

UNIVERSITY OF GOUR BANGA

(Established under West Bengal Act XXVI of 2007)

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Registrar & Convener,



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Tender & Purchase Committee.

P.O.: Mokdumpur, Dist.: Malda, West Bengal – 732 103

Memo No. 01/UGB/ET/Reg.- 2018-19

Dated: 17/04/2018

NOTICE INVITING ELECTRONIC TENDER No.UGB/Reg./T and P/e-NIT- 01/2018-19

Of THE REGISTRAR, CONVENER, TENDER & PURCHASE COMMITTEE, UNIVERSITY OF GOUR BANGA, MALDA

The *Registrar, Convener, Tender & Purchase committee, University of Gour Banga, Malda* invites **ITEM WISE RATE e-Tender** for the work detailed in the table below. (Submission of Bid through **online**).

TENDER NOTICE FOR PROVIDING CONFIDENTIAL EXAMINATION SERVICE

The University of Gour Banga, Malda invites e-Tender in two Bid System i.e. Technical Bid and Financial Bid from eligible, reputed, experienced and technologically sound firms for providing confidential examination services for 2 Years Post Graduate Examinations conducted in 4 Semesters by University of Gour Banga, Malda with the following specifications / scope of work for 1500 - 2000 Nos. of Students / Semester:

Key Responsibility Areas:

Confidential Examination Services for PG Students of UGB

Post Examination:

- Coding & Decoding and Generation of Sticker for Answer Scripts for all the Candidates – Paper Wise.
- Generate of Marks Foil (Award List).
- Data entry of all the filled in marks award sheets / slips is to be done with 100% accuracy.
- Once marks are collected component-wise / subject-wise, the same to be proceed to submit reports for missing marks, abnormal marks or any other discrepancies (i.e. generation of suitable logic as per the requirements of the University).
- After preparation of results, the same should be checked manually on sample basis to ensure correctness of the processing software.
- Preparation of various reports and statistics for declaration of results.

- g) Preparation of Department wise result sheet.
- h) Printing of Mark Sheets in specific stationary to be provided by the agency.
- i) Packaging of Marks-Sheet Department -wise for delivery as per the requirement of the University.
- j) Delivery of Mark-Sheet and printing of mark sheet.
- k) Generate of Reassessment Marks Foil (Award List).
- l) Publication of Review result (After Re-Assessment) and printing of mark sheet.
- m) Submission copies of examination data (in .xls and .pdf format) to the University.

Eligibility & Essential Credentials:

1. The firm must have experience in executing examination services for Universities and/or other academic bodies alike.
2. The firm should be a registered company under prevailing rules and will provide essential registration number like GST, TAN, PAN, Trade licence etc.
3. The firm must produce a solvency certificate from any nationalized bank in support of their financial stability.
4. Any firm, declared insolvent and / or black listed in connection with confidential examination work is not allowed to participate in this tender.
5. The firm should be extremely competent in handing such work with great security.
6. The firm should have sufficient experience of doing confidential work of such nature for large number of students, especially at Universities in West Bengal.
7. The firm should have provision to encrypt data and the corresponding image should be printed on the mark sheet.
8. The firm must have done similar work for University/Universities in West Bengal for at least 2 consecutive semester /year in last 3 years Capability and Experience documents should be submitted of tender paper.
9. The firm must have customized software to monitor the progress of evaluation process.
10. Outsourcing of any part the job is strictly prohibited.
11. The firm will submit rates which will be part of the memorandum of understanding (Agreement) along with terms and condition of the tender.
12. The firm should have a registered office in West Bengal with proper infrastructure, facilities, confidential data centre and manpower.
13. (i) In the event of any serious mistake(s) or deviation from given data resulting is discarding the entire procedure, the University shall be entitled to impose penalty on the firm on account of such loss caused due to the mistake(s). The decision of the University in such case(s) shall be final.
(ii) If the firm is found guilty of leakage of any information, they shall have to recoup all losses suffered by the University on account of firm's negligence.
14. Any mistake(s) in Packaging or delivery shall also attract penalty as decided by the University.
15. The firm will maintain absolute secrecy understanding the fact that, this clause is the basic to the entire agreement.
16. 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 and on submission of final bill by the firm. The payment as per terms of the agreement will be paid to the firm by crossed cheque or through RTGS.
17. The rate should be quoted on per student per semester/examination basis.
18. The agency will entrust competent persons who will make liaison between the University and the Firm.

19. The Final Mark Sheet should be prepared within 10 (Ten) days after receiving of Marks file.

- **Necessary credentials mentioned with supporting documents of the same must be submitted with tender paper. The credentials not supported by valid document will not be considered at the time of decision making.**
- **Before Opening of Financial Bid, all the eligible participants/agencies will be asked to demonstrate their work flow alongwith necessary documents be means of power point presentation in presence of University officials. This is one of the important eligibility condition toqualify for opening of Financial Bid of the Tender.**
- **Accepting of the lowest quoted rate is not mandatory. The University authority reserves the right to select the firm based on proven credentials.**

General Terms & Conditions:

- Contract will be for 3 years and reviewed / renewed thereafter as per terms and conditions acceptable to the University authority.
- This is strictly confidential examination work and hence the selected party must maintain the confidentiality without compromising the essence of the job.
- Any problem, as may arise from time to time should be discussed with the Controller of Examinations.
- The order will be terminated if it is found that the firm has provided false or fabricated information during submission on tender document or later on.
- The order will be terminated for any sorts of malpractices detected at any point of time and a penal measure will be taken against the firm.
- Examinations will be governed as per rules and regulations of the of the University as framed from time to time.
- An agreement will be signed between both parties i.e. the University and selected firm.
- Incomplete tender, if any, as decided by the competent authority will be rejected.
- Detailed offer with credentials are to be submitted ONLINE ONLY by due date and time.
- All legal disputes shall be subject to the jurisdiction of the Hon’ble High Court of Kolkata.
- The undersigned reserves the right to accept or reject any quotation without citing any reason whatsoever.

Submission of Tender from:

- If any of the essential documents are not found in the tender, the bid will be summarily rejected.
- If any bidder is disqualified in technical bid, price bid of that bidder will not be opened.
- The Tendarer is requested to quote their rate in both figures and words separately for sl.no. 1 and Sl. No. 2 i.e Reassessment Work. Rate should be offered inclusive of all taxes and duties, but exclusive of GST, as applicable.
- **A model pro-forma (Stationary) of Mark Sheet, Award List & coding sticker should be submitted at the time of presentation**
- **Firm has to submit their rate per student per semester basis as follows:**

Sl. No.	Scope of Work / Description	Rate (INR) per Student per Semester
01.	a) Coding & Decoding and Generation of Sticker for Answer Scripts for all the Candidates – Paper Wise. b) Generate of Marks Foil (Award List). c) Data entry of all the filled in marks award sheets / slips is to be done with 100% accuracy. d) Once marks are collected component-wise / subject-wise, the same to be	

	<p>proceed to submit reports for missing marks, abnormal marks or any other discrepancies (i.e. generation of suitable logic as per the requirements of the University).</p> <p>e) After preparation of results, the same should be checked manually on sample basis to ensure correctness of the processing software.</p> <p>f) Preparation of various reports and statistics for declaration of results.</p> <p>g) Preparation of Department wise result sheet.</p> <p>h) Printing of Mark Sheets in specific stationary to be provided by the agency.</p> <p>i) Packaging of Marks-Sheet Department -wise for delivery as per the requirement of the University.</p> <p>j) Delivery of Mark-Sheet and printing of mark sheet.</p> <p>k) Submission copies of examination data (in .xls and .pdf format) to the University.</p>	
02.	<p><u>For Reassessment Work:</u></p> <p>a) Generate of Reassessment Marks Foil (Award List).</p> <p>b) Publication of Review result (After Re-Assessment) and printing of mark sheet.</p> <p>c) Submission copies of examination data (in .xls and .pdf format) to the University.</p>	

TERMS & CONDITIONS

1. Intending bidders have to download the tender document from the website directly by the help of Digital Signature Certificate & necessary cost of tender document may be remitted through **demand draft only** issued from any nationalized bank in favour of **University of GourBanga**, payable at **Malda.** & same may be documented along with earnest money through e-Filing. EMD of unsuccessful bidder will be returned subsequently. No interest shall be paid on EMD.
2. During Online submission of Bid only scan copy of **EMD (Earnest Money Deposit)** should be submitted. Only successful L1 Bidder will have to submit the EMD in original (same as submitted during online bidding) to the office of the Registrar, University of GourBanga, Malda. However department (Tender Inviting Authority) will not be held responsible for late delivery or loss of the DD so mailed through post / courier. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the Website <https://etender.wb.nic.in>. Tender documents may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender time schedule sated in **(Date & Time Schedule)**.
3. Payments will be made on account pay incheque on the basis of actual measurement on finished work.
4. Taxes shall be deducted as per Govt. norms
5. Documents like PAN, GST and TradeLicenseare to be submitted with the tender paper.
6. The University of GourBanga reserves the right to amend or cancel the scope of the job as well as to modify the terms and conditions of the tender.
7. The number of Items may increase or decrease by the demand/decision of the authority of UGB.
8. Damage to goods or any other loss due to accident etc. during transit shall be the Responsibility of the supplier
9. Suppliers must have credential with the specific items otherwise submitted quotation will be rejected.
10. **Date & Time Schedule:**

Sl. No.	Particulars	Date and Time
1	<i>Date of uploading of NIT Tender Documents. (online)</i>	18.04.2018 at 06:00 PM
2	<i>Tender Document sale / download start date and time (online).</i>	18.04.2018 from 06:00 PM onwards.
3	<i>Start Date of Bid Submission (Technical and Financial)</i>	18. 04. 2018 from 06.00PM

	<i>(online).</i>	
4	<i>Closing date and time of sale / download of Tender Document (online).</i>	05.05.2018 up to 06:00 PM
5	<i>Closing date of Bid submission (Technical and Financial) (online).</i>	05.05.2018 up to 06:00 PM
6	<i>Date and time of opening of Technical Proposals (online).</i>	08.05.2018 at 11.00 AM. at GOUR BANGA UNIVERSITY.
7	<i>Date and time of uploading of list of Technical qualified bidders.(online)</i>	Intimated later on.
8	<i>Date and time of opening of Financial Proposal (online).</i>	Intimated later on.

NOTE : Any complain / grievance will have to submit in writing only before the date & time of opening of tender / tenders. No complain / grievance will be entertained after opening of this / these tenders.

11. No Conditional / Incomplete Tender will be accepted under any circumstances.
12. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/ manufactured/ fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
13. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture or false in that case, work order will not be issued in favour of the tenderer under any circumstances and the earnest money will be forfeiture duly without any prejudice.
14. Bidders should upload their documents from the original copies. Uploaded copies which are not clearly visible will not be accepted.
15. If proportionate progress with time is not maintained in any work then any work can be rescind without any further reminder and NO TIME OF EXTENSION will be entertained in any circumstances unless this Department sought for it and submission of tentative bar-charts within three days of date of issue of work order.
16. For a particular work, in 2nd Call, Bonafide outsider Contractors may be allowed to participate along with other categories if that tender in 1st call cannot be finalized due to shortage of successful bidders. The bidders will be disqualified if all necessary documents as required in NIT are not produced by those bidders.

INSTRUCTION TO BIDDERS

1. General guidance for e-Tendering

Instructions/ Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

2. Registration of Contractor

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in> (the web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.

3. Digital Signature certificate (DSC)

Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC).

4. Downloading of Tender Documents

The Bidders can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

5. Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

6. Submission of Tenders.

General process of submission, Tenders are to be submitted through online the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A. Technical proposal

The Technical proposal should contain scanned copies of the following further two covers (folders).

A-1. Statutory Cover Containing

- i. Prequalification Application
- ii. Demand Draft of Rs.50,000/- (Fifty Thousand) only.
- iii. Demand Draft towards cost of tender documents as prescribed in the NIT, against each serial of work in favor of **University of GourBanga**, payable at **Malda**.
- iv. Demand Draft towards earnest money (EMD) as prescribed in the NIT against each of the serial of work in favor of the **University of GourBanga**, payable at **Malda**.
- iv. Special Terms, condition & specification of works.
- v. Certificate of revolving line of credit by the Bank (if required).

A-2. Not statutory Cover Containing

- i) Professional Tax (PT), deposit receipt challan, Pan Card, IT Saral, GST Registration Certificate.
- ii) Registration Certificate under Company Act. (if any).
- iii) Registered Deed of partnership Firm/ Article of Association & Memorandum.
- iv) Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v) Tax Audited Report in along with Balance Sheet & Profit & Loss A/c for the last three years, (year just preceding the current Financial Year will be considered as year – 1).
- v) Credential documents within last 5 (five) years from date of issue of NIT.
- vi) List of Technical staffs along with structure & organization.
- vii) Enlistment copy issued by Department.

Note: Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGE IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents’ to send the selected documents to Non-Statutory Folder. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

Sl. No.	Category	Sub-Category Description	Details
A.	CERTIFICATES	CERTIFICATES	1. Vat Registration Certificate & Acknowledgement. 2. PAN, I. Tax Return (up to date) 3. P. Tax (Challan and Number, Current FY.
B.	COMPANY DETAILS	COMPANY DETAILS 1	1. Proprietorship Firm (Trade License). 2. Partnership Firm (Partnership Deed, Trade License). 3. Ltd. Company (Incorporation certificate, Trade License). 4. Co-operative Society (Society Registration copy, Renewal copy, NOC from ARCS, Up to date meeting resolution copy. 5. Power of Attorney.
C.	CREDENTIAL	CREDENTIAL -1 CREDENTIAL – 2	credential of similar nature of job without any reservation for any particular class of contractors
D.	P/L AND BALANCE SHEET	P/L AND BALANCE SHEET 2014-2015/2015-2016/ 2016-2017.	Profit and Loss and Balance Sheet (with Annexure in case of Tax Audit – Current F.Y.).
E.	MAN POWER	TECHNICAL PERSONNEL	List of Technical Staffs Along with Structures of Organization.

B. Financial proposal

- i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ) the contractor is to quote the amount.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Bidders.

07. Rejection of Bid

The Employer (tender accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the

affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (tender accepting authority) action.

08. Award of Contract

The Bidder, whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/ Letter of Acceptance / Work Order.

The notification of award will constitute the formation of the Contract.

The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & B.O.Q. will be the part of the Contract Document.

#NOTE: Successful bidders (i.e. L1 bidders) are requested to submit self- attested hard copies of all documents submitted during bidding.

GUIDELINES TO THE TENDERER

Instruction / guidelines for the tenderer for Electronic Submission of the tenders online :-

1. Registration of the Contractor

- Any contractor/Bidders willing to participate in the processes of e-Tendering is required to log on to <https://etender.wb.nic.in> with user ID (a valid e-mail ID with password) for enrolment and registration. The contractor/Bidders is to click on the link for e-Tendering site as given on the web portal.
- The registration page would appear where the contractor is to fill up the details asked for regarding basic organization information in that page.
- Upon submission of such details online, registration would be done.

2. Obtaining Digital Signature Certificate (DSC).

- A Digital Signature is not a digitized form of signature. It is rather an identity proof for the tenderer, who is tendering electronically online, this may be used as the name of Authorized Representative of the Organization (Firm). It is stored in and given as a USB e-token.
- Class- II and Class III Digital Signature Certificate can be procured from the approved Certifying Authorities recognized by the Controller of Certifying Authorities, Government of India on payment of requisite amount.
- The contractor/Bidders is again required to log on with the user ID and password to register the Digital Signature Certificate (DSC) without which he cannot participate in e-Tendering. Once registered, this DSC can be used for participating in any e-Tendering

3. Uploading documents

- The tenderer is to log in with Digital Signature Certificate (DSC), e-token password to upload scanned copies of various documents, as sought for in the NIT. This can be saved, edited and even deleted, if necessary, by the tenderers.

4. Downloading Tender Documents

- By tender search, (by value, by location, and by classification) or from latest tender, the tenderer may download and view details of tenders after clicking on serial number.
- Such downloaded documents can be saved in computer as well.
- After downloading documents and before submission of tender online, it is to be ensured that the documents have properly been filled up and necessary scanned documents have been uploaded, virus scanned and digitally signed.

5. Tender Submission

- The Tenderer is to read the NIT carefully.
- All corrigendum, addendum to the original NIT is to be considered as part of NIT.
- Each tenderer can submit tender for maximum 1 serial (package) in any particular NIT, but such tenders will

be considered subject to fulfillment of credential criteria and financial capability to be assessed by the Tender & Purchase Committee (TEC).

- The Tenderer is to use log in ID and password, followed by Digital Signature Certificate and to give e-token password to search the tender(s) he wants to participate from 'Search Active Tenders'.
- The selected tender may be added firstly in 'My favorite' and then 'My Tender' A message would appear that the tender has been set as favorite.
- The Tenderer is click 'View' to submit tender.
- The Tenderer is to further click 'I agree' and 'Submit', before opting for offline payment for cost of tender paper and Earnest Money Deposit (wherever applicable).
- Cost of Tender papers and Earnest Money Deposit (wherever applicable) are to be paid through Demand Draft (DD) or as may be prescribed, details of which are to be filed up subsequently for online information. These DDs, one for cost of tender paper and another for Earnest Money Deposit are to be submitted to the Tender Issuing Authority, positively at least one day before the scheduled date of opening of Technical Bid, otherwise the entire tender will be rejected.
- Synopsis of credential in prescribed format and other documents as may be required are to be entered, verified, encrypted (transformation into non readable format) and uploaded.
- Financial Folder containing the Bill of Quantities (BOQ) for offering the rate for execution of works is to be submitted next online, by uploading scanned copies duly encrypted.
- Before freezing the submission, changes may be made, but these cannot be done after freezing.
- Technical and Financial Bids, both are to be submitted concurrently online, positively before the prescribed date and time of tender submission.

6. In case of any clarification / assistance required for the process of e-Tendering please contact during office hours to The Registrar, Convener, Tender & Purchase committee, University of GourBanga, Malda.

Sd/-

*The Convener,
Tender & Purchase Committee,
University of GourBanga,
Malda - 732103*

Memo No. 01/UGB/ET/Reg.- 2018-19

Date: 17/04/2018

Copy forwarded for information and wide publicity through notice board to.....

1. The Hon'ble Vice-Chancellor, University of GourBanga-Chairman.
2. Prof. Siddhartha Ray, EC nominated Member.
3. Dr. PradipChowhan, EC nominated Member, Asso.Prof, Dept. of Geography, UGB.
4. The Finance Officer, University of GourBanga – Member.
5. The Controller of Examinations, University of GourBanga – Member.
6. The Inspector of Colleges, UGB, - Member.
7. Prof. Manas Chakraborty, Dept. of Commerce - Member.
8. The University Engineer, University of GourBanga- Member.
9. The Development Officer, University of GourBanga- Member.
10. Dr. Sougata Pal, Assistant Professor, Dept. of Chemistry, UGB- Member.
11. The Audit Officer, University of GourBanga- Member
12. Office file.

-Sd/-

*The Convener,
Tender & Purchase Committee,
University of GourBanga,
Malda– 732103*

PRE- QUALIFICATION APPLICATION

*To
The Convener,
Tender & Purchase Committee,
University of GourBanga,
Malda - 732103*

Ref:- Tender for.....

(Name of work).....

.....

[N.I.T. No.....(Sl. no. _____)

Dear Sir,

Having examined the statutory, Non statutory & NIT documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of.....In the capacity.....duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to me on behalf of the group of firms for Application and for completion of the related documents is attached herewith.

We are interested in bidding for the work given in Enclosure to this letter.

We understand that :

- (a) Tender Inviting and Accepting Authority can amend the scope & value of the contract bid under this project.
- (b) Tender Inviting & Accepting Authority reserves the right to reject any application without assigning any reason:

Encl:- e-filling of

- 1. Statutory Documents**
- 2. Non Statutory Documents.**

Date :-

Signature of applicant including title
and capacity in which application is made.