

# West Bengal University of Technology

Tender Form for conducting Entrance Test  
JEMAT 2014

Notice No : EXAM/REGIS/14-15/24  
Date of Issue : 20-05-2014

D.D. No. for the Tender Price :

D.D. No. for the Earnest Money :

Address:

BF-142, Sector-I,

Salt Lake City,

Kolkata-700064

Tele-Fax No:

(033) 2321-8775

Phone No.:

(033) 2321-8771

Sealed Tenders are invited for conducting of Joint Entrance Management Aptitude Test (JEMAT 2014)

**Scope of work:**

1. Creation of mechanism for on-line submission of Application Forms.
2. Checking of the hard copies of the Application Forms & processing of demand drafts submitted along with the application forms.
3. Arranging venues in different locations and conducting the examination.
4. Printing & distributing printable tamper proof admit card through website.
5. Printing of Question Booklet.
6. Supplying the answer scripts (OMR) and their evaluation.
7. Preparing the Rank Cards & Merit list.
8. Preparing Software for Counseling as per the requirements of the University.
9. Preparing the Final allotment card for the Examinees after the Counseling process.

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. PAN 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 in the respective area

9. Rate for the entire work (For minimum 3000 applicants)

Signature with Stamp

## **Mandatory Criteria:**

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

1. Experience of conducting Turnkey project involving 5,000 or more candidates in a single project/Examination system.
2. Experience of 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.
5. The responsibility for ensuring smooth conduction of entire process rests with the selected vendor.

## **General Conditions:**

1. The tenderers are required to deposit the tender forms along with the relevant papers (mentioned in the form) in a sealed cover.
2. The University reserves the right to accept or reject any tender without showing any reason.
3. An earnest money (refundable) of Rs. Fifty thousand shall have to be deposited by all the vendors along with the tenders.
4. Tender fee of Rs 500/- has to be deposited along with the tender papers.
5. All payments should be made through demand drafts drawn in favour of 'West Bengal University of Technology' payable at Kolkata.
6. The proposal should be submitted within 5 pm of May 27, 2014.
7. Incomplete tenders will be summarily rejected.
8. Subcontracting in any form will not be allowed by the University.
9. All legal disputes shall be subject to jurisdiction of Calcutta High Court.