

PANJAB UNIVERSITY, CHANDIGARH

Sector 14, Chandigarh – 160014

Website: <https://tenders.puchd.ac.in/>

EXPRESSION OF INTEREST (EOI)

Expression of Interest (EOI) regarding Digital Evaluation of Answer sheets

EOI Reference No.: PU/COE/EOI/Digital-Eval/2026/1

Date of Issue: 17/03/2026

Last Date & Time for Submission: 08/04/2026 by 4.00 pm which will be opened on 09/04/2026 at 11.00 am.

Issued by:

Controller of Examinations

Panjab University, Chandigarh

1. INVITATION OF EOI

Panjab University (hereinafter referred to as “the University”), Chandigarh envisages implementing Digital Evaluation of answer sheets in the near future. The University invites sealed Expressions of Interest (EOI) from **reputed, competent, experienced, and financially sound agencies capable of handling large-scale, high-stakes university examinations for the Digital Evaluation of answer sheets.**

This EOI is issued to invite competent agencies to participate in the consultation process and provide their inputs in order to develop a detailed and well-defined scope of work for the proposed Digital Evaluation system. **Agencies will subsequently be invited to participate in a detailed Request for Proposal (RFP) / Tender, as approved by the competent authority.**

2. SCOPE OF WORK (INDICATIVE)

The scope of work shall include, but not be limited to, the following:

1. Secure receipt, tracking, and scanning of physical answer scripts
2. Digitization at high resolution with quality checks
3. Hosting and maintenance of a **secure Digital Evaluation Platform**
4. On-screen evaluation with annotation, moderation, and re-evaluation tools
5. Examiner allocation, monitoring, and workflow control

6. Role-based access, audit trails, and activity logs
7. Encryption of data at rest and in transit
8. Compliance with data protection and confidentiality requirements
9. Generation of marks data, reports, and result files
10. Technical support, training, and handholding during evaluation cycles
11. Interfacing with University system for all processes related to evaluation, re-evaluation, result preparation, remuneration etc.

The final scope shall be defined in the RFP/Tender document.

3. ELIGIBILITY CRITERIA

Agencies submitting the Expression of Interest (EOI) must strictly fulfil **all** of the following eligibility criteria. Non-compliance with any condition shall render the EOI liable for rejection:

1. The firm/organization must be **registered under the Indian Companies Act, 1956 / Companies Act, 2013** and should have a **minimum of ten (10) years of continuous existence in India** as on the date of submission of EOI.
2. The agency must be **certified for compliance with internationally recognized Information Security and Quality Standards**, including:
 - **ISO/IEC 27001** – Information Security Management System
 - **ISO/IEC 20000** – IT Service Management
 - **ISO 9001** – Quality Management System

Valid certificates issued by accredited certification bodies must be submitted.

3. The agency **must not have been blacklisted or debarred** by any **Central Government / State Government / PSU / Autonomous Body / University / Educational Institution** in India as on the date of submission of EOI. A self-declaration to this effect must be submitted as per **Annexure-V**.
4. The bidder must have **at least one (1) complete End-to-End Examination Process experience with a Government affiliating University/Central Board of Educations in India**, covering:
 - Digital evaluation of answer scripts
 - Pre-examination and post-examination activities
 - Result processing and related services

5. The above End-to-End Examination Process experience must be for examinations involving **more than ten (10) lakh scripts/answer sheets per year and must have completion certificate of affiliated University.**

6. The agency must possess adequate **technical infrastructure, secured data centers (India-based), trained manpower, and operational capability** to execute large-scale digital evaluation assignments of Panjab University.

7. The agency must comply with all applicable provisions of:
 - **Information Technology Act, 2000** and rules framed thereunder
 - CERT-In guidelines and advisories
 - Data confidentiality and examination secrecy requirements of the University

Supporting documentary evidence for all eligibility criteria must be submitted along with the EOI as specified in **Annexure-I and Annexure-II.**

4. DATA PROTECTION, SECURITY & LEGAL COMPLIANCE

The agency must strictly comply with the following:

- **Information Technology Act, 2000** and rules thereunder
- **Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011**
- **Information Technology (Intermediary Guidelines and Digital Media Ethics Code) Rules, 2021**
- CERT-In advisories and cyber security guidelines
- Confidentiality obligations applicable to examination data

Specific requirements include:

- No data shall be stored outside India
- No subcontracting without prior written approval of the University
- Absolute confidentiality of question papers, answer scripts, and results
- Execution of **Non-Disclosure Agreement (NDA)**
- Immediate reporting of any data breach or security incident
- Secure deletion of all University data after completion of assignment

Violation of data security provisions shall result in **blacklisting, termination, and legal action.**

5. SUBMISSION OF EOI

- EOIs must be submitted in **sealed envelope in the office of Controller of Examinations, room No. 118, 3rd Floor, Administrative Block, Panjab University, Sector 14, Chandigarh – 160014.**
- Envelope must be superscribed:
“EOI for Digital Evaluation of Answer Sheets – Panjab University, Chandigarh”
- EOIs received after the due date and time shall be summarily rejected

7. GENERAL TERMS & CONDITIONS

1. The University reserves the right to accept or reject any or all EOIs
2. Agencies will subsequently be invited to participate in a detailed Request for Proposal (RFP) / Tender, as approved by the competent authority.
3. This EOI does not constitute an offer or contract
4. All disputes shall be subject to **Chandigarh jurisdiction only**
5. Corrigendum, if any, shall be uploaded on the University website only
6. Suitable agencies based on eligibility, experience, and technical capability will be called for **presentation / demonstration**
7. The participating agency must be ready to make presentation. **Presentation/ demonstration** should be very specific and have a format wherein all the annexures should be placed at the start followed by very focussed information related to items listed in scope of work, any related experience and strengths/best practices of the agency.

Controller of Examinations
Panjab University, Chandigarh

ANNEXURES

Annexure-I: Agency Profile & Eligibility Details

- Name of Agency
- Registered Address
- Year of Incorporation
- PAN, GST, CIN
- Contact Person & Details

Annexure-II: Experience Details

- Client Name
- Nature of Assignment
- Volume of Answer Scripts
- Year of Execution
- Client Contact (optional)

Annexure-III: Technical Capability

- Description of Digital Evaluation Platform
- Security Features
- Hosting Details
- Scalability & Performance Metrics

Annexure-IV: Data Security & Compliance Declaration

(To be submitted on company letterhead)

We hereby certify that our organization complies with the Information Technology Act, 2000 and related rules and agrees to abide by all data protection, confidentiality, and security requirements of Panjab University, Chandigarh.

Authorized Signatory

Name, Designation, Seal, Date

Annexure-V: Undertaking

- No blacklisting declaration
- No conflict of interest
- Acceptance of EOI terms