security readiness;
- Centre-wise implementation schedule;
- Any issues requiring action by the University.

Time: At least **7 days before commencement** of the Digital Valuation activity, or as directed by the University.

2 Daily Progress Report

During scanning and Digital Valuation, the Consultant shall submit a daily report containing:

- Number of answer scripts received;
- Number of answer scripts reconciled;
- Number of answer scripts cut/scanned;
- Number of scripts uploaded;
- Number of scripts allocated to evaluators;
- Number of scripts evaluated;
- Centre-wise progress;
- Subject-wise progress;
- Evaluator-wise productivity;
- Pending scripts;
- Technical issues/failures;
- Corrective actions taken;
- Any deviation from the prescribed schedule.
- Day wise and packet wise marks entry report with evaluator signature

Frequency: Daily.

3 Weekly Progress Report

The Consultant shall submit a consolidated weekly report containing:

- Overall examination-cycle progress;
- Centre-wise progress;
- Subject-wise progress;
- Percentage of valuation completed;
- Pending valuation;
- Evaluator performance;
- System uptime/downtime;
- Technical issues and resolution status;
- Data backup status;
- Security incidents, if any;

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- Risks/delays requiring University intervention.

Frequency: Weekly or as directed by the University.

4 Post-Examination Report

After completion of each examination/evaluation cycle, the Consultant shall submit:

- Total number of answer scripts received;
- Total number scanned/digitised;
- Total number evaluated;
- Number of pending/unprocessed scripts, if any;
- Revaluation/Challenge Valuation status, wherever applicable;
- Marks/evaluation data exported;
- Data transferred to UUCMS/University system;
- TA/DA and remuneration statements;
- System performance report;
- Exception/deviation report;
- Confirmation of backup and secure storage.

Time: Within **7 days of completion** of the relevant examination/evaluation cycle, or within the period prescribed by the University.

5 Final Completion Report

At the completion of the assignment/contract, the Consultant shall submit a comprehensive Final Completion Report containing:

1. Summary of all examination cycles completed;
2. Number of answer scripts processed;
3. Centre-wise and examination-wise performance;
4. System uptime and technical performance;
5. Details of incidents and corrective actions;
6. Valuation completion status;
7. Data exported/transferred to the University;
8. Digital records handed over;
9. Backup and archival confirmation;
10. Outstanding issues, if any;
11. Final data handover certificate.

6 Immediate Incident Reporting

Any **major technical failure, data loss, security breach, unauthorised access, prolonged system downtime or other incident affecting examination confidentiality or continuity** shall be reported immediately to the Registrar (Evaluation) or the officer nominated by the University.

The Consultant shall also submit a written incident report explaining:

- Nature of the incident;

- Date and time;
- Impact;
- Immediate action taken;
- Root cause, where identified;
- Corrective and preventive measures.

7 Reporting Format

The University may prescribe the format of reports. The Consultant shall provide reports in:

- **PDF** for formal records;
- **Excel/CSV** for statistical and analytical data; and
- **prescribed electronic formats/API interfaces** for data required for integration with UUCMS or other University systems.

The University may request additional reports relating to examination processing, Digital Valuation, audit, result processing or service performance without additional cost where such reports fall within the scope of the assignment.

[List format, frequency, contents of reports and number of copies; persons to receive them; dates of submission, etc. If no reports are to be submitted, state here "Not applicable".]

AppendixC: Services and Facilities to be provided by the Client

[List here under:

F-1 Services, facilities and property to be made available to the Consultants by the Client.]

Appendix E: Breakdown of Contract Price in Indian Rupees

List here the elements of cost used to arrive at the breakdown of the lump sum price :

1. *Monthly rates for local Personnel (Key Personnel and other Personnel)*
2. *Reimbursable expenditures:*

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This appendix will exclusively be used for determining remuneration for additional services.

(Reference SC Clause 6.4 of Contract)
(To be stamped in accordance with Applicable Stamp)

Act, if any) Ref: _____ Bank Guarantee: _____ Date: _____

Dear Sir,

In consideration of M/s. _____ (hereinafter referred as the "Client", which expression shall, unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s.

_____ (hereinafter referred to as the "Consultant" which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a contract by issue of client's Contract Agreement No. _____ dated _____ and the same having been unequivocally accepted by the Consultant, resulting in a Contract valued at _____ for _____ Contract (hereinafter called the "Contract")
(scope of work)

And the Client having agreed to make an advance payment to the Consultant for performance of the above Contract amounting to

_____ (in words and figures) as an advance against Bank Guarantee to be furnished by the Consultant.

We _____ (Name of the Bank) having its Head Office at _____ (hereinafter referred to as the Bank), which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators executors and assigns) do hereby guarantee and undertake to pay the client immediately on demand any or, all monies payable by the Consultant to the extent of _____ as aforesaid at any time upto _____ @ _____ without any demur, reservation, contest, recourse or protest and/or without any reference to the consultant. Any such demand made by the client on the Bank shall be conclusive and binding notwithstanding any difference between the Client and the Consultant or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the Guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Client discharges this guarantee.

The Client shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee, from time to time to vary the advance or to extend the time for performance of the contract by the Consultant. The Client shall have the fullest liberty without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Client and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Client and the Consultant any other course or remedy or security available to the Client. The bank shall not be relieved of its obligations under these presents by any exercise by the Client of its liberty with reference to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the Client or any other indulgence shown by the Client or by any other matter or thing whatsoever which under law would but for this provision have the effect of relieving the Bank.

The Bank also agrees that the Client at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Consultant and notwithstanding any security or other guarantee that the Client may have in relation to the Consultant's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is limited to _____ and it shall remain in force upto and including _____ and shall be extended from time to time for such period (not exceeding one year), as may be desired by M/s. _____ on whose behalf this guarantee has been given.

Dated this _____ day of _____ 19____ at _____

WITNESS

_____	_____
(signature)	(signature)
_____	_____
(Name)	(Name)
(Official Address) _____	Designation(with Bank stamp) Attorney as per Power of
	Attorney No. _____ Dated _____

Note: The bank guarantee shall be issued either by a bank(Nationalized/Scheduled)located in India