

No. MAKAUT/EXAM-III/COE/2016

DATE: 04/04/2016

TENDER NOTICE FOR PROVIDING CONFIDENTIAL EXAMINATION RELATED SERVICE

Sealed tenders are invited for providing Examination related confidential service for Examination May - June 2016 of the University from extremely competent parties having experience of such work with great security. The Tender Document with terms and conditions is attached. Interested parties may submit the sealed Tender duly signed, along with details of experience of such work done, in strict confidence to **the office of the Vice Chancellor, Maulana Abul Kalam Azad University of Technology, West Bengal, BF-142, Sector – I, Salt Lake City, Kolkata – 700 064**, in person or by post (not courier) latest by April 15, 2016. Please don't forget to mark "TOP CONFIDENTIAL" and Tender Number on the cover.

Registrar,

MAKAUT, WB
BF-142, Sector – I, Salt Lake City,
Kolkata – 700 064

Terms and conditions for printing of question papers and other confidential material for main and supplementary examination.

1. The party should be a registered firm under prevailing rules and will provide essential registration numbers like TIN, PAN etc.
2. The firm should have sufficient experience of doing confidential work of such nature. The authorised person of the University reserves the right to inspect the premises, infrastructure and necessary arrangements for maintaining the secrecy finalizing the work order and/or afterwards to ascertain the terms and conditions of the tender documents.
3. The firm will abide by all the conditions/terms declared in the tender by executing a memorandum of understanding through authorised representative between firm and the University on a non-judicial stamp paper of Rs. 500/-.
4. The firm will submit rates which will be part of the memorandum of understanding (AGREEMENT) along with term of the tender.
5. (i). In the event of any serious mistake(s) or deviation from given data resulting in discarding the entire procedure the University shall be entitled to impose a penalty on the firm on account of such loss caused due to the mistake(s) and could be unquestionability to the firm. The decision of the University in such case(s) shall be final.
(ii). If the firm is found guilty of leakage of any information, the shall have to recop all losses suffered by the University on account of firm's negligence.
6. Any mistake(s) in packing or delivery shall also attract penalty as decided by the University.
7. The party will maintain absolute Secrecy. The party should understand that this clause is Basic to the entire agreement.
8. After printing and before packing of the Answer Papers, a through check must be done.
9. Any dispute which may arise between the parties hereto in respect of this AGREEMENT shall be referred to the Vice Chancellor of the University whose decision shall be final and irrevocable.
10. The payment towards the work will be made in part intermittently during the work but the final payment will be cleared on completion of examination 2016 and on submission of final bill by the firm. The payment as per terms of the agreement will be paid to the firm or to the owner or partner of the firm by crossed cheque.
11. A non refundable Tender fee of Rs. 1000/- only has to be paid in the form of Bank Draft issued in favour of MAKAUT, WB payable to Kolkata.
12. The quotation shall be done on per student basis (Approx. – 140000 students) separate rate may be quoted for transcripts / duplicate mark sheet etc.

UNDERTAKING

I/We agree to abide by all the Terms and Conditions mentioned in the Tender documents and all pages have been signed in token of acceptance of the same.

Signature of Tenderer

Agency Name.....

Address.....

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Telephone No.....

Responsibility Areas:

1. Arrangement for filling of the Examination Forms on-line by all eligible regular and backlog (UG & PG) students through the website.
2. Arrangement for Verification of the examination forms filled up online by the college authorities.
3. Assessment and verification of Question Paper and Answer Scripts requirement by the colleges on the basis of Forms filled up by the students and question paper requisitions by the colleges.
4. Issue of admit cards to be generated on line through the website.
5. Arrangement to receive internal marks to be submitted online by affiliated colleges.
6. Attendance sheet of daily exam online paper wise.
7. Receipt of the Answer Scripts from the affiliated colleges every day at the end of the examination.
8. Coding of the answer scripts as per instruction of the University.
9. Tabulation and compilation of the marks of the students.
10. Publication of results online.
11. Printing of grade cards (106 GSM, Single Colour) within seven days of the result publication.
12. Updating of results and printing of updated Grade Cards within two weeks of the publication of the result.
13. Handing over of two CDs containing the results as well as the raw data after publication of the results.
14. Printing of degree certificates for graduating students.
15. Maintenance of the database of the examinations of the previous years at their end as well as regular update of the Data Centre of the University.

Student Support Services:

1. Printing of Transcripts
2. Printing of Duplicate Grade Cards
3. Printing of Duplicate Certificates
4. Academic Verification

All specified jobs must be done strictly on time-bound basis to be decided by the University.

Details of Examinations:

1. Review of Odd Semester Examinations
2. Even Semester Examinations
3. Separate Supplementary Examinations conducted within one month of the publication of results of the Final Semester Students.
4. Part A Examinations
5. Review of Even Semester Examinations
6. Ph.D Entrance and Ph.D Course Work Examinations

One person should be deputed to maintain liaison with and visit the University on daily basis or as per requirement of the University without fail.