Addendum issued based on the queries received by this office
up to 4 pm, 20.02.2021

ESS – C3: Contractual service support for digitization of answer scripts written in paper mode for evaluation with software solution

BID REFERENCE: No. TNAU / CoE / CBE / ESS – C3 /2021 dt.29.01.2021

Sl. No.	Clarification requested by the firms	Clarification given by the Controllerate of Examination
1.	Since we have to make available the digital answer scripts grouped into different subject wise for evaluation, whether the university will provide the details of the subject code of each answer script with the relevant barcode number in an excel or any other data format prior to starting the scanning? This clarification is essential to command our software to allocate the e-scripts automatically to the relevant assigned evaluators.	Yes, University will provide the subject code for the answer scripts to be scanned. The vendor should generate a dummy number for the scanned answer scripts which in turn should be tagged with the barcode and marks provided after evaluation.
2.	Our software is capable of reading the barcode while scanning but at times due to some printing error in the barcode (rare cases) the barcode may not be machine readable. In this connection, please clarify whether each answer script will have unique serial number also printed on the enface and whether the university will be able to provide the details of the serial number of the answer booklet with relevant barcode number in an excel or any other data format if wanted by the vendor to structurally organize all the scanned answer scripts.	Random generated serial number and barcode will be present in the enfacement sheet. This data will be provided to the vendor in excel sheet.
3.	For the purpose scanning please clarify whether the university will hand over the physical answer scripts in covers denoting those covers subject code & titles wise	The university will hand over the papers by pooling the answer scripts subject - wise mentioning the number of answer scripts, and subject code.

	mentioning the count of the answer scripts in each of the cover or it will be made available as a bunch consists of answer scripts of different subject codes	

Controllerate of Examinations
Tamil Nadu Agricultural University
Coimbatore – 641 003

Addendum Based on the discussions held in the
pre bid meeting held on 12.02.2021

ESS – C3: Contractual service support for digitization of answer scripts written in paper mode for evaluation with software solution

BID REFERENCE: No. TNAU / CoE / CBE / ESS – C3 /2021 dt.29.01.2021

General:

1. Clarification to the GCC 10: The successful vendor should meet out the transport charges for transporting of scanning equipment and their technical personnel. The transport of answer scripts from different examination centers to the digitization centers will be arranged by TNAU.
2. The scanning equipment should not be kept permanently in the TNAU premises. All the scanners and other accessories brought by the successful bidder should be taken back by them immediately after the scanning process is completed.

Clarifications to the question raised in the pre-bid meeting / received through email:

Sl. No.	Clarification requested by the firms	Clarification given by the Controllerate of Examination
1	Extension of Bid Submission date (Last Date of submission is 22nd Feb)	Last date for bid submission remains the same (up to 3.00 pm on 22nd Feb)
2	We are registered as a MSME. We request you to exempt the EMD as per notification by Ministry of Finance, GOI	Exempted. Necessary certificate needs to be enclosed. Other have to mandatorily enclose the applicable EMD inside the sealed original technical bid cover
3	Score cards for each subject will be generated with annotations will be generated in pdf format. Request you to please elaborate on what kind of integration is required as this will be an additional effort.	The proposed software should be having the following features 1. The software should have the provision for generating score cards in MS Excel / CSV format. 2. Should have the functionality to select, sort and easily assign the e-

		answer scripts to the evaluators from a dynamic data base of subject wise evaluators to be provided by CoE and reassign the e-answer scripts for reevaluation
		3. The intimation of assignment of e-scripts for evaluation should be sent automatically and reminders pertaining to the progress of evaluation also should be sent automatically with fixed intervals. The intervals for sending reminders should be dynamic and definable by the designated staff at O/o the CoE.
		4. Should be able to auto generate reports indicating the date of assignment, receipt, no of scripts evaluated and also auto generate a claim form for online submission by the evaluators
		5. Provision for interim feedback of the evaluator on status of evaluation through a dashboard/ email correspondence and archiving of correspondence
		6. The software having the above provisions should be hosted in a cloud platform for managing by O/o the CoE
		7. The software should be configured to include the historical account of marks of the e scripts wherever they are reassigned/ re-evaluated should be available through query.
		8. The software should enable provision for random / select allotment to the evaluators depending upon the exigencies.
4	Since such activities are conducted in a secure and controlled environment, our solution will work on a Windows based system. It is suggested that the evaluation not be done on an Android device as it is inconvenient to the user and all secure features may not work on such a system.	The digitization process should be amenable for access and evaluation and done in Windows or any other suitable platform approved by the CoE and in the supervised premises. The proposed solution should have the capability to evaluate the e-answer scripts in multiple platform (Windows / android / ios / ipad OS) with all security features. The features available in the solution for such

			access should be properly mentioned in the technical bid
5	Allotment of answer scripts happens randomly by our solution to evaluators. Please elaborate on the exact requirement since this could mean that manual allocations may happen.		The software should enable the provision for assignment of e scripts randomly or manually by the designated admin by the CoE depending upon exigencies.
6	Request you to please elaborate on this. It is mentioned that the services have to be delivered in different campuses. It is suggested that the scanning be carried out in one campus only as it is cost effective and there can be better control on the entire process.		In the tender document it is already clearly mentioned that the services may be required to be carried out in six centers (see Section V- ESS category -Place of delivery)
7	How many pages does the answer script have?		16 pages booklet, there is possibility that the students will write on additional sheets also.
8	Are the exams semester based or annual? If semester based, how many answer scripts will be processed per semester?		Examinations are semester based. The estimated number of answer scripts per annum is given in the schedule of requirements. Annually two semester examinations will be conducted.
9	Is the script OMR based?		No
10	Do the scripts have barcodes on all the pages or even pages?		No; the bar code is given on the enfacement
11	Will candidates use supplement scripts? If yes – Please share the no of pages of these scripts.		Yes, the candidates will use supplement scripts; on an average up to 5 additional sheets are being used
12	Do supplement scripts have barcode on all the pages? Is there any linkage between Main and Supplement script?		As such it is not available.
13	Can we complete scanning activity once all the scripts are received at one location in client premises?		It may be necessary to scan the answer scripts as and when a particular exam is over.
14	Is there a room/hall in client premises which has CCTV installed or do we need to install for setting up scanning centre?		Yes, a CCTV installed room will be provided for scanning process.

15	Is internet connectivity with at least 45 to 60 MBPS available or do we need to rent a dedicated line?	Yes, internet connectivity will be provided from O/o the CoE.
16	For scanning Centre will the required infra like chairs, tables, LAN connectivity etc. be provided?	Yes, required facilities will be provided
17	Require a sample answer booklet (scanned copy will help to understand the format)?	Scanned answer scripts will not be provided. However, the details of answer booklets are as follows Paper Size: 8.5 inches X 11inches Thickness: 70 GSM Booklet: comprise of 16 pages, stitched; ruled If any vendor wants see the answer script, they can visit the office of the CoE on any working days from 9.00 am to 5.00 pm with prior intimation
18	Is the Answer script stitched or stapled?	The answer scripts are stitched; supplementary sheets may be stapled or tied
19	How many evaluators would be evaluating for a drive?	Around 250 - 300 evaluators will be evaluating answer scripts in one drive
20	How many evaluation centers to be established – Will the evaluation center/computer lab given by the customer or we have to set up?	No, the evaluation centers need not be established
21	What is the duration of the exams?	Duration for regular exams will be around 10 -15 days and reappearance exams will be conducted for 25 to 30 days in a spell
22	What is the duration of evaluation process?	After receipt of digitized e-answer scripts, 3 - 4 weeks will be required to complete the first evaluation process depending upon number of answer scripts.
23	Whether Cloud storage required even after valuation is complete.	Yes. The e-answer scripts need to be archived and stored in secure cloud for later reference.
24	Need to know if the digitisation will be centralized or distributed	Distributed as mentioned in the schedule of requirements in the tender document.
25	Need to know if the Evaluation will be centralized or distributed	Evaluation will be done at the evaluators work place and in a central location as decided by the CoE from time to time. However, the vendor is not expected to provide evaluation services
26	Whether existing books will be used or new design will be printed	The existing answer booklets only will be used as of now.

27	If number of pages is same for all the subject? Whether additional sheets are allowed in the examination.	The main answer booklet remains same for all subjects. The number pages and additional sheets may vary from student to student.
28	Total number of subjects and courses. 85000 scripts mentioned in the tender is for a year. Will that be one time or distributed with 2 semesters in a year	The estimated number of answer scripts per annum is given in the schedule of requirements. The number of scripts given in the tender will be distributed in two semesters and for reappearance examinations.
29	As per the tender details vendor has to provide infra for digitization alone. Hence the systems for valuation will not be included in the vendors costing. - To be confirmed.	The vendor need not establish any infra for evaluation. But their solution should be able to support the post digitization evaluation and score card generation in MS Excel / CSV format.
30	Whether the blank pages in the answer script need to be scanned?	All the pages numbered by the student and left blank, should be scanned.
31	Can the stitched answer booklets be detached for scanning?	If technology available to scan the booklet without removal of stitching that will be desirable. However, the stich can be removed for scanning and the scanned script to be stapled properly immediately for further access. In the scanning processes the sheets should not get crumpled or torn
32.	Time frame for storing of digitized e-answer scripts in the secure cloud	The digitized e-answer scripts may be kept for at least 6 months in the secure digital cloud.
33.	Whether the Secured cloud server facility will be provided by the university or Vendor should offer the service?	A secured cloud space as integral service component should be made available and should be accessible only by the authorized staff from O/o the Controllerate of Examinations, TNAU.
34.	Whether the provision for entering internal marks should be given?	No. Not necessary.
35.	The evaluation is single or multiple?	Usually, it is single evaluation. But, based on the students request for re-evaluation / any other administrative reasons the specified scripts will be subjected for multiple evaluation.
36.	Whether the solution provider should scan the answer booklet in colour / black & white?	Provision for scanning in Black & White or in colour should be available.
37.	Whether the entire process is going to be supervised by admin? In that case how many admins need to be created?	The entire process is going to be monitored by the admin. The creation of admin should be dynamic. However a minimum provision for 4 admins and one lead admin is required.