

**Quotation Notice for
PROVIDING OF PROFESSIONAL
SERVICES FOR ONLINE
TRANSMISSION OF QUESTION
PAPERS**

Nature of work :	Notice for Providing of Professional Services for Online Transmission of Question Papers and typing work for the Session of Nov-Dec 2023.
Website for downloading of the tender document:-	www.graupunjab.org
Last date for Submission of the tender document:-	05/01/2024 up to 11:00 AM
Address for the submission :	The Registrar, Guru Ravidas Ayurved University, Una Road Hoshiarpur, Punjab

SCOPE OF WORK/ SERVICES

Quotations are invited from Professional Agencies for Providing Professional Services for Online Transmission of the Question Papers to various examination centers established by the university for different university examinations for **Session of Nov-Dec 2023** (Graduation and Post-Graduation).

The details of Scope of Work/ Services are as under: -

- 1) The question paper will be handed over to the dealing officials of the agency concerned of the Examinations.
- 2) The agency will have to transmit the question paper at about 30 minutes earlier than the commencement of the examination, in a most secure manner.
- 3) The agency will have to transmit the said question paper to the various examination centers located at various locations, throughout the state of Punjab, on e-transmission mode.
- 4) The approximate number of the examination centers may not increase than the 24 centers, at a time.
- 5) The agency should be responsible for providing the necessary training to the authorized examination Centre person for the software operation and implementation.
- 6) No sub-contracting and subleasing shall be allowed.

Important Notes: -

A	Nature of the Services:-	<ol style="list-style-type: none">1) The question paper will be handed over to the dealing officials of the agency concerned of the Examinations.2) The Typing work of Question papers in English, Hindi, Sanskrit and Urdu.3) The agency will have to transmit the question paper at about 30 minutes earlier than the commencement of the examination, in a most secure manner.4) The agency will have to transmit the said question paper to the various examination centers located at various locations, throughout the state of Punjab, on e-transmission mode.5) The approximate number of the examination centers may not increase than the 24 centers, at a time.6) The agency should be responsible for providing the necessary training to the authorized examination centre person for the software operation and implementation.7) No sub-contracting and subleasing shall be allowed
B	Payment of Bills	The contractor/ Service Provider is required to submit his bills that must be issued in the favor of the "Registrar, Guru Ravidas Ayurved University, Hoshiarpur" through the office of the Controller of Examinations. The Controller of Examination will verify the bill and obtain the sanction of the Competent Authority and the payment of the verified amount will be made to the service providing agency. The applicable taxes (if any) will be paid extra to the service providing agency, based upon the Govt. rates (if applicable).
C	Regarding manpower for providing of services	<ol style="list-style-type: none">1. The Service provider will depute adequate manpower at the Examination Branch (Preferably Two officials) for smooth functioning of the work, during the period when the work of the transmission of the question papers will be in progress.2. The manpower deputed by the agency must be Authorized for acceptance of all type of correspondence, payment, issue of receipts against payment, and signing of all relevant documents on the behalf of the agency.
D	Arrangements that will be made by the agency	<ol style="list-style-type: none">1. Deputing the required manpower at the University (as per requirement) on the days of the Examinations, based on the requirement of the work.2. Arrangement of required computers/ scanners and internet connection for the said work.3. Arrangement of servers / online cloud space as per requirement.4. Arrangements of other facilities/ machinery that will be required for the smooth functioning of the said services.
E	Mode of submission of the rates in the Financial Bids	<ol style="list-style-type: none">1. The rates should be quoted in the financial bid only2. In case the rates are quoted at any other place other than the financial bid then the same will be not valid and the tender will be rejected.3. The bidder must quote two types of rates in the financial bid. The first rates will be the lump sum rates that the service provider will quote for its services, for compensating its expenditure upon the infrastructure/ machinery/ servers/ cloud space rentals etc. the said charges will remain fixed throughout the validity of the contract. The other charges will be variable charges that will be based upon per exam/ per session. There may be two sessions during one day i.e. Morning session and Evening session (if required).4. The GST if applicable will be paid extra, upon the basic prices/ charges, if applicable.

Financial Format

To

The Registrar,

Guru Ravidas Ayurved University

Please quote for all the sections of this document.

Sr. No.	Name of Services	Lum Sum Charges that will be paid during SESSION of Nov-Dec 2023. (A)	Variable Charges that will be Paid on the Per Question Paper (B)
1.	Providing of Online Transmission of Question Papers of the University Exams.		
2.	Typing work of Question Papers (in English, Hindi, Sanskrit, or Urdu) per Paper.		

Note –

1. Invoice will be based on the actual number question paper during the process. The same will be verified by the concerned person of university before raising bill.

Name of the Bidder:

- Authorised

Signatory: - Seal of

the Organization: -

Date: _____ Place: _____