



## WEST BENGAL UNIVERSITY OF TECHNOLOGY

BF-142, Salt Lake City, Kolkata – 700 064

Website: www.wbut.ac.in

No. REG/2014-15/27

Date : 27.10.2014

### TENDER NOTICE

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

West Bengal University of Technology invites quotations/bids from technically competent and experienced vendors to carry out the examination related activities for various Semester Examinations of the University with utmost confidentiality. The examination related activities for various semester examinations are classified as Part A (Printing) and Part B (Publication) and the details of the same are appended hereunder:

#### **PART A**

1. Printing of Question Papers/Question Booklets/Answer Booklets (obviously Number of pages will vary depending upon the manuscripts)
2. Supply of Question Papers / Question Booklets, Answer Booklets and packaging of the same.
3. Delivery of the confidential items mentioned at Sl. No. 2 to the affiliated colleges (presently there are 207 colleges; number of colleges may be increased in future) located all over the state of West Bengal.

#### **PART B**

1. Receipt of the Answer Scripts on completion of the examination of each paper as per examination schedule of the University from 207 examination venues (examinations are conducted in the different affiliated colleges located all over the State of West Bengal).
2. Coding of the Answer Scripts.
3. Sending of the Answer Scripts to the examiners for evaluation through University Station Supervisors (USS) / Officer-in-Charge (OIC) [examination centre-wise].
4. Collection of the evaluated Answer Scripts from the University Station Supervisors (USS) / Officer-in-Charge (OIC) [examination centre-wise].
5. Tabulation and compilation of the marks of the students.
6. Generation of Marksheets.
7. Generation of Degree Certificates.
8. Generation of Transcripts.

9. Maintenance of the database of the examinations of the previous years as well as that of the semester examinations to be conducted subsequently.

The Answer Booklets will be of two types, one comprised of 10 pages for the practical examinations and the other of 32 pages for the semester examinations. The Answer Booklets will be printed on 60 GSM paper. The Answer Booklets will be printed as per the specifications of the University. The size of the Answer Booklets will be A-4 size. Question Papers will be printed on 54 GSM paper.

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 or Partnership or Limited Company etc.). Trade License No. with photocopy of the same.
- (iv) Name / List of the Proprietor /Partners and their addresses along with their contact numbers.
- (v) VAT License No. along with photocopy of the same.
- (vi) Name and address of the Bankers.
- (vii) Credentials pertaining to the experience gathered for carrying out such type of confidential work in the past.
  
- (viii) The track record of maintaining utmost/unquestionable confidentiality in the past.

Last date for submission of financial bid : 7<sup>th</sup> November, 2014 up to 12:00 Noon.

Interested parties satisfying the eligibility criteria mentioned above may submit the financial bid directly to the Hon'ble Vice Chancellor by hand. The offer complete in all respects should be submitted in a sealed cover superscribing (type written only; hand written strictly prohibited) on the top "Financial Bid for confidential work 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 envelope as it is a confidential work. However, those information may be provided inside the sealed cover. Incomplete tenders shall be summarily rejected. All legal disputes shall be subject to the jurisdiction of Calcutta High Court.

A vendor may submit the bid on per student basis for Part A or Part B. Or a vendor may submit the bid for both Part A and Part B in a combined rate on per student basis. The total number of examinees in the semester examinations is approximately one lakh thirty thousand. The validity of this tender is for odd semester examinations to be held in December, 2014 only. However, this validity may be extended further for the semester examinations to be held in the year 2015 if mutually agreed upon.

Registrar