

West Bengal University of Technology

Tender Form for conducting Entrance Test

Notice No : **EXAM/REGIS/12-13/01**
Date of Issue : **13-04-2012**
D.D. No. for the Tender Price :

Address:
BF-142, Sector-I,
Salt Lake City,
Kolkata-700064

Tele-Fax No:
(033) 2321-8775
Phone No.:
(033) 2321-8771

Scope of work:

1. Printing of Brochure & Application Form (20 pages except cover, size – Double Demy, 130 GSM Art Paper, 300 GSM Hard Board Cover, 120 GSM Application Form)
2. Printing of Question Booklet,
3. Computer Data Entry of the filled in form,
4. Printing & dispatching (UCP) admit card and through website,
5. Supplying answer scripts (OMR) and evaluation,
6. Arranging venues in different cities (Kolkata-2, Durgapur, Kharagpur, Siliguri, Guwahati/Agartala/Ranchi/Patna),
7. Preparing the Rank card & merit list

**Ref: Tender Notice No. EXAM/REGIS/12-13/01
dated: 13-04-2012**

1. Name & Address of the Firm :

a) Telephone No:

b) Mobile No.:

c) Fax No:

2. Name of the items for which the Firm is interested:

3. Name of the Proprietors/partners/directors etc:

4. Trade License No (With Photocopy):

5. VAT License No:

6. Service Tax Registration No (With Photocopy):

7. Additional Information if the party wants to include:

8. Copies of Testimonials/credentials/certificates regarding services/experience etc:

9. Rate for the entire work (For minimum 10000 applicants):

Signature with Stamp

Mandatory Criteria:

The vendors who will be favored with the order are bound to follow the following criteria-

1. Experience of conducting Trunkey project involving 50000 or more candidates in a single project/Examination system.
2. Experience in working in University systems.
3. Agency is to maintain utmost confidentiality.
4. Updating of the software should be done as per the requirements of the University

General conditions:

1. The tenderers are required to deposit the tender forms along with relevant papers (mentioned in the form) in a sealed covers.
2. The University reserves the right to accept or reject any tender without showing any reason.
3. Tender for supply of the goods mentioned in the notice may be submitted in full or in part.
4. Tender fee of Rs. 500/- has to be deposited along with the tender papers.
5. All payments should be made through demand drafts in favour of the 'West Bengal university of Technology' payable at Kolkata.
6. The proposal should be submitted within 3 p.m. of 19th April, 2012.
7. Incomplete tender shall be summarily rejected.
8. Subcontracting in any form will not be entitled by the university.
9. All legal disputes shall be subject to jurisdiction of Calcutta High Court.