Date: 14.03.2014

NOTICE

Tender Notice for carrying out the examination related activities for various Semester Examinations of West Bengal University of Technology with utmost confidentiality/secrecy.

The West Bengal University of Technology invites quotation (proposal) from technically competent and experienced vendors to carry out the exam related activities for various WBUT Semester Examinations with utmost confidentiality. The examination related activities for various Semester Examinations are stated hereunder:

1) Printing of Question Papers.
2) Supply of Question Papers/Question Booklet, Answer Booklet and packaging of the same.
3) Delivery of the confidential items mentioned at Sl. No. 2 to the colleges (presently 207 colleges. Number of college may be increased in future) located all over the State of West Bengal.
4) Receipt of the Answer Scripts on completion of exam of each paper from 207 Examination Venues as exams are held in the respective colleges.
5) Scanning of the Answer Scripts.
6) Sending of the Answer Scripts to the examiners for evaluation through University Station Supervisor (Exam Centrewise)
7) Collection of evaluated Answer Scripts from the University Station Supervisor (Centre wise).
8) Tabulation and compilation of marks of the students.
9) Marksheet Generation.
10) Certificate Generation.
11) Transcript Generation.

12) Maintenance of Database of the previous year exams as well as the semester exams to be held year after year.

Eligibility Criteria for Vendors (Photocopy of the Proof to be attached with the financial bid)

(i) Registration with Sales Tax, Service Tax is essential (documents to be attached)
(ii) Income Tax Clearance Certificate.
(iii) Constitution of the firm (whether Proprietary/Firm Partnership or Limited Company etc.). Trade License No with photocopy.
(iv) Name/list of Proprietor/Partner, address along with contact No.
(v) VAT Licence No. with photocopy
(vi) Name and Address of the Bankers
(vii) Credentials pertaining to the experience gathered for carrying out such type of confidential works.

Last date of submission of Financial bid: 21st March, 2014 upto 2 PM

Interested parties having track record to maintain utmost confidentiality may submit the financial bid directly to the Hon'ble Vice Chancellor by Hand. The offer complete in all respect in a sealed cover superscribing (Type written only. Hand written strictly prohibited) on the top "Financial Bid for confidential works of West Bengal University of Technology Examinations". Name, address and contact No. of the bidder should not be mentioned on the body of the sealed cover as it is a confidential work. However those information may be given inside the sealed envelope. Incomplete tender shall be summarily rejected. All legal disputes shall be subject to jurisdiction of Calcutta High Court.

Registrar