



THIRUVALLUVAR UNIVERSITY
SERKADU, VELLORE – 632 115.

TENDER NOTIFICATION

Date:06.06.2025

Tender NoticeNo.TVU/R/F4/COE/ Manpower for OMR Answer Script scanning work/2025-26/1136

Sealed tenders are inviting for **Supply of Manpower Services (Skilled) for scanning of OMR answer scripts for ODVS** of Thiruvalluvar University, Vellore.

The tender documents and other details can be downloaded from the University Website: www.tvu.edu.in from **06.06.2025 to 19.06.2025** . 3.00 PM

Encl:Tender Schedule

REGISTRAR

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THIRUVALLUVAR UNIVERSITY
(NAAC Accreditation 'B+' Grade)
(State University)
SERKKADU, VELLORE – 632 115.

LIMITED TENDER SCHEDULE

Terms and conditions for the Supply of Manpower Services (Skilled) for scanning of OMR answer scripts for ODVS for Nov/Dec 2025 and Apr/May 2026 Examination of Thiruvalluvar University, Vellore.

1. DUE DATE AND TIME

Sealed Limited Tenders are invited by the Registrar, Thiruvalluvar University from the reputed Companies/Suppliers to Thiruvalluvar University, Vellore. The duly filled in Tender forms should reach the office on or before 3.00 pm on **19.06.2025**. Tenders received **after due date and time will be summarily rejected.**

2. MODE OF DESPATCH

Tenders should be addressed to the **Registrar, Thiruvalluvar University, Vellore**, by designation and should be only in sealed covers by courier Registered Post with Acknowledgement due or in person. Tenders received in ordinary covers without seal will not be considered.

3. SUPERSSCRIPTION

The Tender should be sealed and superscribed as Tender for **Supply of Manpower Services (Skilled) for scanning to Thiruvalluvar University**, Serkkadu, Vellore – 632 115.

4. EARNEST MONEY DEPOSIT

Each Tender should be accompanied by Earnest Money Deposit of **Rs. 25,000/-** (Rupees Fourteen Thousand Only) copy of the remittance challan, remitted through RTGS/NEFT in Our University **savings bank A/c No. 248401000000001, IFSC IOBA0002484, IOB, SERKKADU**. The Earnest Money Deposit of unsuccessful tenderers will be returned after the acceptance of the successful tender, at the expenses of the Tenderers within a reasonable time consistent with the rules and regulation on this behalf. The above **EARNEST MONEY DEPOSIT** amount held by the University till it is returned to the Tenderers would not earn any interest therefore. Earnest Money Deposit will be refunded only after completion of warranty period in case of the successful tenderer.

5. ELIGIBILITY CRITERIA

The bidders must fulfill the following Eligibility conditions and also submit documentary evidence in support of fulfilling these conditions while submitting the Bid. The University will consider the Commercial Bid of the vendors who qualify in the Technical bid.

For those vendors who are not qualified in the Technical Bid, the Commercial bids will not be considered. The bidders should have at least 3 years experience and focus on the related business, as on 31.03.2025 and a minimum average annual turnover of Rs.5 Lakhs and above in the last three years. Bidders should submit a) Income tax clearance certificate of last financial year with TAN/PAN number, b) valid GST/Sales Tax clearance certificate, c) valid GST registration certificate.

6. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION:

- a. The Tender should contain particulars like name and addresses of the Tenderers, rate including other levies that may be applicable.
- b. The rates should be kept firm for **one hundred eighty days** from the date of the opening of the Tenders for acceptance.
- c. The rate should be quoted for per script for scanning of OMR answerscript. if applicable and should be indicated clearly both in words and figures. Any scoring or overwriting should be attested by the Tenderer with full signature. The rate quoted should be firm and should not subject to any variation clauses.

7. OPENING OF TENDERS:

The tenders received up to 3.00 p.m. on **19.06.2025** will be opened by the Registrar, or any other officer authorized by him on his behalf at 4.00 p.m. on **19.06.2025** in the presence of those Tenderers or their representatives who may be present at the time of opening. The representatives of the Tendering firms who are attending the opening of the Tenders should bring a letter of authority from the Tendering firms which they represent to identify their bonafide.

8. AGREEMENT:

- a. The successful tenderer should execute an agreement for the fulfillment of the contract in the stamp paper to the Value of Rs.100/- in the model form enclosed in Annexure-III within seven days from the date of acceptance of the tender.
- b. The expenses incidental to the execution of agreement shall be borne by the successful Tenderer.
- c. The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of the University and recovery of any consequential loss from the successful Tenderer.

9. SECURITY DEPOSIT:

- a) The successful Tenderer will be required to remit the Security Deposit equivalent to **Five percent** from the total value of the quoted amount. If Tenderer fails to remit the

Security Deposit within the above said period. The Earnest Money Deposit remitted by him will be forfeited by the Thiruvalluvar University and his Tender will be held void.

- b) The successful Tenderer, Earnest Money Deposit, may not be adjusted with Security Deposit.
- c) If the Tenderer fails to act according to the Tender or backs out when his Tender is accepted, his Security Deposit mentioned above will be forfeited to the University.

10. FORFEITURE OF EARNEST MONEY DEPOSIT:

If the successful Tenderer fails to abide by the tender conditions or withdraws after his tender has been accepted, his Earnest Money Deposit will be forfeited.

The successful Tenderer shall not assign or make over the contract, the benefit of burden thereof to any other person or persons or body corporate. He shall not underlet or sublet to any person/s or body corporate for executing the contract or any part thereof.

11. ACCEPTANCE AND WITHDRAWALS:

- a. The final acceptance of the tender is entirely vested with University which reserves the right to accept or reject any or all the tender without assigning any reason whatsoever. There is no obligation on the part of the University to communicate with rejected Tenderers. After acceptance of the tender by the University, the Tenderer shall have no right to withdraw his Tender or claim higher price.
- b. Tenders with incomplete information will be summarily rejected.

12. RATE CONTRACT PERIOD

- a. The Rate Contract shall be valid for a period of One Year from the date of signing of Contract or agreement.
- b. The Contract shall be extended for further periods as mutually agreed by University and the Contractor at the same Terms and Conditions including Price. The Successful Bidder should keep the Price firm during the period of Contract including the period of extension of time, if any

13. SCOPE OF WORK:

S.NO		Scope of Work
1	MANPOWER SERVICES- SKILLED	• Scanning of OMR Answer Scripts (44 Pages) • Period of Work upto 30 to 40 days per semester. • Engage of Number of Persons per day (50 to 70 approx)

14. GENERAL:

The tenderer, while sending tenders should enclose a copy of the conditions stipulated duly certified and attested by token of accepting the tender. Tenders received without the certified copy of the conditions shall be rejected summarily.

I/We _____ have gone through the terms and conditions and will abide by them as laid down above.

**SIGNATURE OF THE TENDERER
WITH OFFICE SEAL**

ANNEXURE – I
THIRUVALUVAR UNIVERSITY,
VELLORE - 632 115.

TECHNICAL BID

**Limited Tender Schedule for Supply of Manpower Services (Skilled) for
scanning of OMR answer scripts for ODVS for Nov/Dec 2025 and Apr/May 2026
Examination of Thiruvalluvar University, Vellore**

Profile of the Company:

The Company should provide the following details

1. Name of the Organization with GST :
2. Nature of the Organization :
(Govt. / Public / Private / Partnership/
Proprietorship)
3. (a) Address of the Registered Office of the
firm with Phone Number, Fax and E-mail. :
(b) Year of Establishment :
4. Name of the contact person :
5. Telephone No./Cell No. :
6. Annual turnover for the previous three years :
(Should be minimum amt of Rs.5Lakhs/Annum)
(Xerox of the I.T. Clearance Certificate enclosed)
7. Income Tax Account No. PAN/TAN No. :
8. Location of the Company :
9. Names of the Government Agencies/
Educational Institutions to whom
similar Item have been supplied in
the preceding One year [Copy of
Order and Specimen be enclosed] :
10. Total experience in related areas :

11. State the minimum of time required to supply manpower if your company/ Organization gets the order No.of days :

12. EMD PAYMENT PARTICULARS

Remittance Amount Rs.

Date of Remittance:

UTR No.

Note:

1. The amount must be quoted only in Indian Rupees.

I hereby declare that the above particulars mentioned are true to the best of my knowledge.

Place:

SIGNATURE OF THE TENDERER

Date :

Cell No.

Phone No.

ANNEXURE – II
THIRUVALLUVAR UNIVERSITY
VELLORE-632 115.

**Limited Tender Schedule for Supply of Manpower Services (Skilled) for
scanning of OMR answer scripts for ODVS for Nov/Dec 2025 and Apr/May 2026
Examination of Thiruvalluvar University, Vellore**

COMMERCIAL BID

S.No	Particulars	No .of Answer Scripts scanning work for per semester	Rate Quoted per OMR Answer Scripts (44 Pages) in Rs.
1.	Number of OMR Answer Scripts (44 Pages)	6,00,000 No's (approx)	
	No. of Persons per day (50 to 70 approx)		
	Period of Work (30 to 40 days) (Per semester))		

I hereby declare that the above particulars mentioned are true to the best of my knowledge.

**TENDERER'S SIGNATURE
WITH OFFICE SEAL**

ANNEXURE - III

[To be executed by the Firms for the supply of **Manpower Services (Skilled)** for scanning of OMR answer scripts for ODVS of Thiruvalluvar University, Vellore]

I, We, M/s [Hereinafter referred to as “Supplier” hereby contract and agree on the acceptance of our Tender by Thiruvalluvar University [hereinafter referred to as “Purchaser”] in accordance with the conditions of contract stated below, the goods or materials hereunder named of the quality and of the sort and at the rate or price specified in the purchase order.

CONDITIONS OF CONTRACT

1. This document on having been signed by both the parties shall constitute a binding contract between the parties and shall remain in force for 12 months. But in the event of any breach of agreement at any time on the part of the supplier, the contract shall be determinable by the Purchaser without compensation to the Supplier. The contract may also be put to an end at any time by the Purchaser upon giving seven days notice to the supplier.
2. The Supplier agrees to supply, as detailed in the Commercial bid after carrying out successfully all the tests prescribed by the purchaser at all inclusive price of Rs.. .
.....to the before the specified date. The price offered is firm and is not subject to enhancement on any ground.
3. The University shall have power to make any changes in the Terms and Conditions without consultation with the firm (Tenderer)

For and on behalf of

**PURCHASER
WITNESSES :**

1.

2.

**SUPPLIER
WITNESSES :**

1.

2.