

**GURU NANAK DEV UNIVERSITY, AMRITSAR****E-TENDER NOTICE**

Online tenders for Imaging, Scanning of OMR front Cover sheet of Answer Books and its Processing for the below mentioned work are invited from the eligible Suppliers:-

E-tender No.	Name of the Work	Earnest Money (EMD)	Processing Fee	Cost of Tender Form
GNDU/Gen/35/2025	i) Scanning of OMR Front cover having Part C and Part D with Scan Number. ii) Imaging of Part C & Part D of OMR front cover sheet. iii) Processing of Data in the form of marks list with relevant checks for result preparation.	Rs. 40000/-	Rs. 590/-	Rs. 5900/-

**Schedule for sale of Tenders**

Availability of Tenders online for Bidding	Last date of Submission for online Bids	Processing Fee/EMD (To be paid online only)	Date of Opening	
			Technical Bid	Financial/Price Bid*
From: 26.09.2025	16.10.2025 Upto 5.00 PM	16.10.2025 Upto 5.00 PM	17.10.2025	To be intimated later on

**Terms & Conditions**

1. The University invites bid for scanning of the OMR front cover sheet (Part-C and Part-D with scan number) image of Part-C and Part-D, and processing of data in the form of a marks list for two semesters (i.e., Odd and Even).
2. The tender document shall be submitted in two parts:
  - o **Technical Bid** (as per Form-T, Sr. No. 1 to 5, Annexures A to C)
  - o **Financial Bid** (to be submitted online only, Annexure D).
3. The contract for scanning of the OMR front cover sheet (Part-C and Part-D with scan number) image processing, and preparation of marks list for two semesters shall initially be for one year, extendable by another year on the same rates and terms & conditions, subject to satisfactory performance, technical support, and recommendations of the Technical Committee.
4. Tender fee and Earnest Money Deposit (EMD) shall be accepted **online only** through the portal [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in). Cash/cheque or bank guarantee in lieu of EMD will not be accepted. Online submission of EMD is mandatory.
5. Any tender submitted without the required EMD and cost of tender document (in the prescribed form) shall be summarily rejected.
6. The bidder must have a valid PAN and GST number. Duly signed copies must be uploaded along with the Technical Bid in PDF format.
7. An undertaking on company letterhead, stating that the bidder/firm is neither blacklisted by any Government Department nor involved in any criminal case, must be uploaded with the Technical Bid.

8. The firm shall be responsible for ensuring the accuracy of the work. In case of errors by the firm/company affecting the accuracy of results, a penalty shall be imposed as decided by the Committee constituted by the Competent Authority.
9. If the lowest bidder (L1) commits errors, fails to complete the work within the stipulated period, or violates any terms and conditions, the Committee may take action, including forfeiture of EMD, blacklisting, or imposing a penalty of **5% of the total bill amount or higher, as deemed fit**. The Committee's decision shall be final and binding on the L1 firm.
10. Upon completion of work, the firm shall submit all digitized data, metadata, and related files to the University, and shall not retain or use any copy thereafter.
11. All data shall remain the sole property of the University, and the firm shall be responsible for maintaining confidentiality and preventing any unauthorized use or disclosure.
12. EMD shall be refunded only after completion of both semesters' work, declaration of results, and verification of complaints (if any) received from the Secrecy Branch and System Administrator (Exams).
13. EMD of unsuccessful bidders shall be refunded after finalization of tenders.
14. All documents specified in the Technical Bid, including EMD payment proof, tender fee, eligibility documents, and turnover details, must be scanned and uploaded **compulsorily as a PDF file** within the submission period.
15. Imaging, scanning, and processing work shall be carried out **F.O.R. Guru Nanak Dev University Campus, Amritsar**. The final F.O.R. price must include a bifurcation of base price, GST and other taxes, and shall be quoted only in the Financial Bid.
16. Scanning must strictly adhere to the technical specifications mentioned in the tender document. Any deviation will lead to rejection of the bid. Subletting or assigning the work to third parties is strictly prohibited.
17. The quantity of work may be increased or decreased as per requirement.
18. The firm shall commence imaging, scanning, and processing for semesters (Nov/Dec 2025 and May/June 2026, and onwards) immediately after receiving the University's supply order.
19. The University reserves the right to cancel the order at any stage if the work is found unsatisfactory. No payment shall be released for unsatisfactory work.
20. The University reserves the right to cancel any item or the entire tender, and to increase or decrease the volume of work without assigning reasons. The University decision shall be final and binding.
21. For clarifications, bidders may contact **Mr. Naresh Nandan, System Administrator (Exams), Contact No. 9872207590** during working hours (9:00 AM to 5:00 PM).
22. In case of disputes, the **Vice-Chancellor, Guru Nanak Dev University, Amritsar** shall act as Arbitrator, and his decision shall be final and binding. Legal disputes shall be subject to the jurisdiction of Amritsar courts or the Punjab & Haryana High Court, Chandigarh.
23. Firms must submit complete contact details (address, landline/mobile number, email ID, etc.) along with the Technical Bid (Form T).
24. Any corrigendum related to this tender will be uploaded only on [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in). No separate notification shall be published in newspapers. Bidders are advised to check the website regularly.
25. Technical bids will be opened by the Technical Committee after the closing date of tender submission. Only those bidders who qualify in the Technical Bid shall have their Financial Bids considered.
26. The Financial Bid must be submitted **online only** in the prescribed format. Uploading a scanned copy of the Financial Bid with the Technical Bid, or disclosing its contents, shall result in rejection.

27. Bids shall remain valid for **90 days** from the date of opening of the tender, as specified in the "Notice Inviting Tender."
28. No advance payment or bank/financial institution loan recommendation shall be made against the award of work.
29. The approved firm/company shall be paid after deduction of **2% TDS** as per applicable rules.
30. The scanning and processing of OMR front cover sheets of answer books must commence immediately from the date of issuance of each work order.
31. No accommodation will be provided to the staff of the scanning team by the University.