

**UNIVERSITY OF ALLAHABAD**  
**Limited Tender Enquiry (LTE)**

No.: SPC/fo Tender/2024/01

Dated: 27/08/24

To,

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

We intend to enter in to rate contract for hiring of services to undertake the job of Scholarship work at University of Allahabad for session 2024-25. Kindly send your QUOTATIONS giving lowest rates per unit along with terms and conditions in sealed cover through post or courier addressed to Finance Officer, University of Allahabad, Prayagraj, UP, Pin-211002 so as to reach this office on or before 10/09/24. THE word "Quotation for Scholarship work", Our REFERENCE NUMBER & DATE of LTE SHOULD be mentioned on the sealed envelope.

Scholarship work to be done through Institute Login

Sl. No	Nature of Work to be done	Approx. No. of Form/ Data	Rate per Form/ Data
<b>Pre - Scholarship Work - (Setup)</b>			
1.	Procuring & Entry of Course class days on the Portal		
2.	Procurement & Preparation of result of student who received scholarship in the previous session (manual in prescribed format		





3	Result entry of the students on the portal in the prescribed format.		
4.	Preparation & Updation of Master data (Last date 05-12-2024)		
<b>Post Scholarship Work – (Working on Collected Forms)</b>			
1	Manual collection of National and State Scholarship form after due verification of all documents as per the guidelines of National Scholarship Portal and Social Welfare Department, UP. respectively.	15000	
2.	Receiving and Verification of manually collected Scholarship Form online through Institute Login on National Scholarship Portal and State's Scholarship Portal of Social Welfare Department after due verification of Income, Caste and Domicile Certificate, Fee Receipt and other related documents as required by SWD for fulfilling scholarship form.		
3.	Forwarding of verified Scholarship Form online through Institute Login on National Scholarship Portal and State's Scholarship Portal of Social Welfare Department. Following information is required to be filled against each student while forwarding - his/her last result marks obtained marks and total marks, enrollment number, attendance percentage of previous year.		
4.	Manual collection of National and State Scholarship suspected form after student correction.		
5.	Verification & Forwarding of Corrected Scholarship forms collected through Institute Login after verifying the relevant documents and the reason of discrepancy.		

#### Scholarship work to be done by University / Affiliating Agency

Sl. No	Nature of Work to be done	Approx. No. of Form/ Data	Rate per Form/ Data
1.	Preparing of University and its Constituent Colleges Profile, their Courses, fee and seats allotted on the Scholarship Portal and Verification & Approval of the above mentioned information through Digital Signature of Registrar, DSW and Nodal Officer.	13	
2.	Preparing & Uploading of University and its Constituent Colleges result on the Scholarship Portal. Locking the uploaded data through Digital Signature of Examination Controller and Registrar.		
3.	Preparing & Uploading of University and its Constituent Colleges result on the Digilocker.		
4.	Verification & Approving of University & its Constituent Colleges student Scholarship duly filled forms in multiple stages.		

**Terms & Condition**

1. The firm must have the requisite expertise and experience in undertaking the Scholarship work.
2. The firm / agency must have experience / executed (successfully completed) at least three years of Scholarship work in the last four years (i.e. on or after 1<sup>st</sup> June, 2020) of any Central University / State University. (Work Order of experience shall be annexed with the tender document)
3. The contract / tender will be awarded to the technically accepted firm whose financial quotes are found to be the lowest, provided financial & contractual terms & conditions are being met by him, who in the opinion of the Committee is having the capacity and resources to execute the work.
4. However, the Tender Committee reserves the right to negotiate with L-1 firm to trade off between two modes of assessment and also reject bids wherein abnormally low rate which are not workable financially is quoted by tenderer.
5. Tender once submitted will remain with the University of Allahabad and will not be returned to the bidders.
6. University of Allahabad reserves the right to reject any or all the tenders in full or in part including lowest one without assigning any reasons what-so-ever, and the decision of the Competent Authority of University of Allahabad in this regard will be binding on all the tenderers.
7. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected.
8. The rates once accepted by University of Allahabad shall remain valid till the successful execution of the work order. Rates quoted shall be inclusive of all taxes University of Allahabad shall not entertain any increase in the rates during the period. However, in the event there is a reduction or increase in Taxes / Government levies / duties during the period of execution of the contract, the rates shall be suitably adjusted with effect from the date notifying the said reduction or increase in the Government levy / excise duty.
9. During the validity of this tender, if the tenderer provides the same or equivalent services to any other Organization / Institution at a rate lower than the rate fixed for University of Allahabad, the tenderer shall automatically pass on that benefit to University of Allahabad.
10. Payment will be made on satisfactory completion of job on the certification of the Nodal Officer, Scholarship in University of Allahabad.
11. No advance payment will be made.
12. Quotations shall be sent by Registered Post or by Courier only. Under no circumstances unsealed quotation will be entertained in the office.
13. Quotations received after the due date shall not be considered.

  
**Finance Officer**