



YASHWANTRAO CHAVAN YASHADA OF DEVELOPMENT ADMINISTRATION
(YASHADA)
RAJBHAWAN COMPLEX, BANER ROAD, PUNE 411007
फोन नं. (020) 25608403 फॅक्स नं. (020) 25608100

E-BID PAPERS

E-BID FOR CONDUCTING COMPETITIVE ENTRRANCE EXAMINATION FOR
DR. AMBEDKAR COMPETITIVE EXAMINATION CENTER (ACEC), YASHADA FOR THE
YEARS 2018-2020

Expression of Interest (EoI)

1. Estimated Bid Cost	Rs. 18,00,000/-
2. Security Deposit	3% of Accepted Bid Cost
3. Earnest Money Deposit (Refundable)	Rs. 50,000/-
4. Cost of Bid Form (Non Refundable)	Rs. 3,000/-
5. Date of e-Bid Form to upload	12/09/2018
6. Period of the e-Bid	12/09/2018 to 18/09/2018
7. Last Date of Sale of e-Bid form & Submission of e-Bid by the bidder	18/09/2018 at 03:00 p.m.
8. Date & Time of Opening of Technical Bid of e-Bid	19/09/2018 at 03:00 p.m.

Brief Summary of Inquiry

The Bid is related to Expression of Interest (EoI) so the bidder needs to fill only technical bid i.e. Envelope No. 1

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(Financial Advisor)

D) GENERAL INSTRUCTIONS

- 1.1 E-Bids are invited for CONDUCTING COMPETITIVE ENTRRRANCE EXAMINATION FOR DR. AMBEDKAR COMPETITIVE EXAMINATION CENTER (ACEC), YASHADA FOR THE YEAR 2018-2020 from the agency complying with all the terms conditions prescribed in bid document.
- 1.2 The bid document will be available from 12/09/2018 to 18/09/2018 on <https://mahatenders.gov.in> & The bid has view only access on the website of www.yashada.org. The bidder is mandated to submit his bid on <https://mahatenders.gov.in> during the above specified period.
- 1.3 Last date of receipt of online e-bids is 18/09/2018 up to 03.00 p.m. The e-bids received thereafter will not be considered. The e-bids received within specified time shall be opened on the 19/09/2018 at 03.00 p.m.
- 1.4 If any technical difficulties arise while filling up e-bid, please contact on toll free No. 1800 3070 2232 at NIC.
- 1.5 The bids received by post /courier/by hand, mail or fax will not be accepted.
- 1.6 Validity Period :

The offer of the Contractor shall remain valid for acceptance for a minimum period of 90 days from the date of opening of Price Bid.

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1.7 TECHNICAL PART

Technical Bid - Envelope No. I

The Technical Bid should be complete in all respects and contain all information asked for the Technical bid must be submitted in an organized and neat manner.

The online envelope clearly marked as "Technical Bid - Envelope No. 1" shall contain the scanned copies of following original documents. These scanned copies must be uploaded to e-bid through technical bid :-

1. Proof regarding submission of Bid fee and EMD online i.e. challan copy needs to be uploaded.
2. Registration under Bombay/Indian Public Trust Act/Society Act/Educational Institution Act.
3. In case of partnership firm uploading of Partnership Deed with name and address of the partners is mandatory.
4. In case of company, uploading of Company Registration Certificate is mandatory.
5. Not Black listed by any government/semi-government/autonomous body. (Self-Declaration as per Annexure II)
6. Experience Certificate (min. 7 years) for the conduct of offline Entrance examination for the Coaching Institute of UPSC examination /other competitive examination in all the districts of Maharashtra.
7. Professional Expertise of question setters having minimum experience of 7 years.
8. List of clients for whom similar type of examination is conducted.
9. TAN card of the company / firm / bidder.
10. Turn Over Certificate from C.A. (Chartered Accountant) for the last three financial years (2014-15, 2015-16, 2016-2017) showing minimum turn over not less than rupees Ten Lakh per year for providing services of conducting entrance examination in Maharashtra. (As per Annexure- I) (Balance sheet & Income tax returns will be not considered).
11. Self- Declaration regarding acceptance of Terms & Conditions of the Bid. (As per ANNEXURE - III)
12. Bank details of the bidders. (As per Annexure- IV)

The bid received without above documents or any one of the above documents are liable to be rejected. YASHADA will not accept any document/paper separately. The agency will be required to make detailed presentation which shall be evaluated for marks as per Annexure V, along with other criteria.

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1.8 FIXED COMMERCIALS:

1. The agency will collect exam fees from the students using core banking through Bank of Maharashtra (Rs. 375/- per candidate) and submit detailed list of applicants to YASHADA within ten days from closure date for submission of application.

After filing an online application & paying fees, candidates will be sent an acknowledgement by Email, Website updating etc by the agency.

2. The agency will charge expenditure to ACEC for carrying out entrance examination as per the table given below:

No. of the Candidates Applying	Expenditure per candidates (inclusive of the bank charges for collecting fees)
<2500	Rs 330
2501 - 3500	Rs 320
3501 - 4000	Rs 315
4001 and above	Rs 295

The remaining amount will be paid by the agency to the account of Director General, YASHADA after the completion of whole admission process.

3. BID FORM FEE:

Bid Fees of Rs. 3,000/- (Rupees Three Thousand only) along with the bid should be paid through respective online portal in the software in favor of Director General Yashada Pune.

4. EARNEST MONEY:

Earnest money of Rs. 50,000/- (in words Rupees Fity Thousand only) along with the bid should be paid online through respective portal in the software in favor of Director General Yashada Pune.

5. Costs and Currency:

The offer must be given in Indian Rupee only

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II. GENERAL TERMS AND CONDITIONS

Activities required to be carried out by the selected Agency

- 2.1 To make available to the candidates, the online application forms in a mutually agreed format.
- 2.2 To appoint clerical staff for the administrative work of the said examination.
- 2.3 To receive the filled in online application forms along with the fees through core banking nationalized banks having statewide reach in Maharashtra.
- 2.4 To allocate examination seat numbers and make available online admit cards to the candidates.
- 2.5 To appoint Paper Setter and to set the three sets of objective Question Papers. The Question Paper will consist of two parts: consisting of Multiple Choice Questions.
Part One will have 50 questions on the pattern of General Studies on UPSC, bearing two marks each.
Part Two will have 40 questions on the pattern of CSAT in UPSC bearing 2.5 marks each. There will be negative marking for every incorrect answer to the tune of 1/3 of the maximum marks allotted for that question except for the questions on decision making.
- 2.6 The agency shall be responsible for complete confidentiality about the question papers and the entire examination process. The standard of questions should be strictly commensurate with Civil Services (Preliminary) Examination conducted by the UPSC for the Part 1 as well as 2. Special efforts shall be made by the Agency to have questions of as high standard as that of the UPSC Civil Services Examination. The agency shall ensure that there is no ambiguity, mistakes about the content of the Questions and their Answers.
- 2.7 The agency shall present three SEALED sets of Question Papers as the date finalized by YASHADA who shall immediately select one set out of it, without opening it and hand it over to the agency for printing multiple copies.
- 2.8 To appoint the Staff required for conduction the Examination.
- 2.9 To print the required number of copies of the question papers and OMR Process ready answer papers.
- 2.10 To conduct the examination and to distribute the remuneration in cash to the supervising staff.

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- 2.11 To check the objective answer sheets of all the candidates by OMR Process and to correct papers of shortlisted candidates (at least five times the number of seats available to each category) manually. Part I (GS-I) paper will be assessed only for these who have secured 33 % marks in C-SAT. The final merit list will prepared from the marks obtained in part-I.
- 2.12 To prepare and submit the merit list and the waiting list accordingly to the norms given by the ACEC, YASHADA.
- 2.13 To make available online, to each candidate, his /her respective OMR answer sheet and marks obtained by him/her to be displayed on ACEC, YASHADA website.
- 2.14 To provide the data regarding the examination material and the result in soft as well as hard copy (answer sheets, supervisor report or any other relevant material).
- 2.15 Any other activity incidental to this initiative.

Tentative Schedule of Examination Process-

Sr. No.	Activities to be Carried out	Timeline
1	To make available online portal access, to the candidates for the filling of online form and to provide a link of the same portal to YASHADA for monitoring district wise status of applicants who filled up the forms. The agency shall provide facility for candidates to generate online login ID & password to enable online filling of the application form.	Within two days from the date of work order (Tentative date may be 28 th Sept 2018)
2	To make portal available to the candidates for the period of one month (24X7) for the filling of forms.	One month or a period as defined in workorder. (Tentative dates may be 28 th Sept to 20 th Oct 2018)
3	Online/offline collection of fees from the candidates	The period as defined in work order (Tentative dates may be 28 th Sept to 26 th Oct 2018)
4	Displaying admit card online	Tentative date may be 5 th Nov. 2018 onwards till 30 th Nov. 2018
5	Agency needs to prepare & submit three sets of sealed question papers to YASHADA on specific date as mentioned in work order out of which one set will be finalized by YASHADA & handed over to	Tentative date may be 20 th Nov. 2018

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	the agency on the same day without disturbing the seal. YASHADA shall sign & handover all the three question paper sets to the agency.	
6	<p>a) The agency shall print sufficient number of question papers for all eligible candidates by date specified.</p> <p>b) The agency shall provide sufficient number of OMR process ready answer sheets for all eligible candidates by date specified.</p>	Tentative date may be 23 rd Nov. 2018
7	The agency shall transport the required quantity of question papers & OMR answer sheets to the examination venue of the district centre as decided by the agency in confidential manner. The agency shall provide the name & address of the agency incharge for conduction of exam to YASHADA by 23 rd of Nov. 2018. The agency shall provide facilities for supervision (overseeing) of conduction of exams by authorities designated by YASHADA.	Upto 1 st Dec. 2018
8	The agency shall conduct the examination on the date scheduled in the work order.	2 nd December 2018
9	The agency shall complete the process of declaration of Answer Key and make it available online to the candidates on the scheduled date.	3 rd December 2018 at 11:30 AM
10	The agency shall provide the facility of online acceptance of objections to Answer Key from the candidates and make it available online to the candidates from date of declaration of answer key upto the scheduled date.	6 th December 2018
11	The agency shall collect all the answer sheets from the district examination centres & correct the answer sheets by	17 th Dec. 2018

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	<p>using OMR process and deliver the category wise marklist/merit list along with the equal proportionate wait list to YASHADA by scheduled date. The merit list and wait list shall be accompanied by all printed question papers, all answer sheets corresponding to candidates appearing for the exams and shall be handed over to YASHADA on the scheduled date. The two sets of unopened sealed envelopes containing the unused question papers will be handed over by the agency on scheduled date.</p>	
	<p>Any other task incidental to this service shall be performed by the agency as directed by YASHADA.</p>	

Note: The entrance examination will be conducted on Sunday

- 2.16 Centre of Examination will be in all the 36 Districts of Maharashtra, either at the District Headquarters or a Central Place in the District. A total of 40-45 centres are expected to be functional including multiple centres in some cities.
- 2.17 The Entrance Examination Committee reserves all the rights to change or alter the above schedule and Centres of Examinations with due notice to concerned parties.
- 2.18 The bid shall be valid for Three years i.e. for the entrance examination of 2018, 2019 & 2020. However, the dates will be finalized every year.
- 2.19 Conditional bids will be rejected.
- 2.20 Bids, which do not fulfill all or any of the above conditions or incomplete in any respect, are liable to be rejected.
- 2.21 The successful bidders should furnish a Security Deposit amounting to 3 % of the cost of accepted bid. This amount of security deposit is to be paid by D.D. drawn in favor of "DIRECTOR GENERAL, YASHADA, PUNE" on any nationalized bank payable at Pune.
- 2.22 Security Deposit of successful bidders will be refunded without any interest, one month after end of contract period and after ensuring completion of contracted orders.
- 2.23 The bidder who is blacklisted by YASHADA/Govt./Non Govt. organizations SHALL NOT participate in the bidding process.

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- 2.24 YASHADA will not bear/compensate the cost of bid, submitted by the bidder.
- 2.25 The successful bidder has to execute work as per approved rates during the entire contract period and extension thereof if any.
- 2.26
1. The bidder will be bound by the details furnished by him / her to YASHADA while submitting the bid or at subsequent stage. In case, any of such documents furnished by him/her is/are found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
 2. It must be understood and agreed that all factors have properly been investigated and considered while submitting the Bid. Lack of understanding of local conditions and terms & conditions outlined above and specified elsewhere in the specification, will not be entertained as a reason for any adjustment of price / item specifications or for extension of time of completion of the Works under this Contract.
 3. The Agency's personnel involved in executing the work should be polite, cordial, positive and efficient, while handling the assigned work and shall ensure proper conduct in Yashada office premises and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work in Yashada.
 4. The Agency shall be responsible and shall indemnify Yashada for all injuries and/or accidents to its personnel or caused by its personnel to any personnel and costs related to it, while executing work in Yashada premises.
 5. The agency shall be held responsible for any loss/damage caused by its personnel to the equipment and instruments of the YASHADA. Recovery of such cost of loss/damages will be recovered from the dues of the Agency.
- 2.27. The agency shall keep a single point of contact with Yashada during the activities of conduct of entrance examination and it is also mandatory on the part of agency to take instructions from Yashada for any clarification.

2.28 Legal Compliances

- 1 The Agreement shall be terminated and the bidder will be blacklisted in the event of non-performance, deviation any of the terms and conditions of contract.
- 2 Each Bidder unconditionally agrees, understands and accepts that the YASHADA reserves the right to accept or reject any or all Bids at any stage without giving any reason.
- 3 The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), of Rs. 50,000/- (Rupees Fifty Thousand only) and the bid fees of Rs. 3,000/- (Rupees Three Thousand only) in the form of online payment challan, failing which the bid will be rejected out-right. Scanned copy -of challan to be uploaded in technical bid.

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(Registrar)

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(Financial Advisor)

4 Within 15 (fifteen) days after receipt of the Letter of Acceptance, the successful Agency shall deposit Security Deposit @ 3% of work cost in the form of Demand draft issued by a nationalized bank drawn in favor of "DIRECTOR GENERAL, YASHADA, PUNE" and execute an agreement. The security deposit shall be refunded only after satisfactory completion of all orders and one month after such completion of the contract.

a) The successful bidder will be required to execute an agreement with YASHADA on stamp paper as per values specified in परिपत्रक क्र.जा.क्र.लेखाशाखा/मु.मु.अ.१५८/२०११-१२, दिनांक ०३/०८/२०११ within the period specified in the award letter. The cost of the stamp duty will be borne by the successful bidder. If the successful bidder fails to execute agreement as specified, the EMD and security deposit deposited by such Agency shall stand forfeited without giving any further notice and will be treated as blacklisted bidder.

b) No interest will be paid on security deposit and EMD amount.

5 In case of breach of any terms and conditions of this bid & agreement by the agency, the Security Deposit of the Agency shall be liable to be forfeited and Yashada may take the action of blacklisting the agency, and/or termination of the Agreement.

6 The Director General, YASHADA reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage, hindering the successful conduct of the principal purpose of the contract.

2.29 Dispute:

Any dispute arising out of the terms and conditions of this contract or in the interpretation of any clause herein shall be settled by mutual discussion between the nominated authorities of the Yashada and the authorized representative of the Agency. The Director General of YADHADA will be the final authority in resolving such disputes.

1 Settlement of Disputes

All disputes or differences of any kind whatsoever that may arise between the YASHADA, and the Successful Bidder in connection with or arising out of the contract or subject matter thereof, whether during the progress of contract or after its completion shall be settled as under:

2 Mutual Settlement

All such disputes or differences shall in the first place be referred by the Bidder to the YASHADA in writing for resolving the same through mutual discussions, negotiations, deliberation etc. associating representatives from both the sides and concerted efforts shall be made for reaching amicable settlement of disputes or differences.

2.30 Arbitration

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(Financial Advisor)

1 It is a term of this contract that Arbitration to resolve disputes shall not be commenced unless an attempt has first been made by the parties to settle such disputes through mutual settlement.

2 If the successful Bidder is not satisfied with the mutual settlement on any matter in question, disputes or differences, the Bidder may refer to the Director General, YASHADA, Pune in writing to settle such disputes or differences through Arbitration, provided that the demand for Arbitration shall specify the matters, which are in question or subject of the disputes or differences as also the amount of claim, item wise. Only such dispute(s), or difference(s) in respect of which the demand has been made, together with counter claims of the YASHADA shall be referred to Arbitrator and other matters shall not be included in the reference.

3. The Director General, YASHADA may at his/her option may appoint another person as an Arbitrator. In case, Director General, YASHADA decides to appoint an Arbitrator, then a panel of at least three names will be sent to the Bidder. Such persons may be working / retired senior officers of the Government of Maharashtra who had not been connected with the work. The Bidder shall suggest minimum two names out of this panel for appointment of Arbitrator. Director General, YASHADA will appoint any one as an Arbitrator out of the names agreed by the Bidder.

4 The arbitration proceedings shall be held at a place decided by the Arbitrator.

5 The fees and other charges of the Arbitrator shall be as per the scales fixed by the YASHADA and shall be shared equally between the YASHADA and the Bidder.

2.31 Settlement through Court

It is a term of this contract that the Bidder shall not approach any Court of Law for settlement of such disputes or differences unless an attempt has first been made by the parties to settle such disputes or differences through Arbitration.

2.32 Jurisdiction of Courts

Jurisdiction of courts for dispute resolution shall be PUNE only.

2.33 TERMINATION OF AGREEMENT:

(I) During the period of this agreement, the Yashada shall have the right to terminate this agreement if it is not satisfied with the performance of the Agency by giving 30 days notice in writing.

(II) In case the Agency desires to terminate the contract during the period of the agreement, the Agency will required to give three months prior notice to the YASHADA.

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(Financial Advisor)

2.34 PENALTIES

If the agency fails to perform as the conditions mentioned hereby, YASHADA reserves the right to blacklist the agency apart from recovery of the dues by any other means including forfeiting of security deposit.

BIDDER'S SIGNATURE & STAMP
YASHADA

Registrar,

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

ANNEXURE- I

(To be scanned and uploaded in technical Envelope)
(Printed on letter head of the CA/CA Firm)
Turnover Certificate

Name of the Company/Firm/Agency: _____

Address of the Company/Firm/Agency: _____

This is to certify that I have verified the annual turnover of the Company/firm/Agency named above for the service provided regarding conduct of competitive examinations as mentioned below.

Sr. No.	Description	FY 2014-15 Rs.(both, in figures and words)	FY 2015-16 Rs (both, in figures and words)	FY 2016-17 Rs.(both, in figures and words)
1.	Annual Turnover in respect of the providing services of conducting entrance examination in Maharashtra.			

Place :-

Date :-

Name, Address, Signature and
Seal of the Chartered Accountant

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

ANNEXURE- II
Self-Declaration regarding not being blacklisted

(Printed on letterhead of Bidder, to be scanned and uploaded in technical Envelope)

01 We declare that we are not black-listed by any Central / State Government/ Public Sector Undertaking or any other organization for service provided regarding conduct of competitive examinations

02 We are not involved in any major litigation that may have an impact of affection or compromising the delivery of service as required under this bid.

Yours faithfully,

(Signature of Authorized Person)

Place: _____

Name_____

Date : _____

Designation _____

Business Address:_____

Seal _____

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

ANNEXURE - III

SELF DECLARATIONS

(Printed on letterhead of Bidder, scanned and to be uploaded in technical Envelope)

Declaration as regards acceptance of terms and conditions of contract

1. I _____, Son / Daughter / Wife of Shri _____ Proprietor /Director /authorized signatory of the Company/Firm/Agency mentioned above, is competent to sign this declaration and execute this bid document;
2. I have carefully read, understood and accepted the terms and conditions mentioned in the bid/Tender and undertake to abide by them;
3. The information/documents furnished along with the bid are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.

Date:

Place:

(Signature of authorized person)

Full Name: _____

Designation _____

Business Address: _____

Seal _____

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(Registrar)

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(Financial Advisor)

ANNEXURE - IV

Bank Details for RTGS Purpose

Sr .No.	Personal Detail	
1.	NAME OF THE COMPETANT PERSON & AGENCY	
2.	ADDRESS OF THE AGENCY	
3.	CONTACT DETAILS	1) LANDLINE NO. 2) MOBILE NO. 3) e-mail ID
5.	PAN NO.	
6.	GST NO. –	
Bank Details –		
1.	NAME OF THE AGENCY FOR RTGS	
2.	NAME OF THE BANK	
3.	CITY OF THE BANK	
4.	ACCOUNT NO	
5.	ACCOUNT TYPE	
6.	BRANCH CODE	
7.	ADDRESS OF THE BRANCH	
8.	IFSC CODE	
9.	MICR NO.	

(Signature of Authorized Person)

Name: -

Designation: -

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Sd/-
(Registrar)

Sd/-
(Financial Advisor)

ANNEXURE - V
SCRUTINY OF TECHNICAL BID

The technical bid will be scrutinized on the below mentioned criteria.

A. Experience

Sr. No.	Conditions		Marking System	Total
	Main Condition	Sub Condition		
1	Experience Certificate (min. 7 years) for the conduct of offline Entrance examination for the Coaching Institute of UPSC examination in all the districts of Maharashtra.	Experience of upto 7 years for conducting offline exam for the coaching	10 mark	
		7 to 10 years	15 marks	
		10 + years	20 marks	
2	Experience Certificate (min. 7 years) for the conduct of offline Entrance examination for other competitive examination in all the districts of Maharashtra.	Experience of upto 7 years for conducting offline exam for the coaching	10 mark	
		7 to 10 years	15 marks	
		10 + years	20 marks	

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B. Professional Expertise

Sr. No.	Conditions		Marking System	Total
	Main Condition	Sub Condition		
3	Professional Expertise of question setters having minimum experience of 7 year. (for history, geography, polity, economy and C-SAT papers.)	Experience of upto 7 years for conducting offline exam for the coaching	10 mark	
		7 to 10 years	15 marks	
		10 + years	20 marks	

C. TURNOVER:

Sr. No.	Conditions		Marking System	Total
	Main Condition	Sub Condition		
4	Turn Over Certificate from C.A. (Chartered Accountant) for the last three financial years (2014-15, 2015-16, 2016-2017) Showing minimum turn over not less than rupees Ten Lakh per year for providing services of conducting entrance examination in Maharashtra. (As per Annexure- I) (Balance sheet & Income tax returns will be not considered).	10 Lakh	10 mark	
		10 to 20 Lakh	15 marks	
		20 + Lakhs	20 marks	

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(Registrar)

Sd/-
(Financial Advisor)

D. PRESENTATION:

Sr. No.	Conditions		Marking System	Total
	Main Condition	Sub Condition		
5	Presentation by the Agency.	20 min	20 mark	

The agency who has achieved the highest score will be the successful bidder for getting award of contract.

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(Head Procurement)

Sd/-
(Registrar)

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(Financial Advisor)