

**KANNUR UNIVERSITY**

Thavakkara Campus, Civil Station (P.O), Kannur,  
Kerala – 670002.

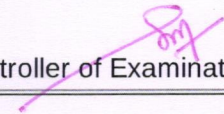
**EXPRESSION OF INTEREST**

Kannur University invites expression of interest (Eoi) from experienced and reputed Central/State Govt. organizations/ PSU's for the Digitalization of Tabulation Registers of the Examination Branch. The project is envisaged to scan all the Tabulation Register of various sizes and archive it in PDF format for implementing a fast and accurate mechanism to search and retrieve the data of the students.

Organizations are required to submit their sealed expression of interest (Eoi) in prescribed format along with all relevant documents at the above address by or before 10.30 AM on **11<sup>th</sup> February 2022 (Friday)**, which shall be opened at the same date at 11.00 AM.

Bidding document along with Terms and Conditions can be downloaded from [www.kannuruniversity.ac.in](http://www.kannuruniversity.ac.in).

Request for proposal (RFP) document will be issued to shortlisted organizations for soliciting sealed, technical and financial proposals pursuant to rules and regulations of Govt. of Kerala in this regard.

  
Controller of Examinations







### KANNUR UNIVERSITY

Thavakkara Campus, Civil Station (P.O), Kannur,  
Kerala – 670002

The Controller of Examinations, Kannur University, invites Expression of Interest (EoI) from reputed Central/State Government Organizations/PSUs for digitizing the Tabulation Registers of examination wing of the University. In view of the University's sincere efforts for providing a better and efficient service to student community, the examination related works are being computerised in a phased manner. This project envisages to scan all the Tabulation Registers of examination wing and archive it in *pdf* format for implementing a fast and accurate mechanism to search and retrieve the data of students.

- The EoI should be addressed to “Controller of Examinations, Kannur University in a sealed cover which includes documents/certificates for pre-qualification and the Technical specifications and name of the firm duly superscripted on the cover.
- A Memorandum of Understanding (MOU) as per prescribed format shall be executed by the successful firm with the Kannur University based on the terms & conditions of the EoI. The Kannur University, in its discretion reserves the right to cancel the contract at any time without assigning any reason.
- The Firm/Consortium/Strategic partner should have done digitization work (not less than 5 lakh pages or documents) in the last 3 years.
- The firm should not be one blacklisted by any Government/Government agency/ Banks/Financial Institutions in India during the last 5 years. Self-declaration to that effect should be submitted along with the EoI.

#### **Pre-qualification**

- The bidder should be a Central/State Government Organization/PSU or with a Consortium/Strategic partner, in which, both the parties are registered in India under the Company Act and should have fully functional offices in Kerala for the last three years. Furnish certificate of registration.
- In the last 5 years, the Firm/Consortium/Strategic partner should have successfully completed at least 5 digitization works such as State/Central Universities or their Departments, Government Departments, Government Colleges, Government R&D Organizations, Government Libraries. The Firm/partner should submit self-declaration along with appreciation letters/work orders. (Work orders/Completion certificates should be submitted)
- In the last 3 years, the Firm/Consortium/Strategic partner should have done atleast three numbers of digitization projects in the Public Universities of Kerala. (Work orders/Completion certificates should be submitted)
- In the last 3 years, the Firm/Consortium/Strategic partner should have digitized atleast 5 lakh pages of tabulation registers in any of the Public Universities in Kerala. (Work orders/Completion certificates should be submitted)



### **Technical Requirements and EoI**

- Preparation, scanning, post processing and conversion to PDF format of Tabulation Registers of the Kannur University, of various types and size.
- A document management system to manage the PDF documents, which can be used to search and retrieve documents based on English keyword in the tags, with provision for convenient viewing and printing of selected document / ranges of Tabulation Registers.
- Pages of tabulation registers need to be scanned in single image.
- The system should be capable of digitally signing the PDF documents.

### **The EoI requires**

- i. The cover sheet of the document shall state "Proposal for the digitization and archival of tabulation registers of examination wing of Kannur University" submitted by <name of firm>.
- ii. It shall be a brief report having the following sections:
  - a. Content Page
  - b. 1-page executive summary
  - c. Overview of the agency or company - maximum 1 page
  - d. Summary for meeting eligibility criteria - max 1 page (proof to be appended)
  - e. Overview of the human, technical and other resources of the firm in the field of digitization and related activities (Client list and documentary evidence may be attached as appendix) Maximum 2 pages.
  - f. The formats given in the website has to be filled up and submitted along with the proposal.
- iii.
  - a. Proposed solution for the present project along with a SWOT analysis (strength, weaknesses, threats and opportunities) - maximum 6 pages: This should be in such a way that the technical committee will be enabled to take a decision on the firms competence according technical requirement and terms and conditions, specifically stating the approaches to definition of image capturing, approaches to colour reproduction.
  - b. Proposed time schedule - 1 page
  - c. Compliance statements for ELIGIBILITY CRITERIA and TECHNICAL REQUIREMENTS.

### **Evaluation Process**

- Kannur University reserves the rights at all times to postpone or cancel a scheduled consideration of the EoI.
- On satisfying the pre-qualification, the firm would be considered for Technical evaluation. The company recommended by the Technical Evaluation Committee would be qualified for further procedure.
- The evaluation committee will review the EoI of the short-listed firms to determine whether the EoI is substantially responsive. EoI that are not substantially responsive are liable to be disqualified. The committee may seek inputs from their professional, external experts in the technical and commercial evaluation process.
  - a. Each EoI will be assigned a technical score out of a maximum of 100 points.
  - b. Only the firms score a total Technical score of 80 (Eighty) or more, will qualify for further



process, as explained in the Technical Evaluation Criteria.

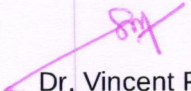
- If, Technical Evaluation Committee observes that further evaluation is required for the assurance of quality and service, further evaluation criteria, as per recommendation of the Technical Evaluation Committee would be considered by the University.
- The final acceptance of the EoI rests entirely with the University who do not bind themselves to accept the lowest or any tender.

  
Dr. Vincent P J





Sl No.	Pre-qualification Criteria	Supporting Compliance document
1.	The applicant shall be a firm/company/partnership/ proprietorship firm registered under the Indian Companies Act 1956/the partnership Act, 1932 and who have their offices in India/Kerala.	Copy of Certificate of incorporation and Partnership Deed, if any
2.	The firm should be in the business of providing similar services for at least 03 years as on January 2022.	Certificate by Company Secretary of the Bidder's organization.
3.	The Bidder has to be profitable and should not have incurred loss in any of the last three consecutive Financial Years (2018-19, 2019-20 & 2020-21).	Format – 5 to be certified and validated by Chartered Accountant (CA) of the Bidder's organization.
4.	The Bidder should have an annual turnover of Rs.25 Lakhs in each of the last 3 consecutive Financial Years (2018-19, 2019-20 & 2020-21) from only consultancy Services rendered in India/Kerala.	CA certified document with name of CA registration number, signature and stamp.
5.	The Bidder shall have experience of providing : i) Three similar completed consultancy services to Central Govt./State Govt./PSU's/Govt. Bodies in India costing not less than Rs. 20 Lakhs each or ii) Two similar completed services costing not less than Rs.15 Lakhs each or iii) One similar completed services costing not less than Rs.10 Lakhs.	Copy of Work Order/Contract.
6.	The consultancy firm should have at least 03 full time consultants on its payrolls.	Certificate by Statutory Auditor or Company Secretary of the Bidder's organization.
7.	The firm should not be black listed by any Central Govt./ State Govt./PSU's/Govt. Bodies	Signed by authorized signatory
8.	PAN number/Service Tax Registration Certificate	Copy of Certificate to be enclosed
9.	Preference will be given to agency/organization having prior experience in Review/Appraisal of Centrally Sponsored Scheme for any Central/State Govt./Govt. Autonomous Bodies	
10.	The Bidder must have offices in Kerala.	Details of branch offices in Kerala.

  
Dr. Vincent P J





**FORMAT – 1**

To,

Controller of Examinations  
Kannur University, Thavakkara  
Civil Station (P.O), Kannur – 670002

Dear,

Sub: Proposal for the digitization and archival of Tabulation Registers of examination wing of Kannur University – reg.

In response to the invitation for expression of interest (EoI) published on **28.01.2022** for the above purpose, we would like to express interest to carry out the digitalization of Tabulation Registers of the Examination Branch. As instructed, we attach 2 sets of the following documents in separately, one in envelope and one soft copy:

1. Organizational Details (Format – 2).
2. Experience in related fields (Format – 3)
3. List of experts/consultants on payroll at least 3 (Format – 4)
4. Financial strength of the organization (Format – 5)
5. Declaration (Format – 6)

Sincerely yours

Signature of the applicant  
(Full name of the applicant)

Stamp -----

Date

Encl: As above.

Note: This is to be furnished on the letter head of the organization.



**FORMAT – 2**

Sl No.	Organizational contact details	
1.	Name of Organization.	
2.	Main areas of business	
3.	Type of Organization Firm/Company/ Partnership Firm registered under the Indian Companies Act, 1956/The partnership Act, 1932.	
4.	Whether the firm has been blacklisted by any Central Govt./State Govt./PSU/Govt. Bodies/Autonomous.  If yes, details thereof.	
5.	Address of registered office with telephone number and Tax.	
6.	Addresses of Offices in Kerala.	
7.	Contact Person with telephone no. & e-mail ID	

Enclose:

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant  
Full name of the applicant  
Stamp & date



**FORMAT – 3**

<b>Experience in Related Fields</b>						
Overview of the past experience of the Organization in all aspects related to Brand Building related						
Sl. No.	Items	Number of Assignments during last 5 years	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Client/ Organization (Enclose completion certificates)		
1.	Experience of assignments of similar nature in other Universities					
1.1	Experience in carrying out similar assignment in Government					
1.2	Experience in carrying out similar assignment in Public sector					
Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.						
Signature of the applicant Full name of the applicant Stamp & date						



**FORMAT – 4**

<b>List of experts/consultants on payroll (at least 3)</b>				
<b>Sl No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Relevant Experience</b>
1.				
2.				
3.				
4.				
5.				
6.				
<p>Signature of the applicant Full name of the applicant Stamp &amp; date</p>				



**FORMAT – 5**

<b>Financial strength of the Organization</b>					
Sl No.	Financial year	Whether profitable Yes/No	Annual net profit (in Crores of Rs.)	Overall annual turnover (in Crores of Rs.)	Annual turnover from only Consultancy services rendered in India (in Crores of Rs.)
1.	2018-19				
2.	2019-20				
3.	2020-21				

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant  
Full name of the applicant  
Stamp & date



**FORMAT – 6**

**Declaration**

We hereby confirm that we are interested in undertaking the digitalization work of tabulation registers as per the terms and conditions stipulated in the EoI.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation.

Date of Signature.

Note: The declaration is to be furnished on the letter head of the organization.