

**ACHARYA NAGARJUNA UNIVERSITY
NAGARJUNA NAGAR – 522510**

**Terms and Conditions for the conduct of Computer Based
Test (CBT) in English subject for First and Second Year
U.G Courses**

The work for which tenders are called for pertains to the conduct of Computer Based Test (CBT) in English. The work consists of the following components:

1. The Tenderer should submit the tender form in a sealed cover addressed to the Registrar, Acharya Nagarjuna University along with the SBI D.D. for Rs. 50,000/- (Rupees Fifty thousand only) towards EMD in favour of the Registrar, Acharya Nagarjuna University payable at the State Bank of India, ANU campus for the work of conducting CBT English Practical Examinations. Interest will not be paid on EMD amount under any circumstances.
2. The prices quoted should be inclusive of all taxes.
3. Since it is confidential and sensitive work, all the work should be done at the specified exam centers only.
4. If the tenderer fails to complete the work within the prescribed period, the orders given will be cancelled and EMD will be forfeited and penalty as decided by the University can also be imposed.
5. The University reserves the right to accept or reject the tender in whole or part without assigning any reason.
6. Tenders will be received up to 02.00 P.M on 02-12-2010 and will be opened on the same day at 03.00 P.M in the presence of the tenderers who are present at that time or their authorized representatives.
7. The tenderer must be a Limited Company having good experience in this field and they must have already carried out similar work at least for two similar Educational Institutions in the state for which documentary evidence must be submitted.
8. The rates approved shall be valid up to one year from the date of the work order and extendable for a further period of one year upon mutual agreement based on satisfactory performance.
9. The selected tenderer shall enter into an agreement with the Registrar, Acharya Nagarjuna University on Rs. 100/- Non-Judicial Stamp paper containing all terms and conditions of this work. The agreement shall be entered into within one week from the date of issue of work order.
10. The successful tenderer has to under-take the work and complete the same during the specified period according to the Academic Calendar of the University.

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11. Approximate strength of candidates per annum will be around 40,000/- only for all U.G Courses put together.
12. The CBT exams have to be conducted for first and second year students of Guntur and Prakasam districts & for second year students only for Krishna district students pertaining to the academic year 2010-11 and from the academic year 2011-12 for Guntur and Prakasam district students only (for both First and Second years).
13. The tenderer should furnish the following documents along with the tender form, failing which the tender is liable to be rejected.
 - a. Name and full detailed postal address of the firm with phone numbers.
 - b. Type of firm:
 - c. Copy of Registration Certificate.
 - d. Responsible person to be contacted legally.
 - e. Latest Income Tax Clearance Certificate.
 - f. Experience Certificate of similar work from at least two similar educational institution in the state.
14. The tenderer shall undertake the work in a most confidential manner and not to indulge in any kind of malpractice by himself or by his employees for which the tenderer shall be held responsible. In the event of any such incident, the University shall have the power to impound EMD, in addition to taking necessary civil and criminal action as per law.
15. The Tenderer shall submit to the University, the hard (in duplicate) and soft copies immediately after the processing is completed.

**REGISTRAR
ACHARYA NAGARJUNA UNIVERSITY**

Application No.:

**ACHARYA NAGARJUNA UNIVERSITY
NAGARJUNA NAGAR – 522510**

**Tender Schedule for the conduct of Computer Based Test
(CBT) in English subject for First and Second Year U.G Courses**

1. Name of the full detailed Postal address :
of the Firm with phone number
2. Date of Incorporation (Certificate as Limited :
Company, Memorandum of Associations (MOA)
and Articles of Associations (AOA) to be enclosed
3. Income Tax PAN Number :
4. Latest Income Tax Clearance Certificate :
(Photo Copy to be enclosed)
5. Experience Certificate from two educational :
Institutions in A.P
6. Type of firm :
7. Responsible person to be contacted legally :
8. Works to be executed are as follows :

(ANU conducts online examination for U.G First and Second year students in English language Spoken and Listening skills. Conducting online examination is a very crucial task and has to be implemented carefully and the firm should have solid experience. The following are the works to be executed by the firm)

- a. Software installation at the examination centers by the firm.
- b. Preparation of Question Bank with 1000 questions.
- c. Ensuring the confidentiality of the Question Bank.
- d. Integrating the student examination centre details and students details in the
Software from the Excel file formats given by ANU.
- e. Evaluation of online student responses/answer scripts.

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- f. Ensuring secure data transfer
 - g. Facilitating ANU in evaluation of spoken skills/voice responses of the students.
 - h. Conducting re-examination to the students in case of any disruption in conducting the exams due to software problems or other Technical Problems.
 - i. Furnishing CBT awards in both soft and hard copy (Two Sets of Hard Copy) with certification by the firm in College-wise/ Course-wise and district wise pattern.
 - j. Furnishing Statistical reports of the percentage of pass as per the requirement of the Government from time to time.
- II. Information regarding number of examination centers and number of appearing students will be provided by the University.
- III. The CBT exams have to be conducted for first and second year students of Guntur and Prakasam districts & for second year students only for Krishna district pertaining to the academic year 2010-11 and from the academic year 2011-12 for Guntur and Prakasam district students only (for both First and Second years).
- IV. Price quoted by the firm for the above works per candidate :
- V. Other terms and conditions, if any :

**Registrar
Acharya Nagarjuna University**

**Signature of the Tenderer with
the firm seal**