



UNIVERSITY OF GOUR BANGA

[Established under the West Bengal Act. XXVI of 2007 and Recognized U/S 2(f) & 12(B) of the UGC Act]

Office of the Registrar

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

Ref. No.: 061/UGB/DR–25

Date: 31.01.2025

NOTICE INVITING QUOTATION

e-NIQ No.: 061/UGB/DR–25, Dated: 31.01.2025

Name of the Work: Confidential End to End Examination Service Undergraduate (UG) Program and Postgraduate (PG) Program along with Postgraduate Admission along with ID Cards with 10 (Ten) Years of Support.

The University of Gour Banga, P.O. – Mokdumpur, District – Malda, West Bengal, Pin – 732103 invites E-Quotations (Submission of Bid through online) from the reputed vendor(s)/ supplier(s)/ distributor(s)/ dealer(s) having valid Trade License/ Registration Certificate of incorporation/ Deed of partnership etc. for ‘**Confidential End to End Examination Service Undergraduate (UG) Program and Postgraduate (PG) Program along with Postgraduate (PG) Online Admission alongwith Printing ID Cards with 10 (Ten) Years of Support.**’ Interested bidders may obtain bidding documents by registering themselves to the e-tendering portal (Submission of Bid must be made online only: <http://www.wbtenders.gov.in>). The details of the equipment to be supplied and installed are given in the table below.

A. SCOPE OF WORK	
i.	Online Admission with Printing ID Cards
ii.	Registration
iii.	Pre-Examination Services
iv.	Post Examinations Services
v.	Convocation
vi.	Online Teacher Remuneration System for Examination Tasks.
vii.	Grievances and Redressal Portal System
viii.	Dynamic Registration Correction/ Modification Portal

B. DETAILING OF SCOPE OF WORK	
i.	Online Admission with Printing ID Cards
The agency has to design a new responsive Website with Online PG Admission System for online PG Admission process 2025-2026 onwards. This system must have dynamic Multilingual Candidate Registration Facility with payment modes to pay registration/admission fee including Challan, Online Payment Gateway integration and Mobile OTP verification (the use of payment gateway facility is subject to the decision of the authority). This system must be hosted in highly secured server with security Certificate. Automatic CGPA conversion, online Verification of documents and publication of merit list (MS Word, MS Excel, PDF and data file format	

simultaneously) of successful candidates will be Made and then admission will be completed through this system with necessary payment submission.

The company also has to provide - A user Friendly Dynamic Multilingual Admin Console Management System with Candidate Registration, Payment Collection and Admission facility. The following responsibilities to be carry out by the agency:

a.	Scrutiny of Application Forms: Scrutiny of application forms including verification of valid Registration Certificates, UG Mark sheet considering CGPA multiplier, year of passing, reservation certificate(s) and other relevant documents involve with merit panel preparation.	
b.	Generation of Provisional Merit List: Generation of Category wise Provisional Merit List for 80% & 20% separately (or existing rules / directives from State Govt. / UGC etc.) for regular Candidates (e.g., 2024-2025 for the initial year) applying from home and other universities (University of Gour Banga candidates for 80% seats and remaining 20% of seats is open for the Candidates of other Universities and those of Gour Banga University who are not selected within 80%). The admission portal must contain separate TAB like- 'Home', 'Key dates', 'Instruction/Notification', 'Check list', 'Merit List', 'Fees Structure', 'Prospectus' and 'Payment Method'.	
c.	Publication of Provisional Merit List: Publication of Provisional Merit List for valid applicants. Providing provision for any valid claim from applicant's end against the published valid applicant List.	
d.	Publication of Final Merit List: Publication of Final Merit List after necessary correction (if any) etc.	
e.	Conduction of Admission Procedures	<ul style="list-style-type: none"> ➤ Making provision for asking online willingness to admission. ➤ Generation of list of willing candidates. ➤ Conduction of online counseling & provisional admission of candidate (Home and Others). ➤ Collection of Admission Fee through dedicated online Payment Gateway system. ➤ Publication of list of admitted candidates (Subject and category wise). ➤ Giving message at given mobile number/e-mail to the candidates at every required steps in admission process. ➤ Arrangement of dedicated helpdesk with two mobile numbers and one email for addressing applicant's queries, grievances etc. during entire process of online admission is highly required. For this, required man power is to be deployed. Admission committee or University authority will not take any such issues to resolve
f.	Printing and Delivery	<p>The agency needs to design, print and supply of Candidate Identity Cards of the admitted Candidates with the following specifications.</p> <ol style="list-style-type: none"> a) Size: 90 mm x 55 mm. b) Multi Colour Printing with photograph of the Candidate printed on 300 micron teslin material. c) Coloured & Printed ribbon. d) PVC Jacket. <p>The content and the design of the Identity Cards will be approved by the competent authority of the University of Gour Banga.</p>

ii.		Registration
a.	Design and Development of Online Registration Forms	The design and development of online registration forms will involve creating a user-friendly platform that allows Candidates to register by providing essential details, including personal information, academic history, contact details, photographs, and digital signatures. These forms will be structured to ensure ease of use, guiding Candidates through the process step-by-step, while ensuring that all required information is accurately captured. The inclusion of photographs and signatures will serve as a means of authenticating the registration, ensuring that the data is verified and valid. Additionally, the platform will be designed to support secure data storage and comply with privacy regulations, ensuring that Candidate information remains confidential and protected. This online registration system aims to streamline the enrollment process, reduce manual errors, and facilitate efficient data management for academic institutions, if any.
b.	Generation of the Registration Certificate	The generation of the Registration Certificate (Two-in-One) will be carried out for candidates enrolled in Semester-I, encompassing both the candidate's registration details and academic information in a single, consolidated certificate. This certificate will be generated following the successful completion of the online registration process, ensuring that all candidates' details are accurately reflected. Once generated, the certificates will be delivered to the University of Gour Banga (UGB) in a timely and organized manner for further distribution. The Registration Certificate will serve as an official record of the Candidate's enrollment in the first semester, simplifying administrative procedures while ensuring that all relevant academic and registration details are accessible in one document.
c.	Printing and Delivery	a) The printing and delivery of the registration source book will involve the production of two copies for each college, containing comprehensive details of Candidate registrations, academic records, and other relevant institutional data. These source books will be carefully printed to ensure accuracy and quality, with each college receiving its designated copies. After printing, Two Copy of the source books will be delivered to the University of Gour Banga for record-keeping and reference. This process aims to ensure that both colleges and the university have access to accurate, organized, and up-to-date registration information, facilitating efficient coordination and management of Candidate records.
iii.		Pre-Examination Services
a.	Creation of Teacher Database	The establishment of a structured and comprehensive database to systematically collect, organize, and manage information related to teachers of University and its affiliated colleges, including their Date of joining, Designation, Contact Nos, Email IDs, Bank Details, etc. This database will serve as a centralized repository to facilitate efficient decision-making, resource allocation, and performance tracking.
b.	Creation of Online BoS	The development and implementation of an online BoS (Board of Studies) portal to streamline academic and administrative processes. This initiative includes the systematic entry of data into the BoS portal, ensuring accuracy and completeness. The portal will facilitate the processing and analysis of BoS-related data, enabling efficient management of records. Furthermore, it will support the generation of various reports tailored to meet institutional and academic requirements,

		enhancing transparency and informed decision-making. Issuance of letters towards conduction of BoS meetings will be a part.
c.	Allocation of BoS Data	The systematic allocation and organization of data within the BoS (Board of Studies) portal to ensure accurate categorization and accessibility. This process involves assigning data to appropriate sections or modules within the portal, optimizing its usability and functionality. By effectively structuring the data, the portal will enable seamless retrieval, improved workflow efficiency, and support for informed academic and administrative decision-making.
d.	Dedicated Web Portal for Paper Setters	The design and development of a dedicated web portal to facilitate the secure and efficient submission of question papers by paper setters. This platform will also enable the paperless issuance of appointment letters to paper setters and moderators, promoting an eco-friendly and streamlined workflow. Additionally, the portal will include features allowing moderators and the chairperson to review and approve the submitted question papers online, ensuring a seamless moderation process. This initiative aims to enhance operational efficiency, reduce manual dependencies, and uphold the confidentiality and integrity of the examination process. There will be an auto generated e-mail sending facility for very steps.
e.	Automation of Appointment Letter	The issuance of appointment letters for both theory and practical examinations to designated paper setters and moderators will be conducted through a dual-mode approach. Appointment letters will be delivered electronically via email to ensure swift and efficient communication. Additionally, hard copies of the appointment letters will be prepared with digital signature facility using Digital Signature Certificate (DSC) and provided to the concerned individuals, ensuring formal documentation and compliance with institutional protocols. This dual delivery method is intended to maintain flexibility, accessibility, and reliability in the communication and confirmation process. Design and develop of Online Examination Forms containing details of the Candidates (along with the subject/papers supposed to appear in the examinations.
f.	Dedicated Portal for Candidates' Form Fill Up	<ul style="list-style-type: none"> ➤ The allocation of examination centers to candidates will be conducted in accordance with the guidelines and directives provided by the competent university authority. This process ensures that candidates are assigned to appropriate centers based on logistical considerations, such as their location preferences and the capacity of the centers. The allocation process aims to maintain fairness, optimize resources, and uphold the integrity of the examination system, ensuring that all candidates have a smooth and efficient experience during their assessments. ➤ The process involves the systematic generation of roll numbers for registered candidates, ensuring a unique identifier for each Candidate. Once the roll numbers are assigned, admit cards will be prepared and uploaded onto the designated web portal. These admit cards will include essential details such as the candidate's name, roll number, examination center, schedule, and other relevant instructions. The digital upload of admit cards allows Candidates to easily access and download their documents, streamlining the distribution process while maintaining accuracy and efficiency.
g.	Logistics Relating to Pre-Examination	<ul style="list-style-type: none"> ➤ The delivery of blank answer scripts and HDPE (High-Density Polyethylene) envelopes to examination centers will be carried out within the jurisdiction of the Malda, Uttar Dinajpur, and Dakshin Dinajpur districts. This process involves the careful packaging and transportation of the necessary materials, ensuring that all exam centers in these districts receive their required supplies in a timely and secure manner. The blank answer scripts will be provided for

		<p>candidate use during the examinations, while the HDPE envelopes will ensure that the answer scripts are securely sealed and protected. This coordinated delivery effort aims to maintain the integrity and smooth conduct of examinations across the specified districts.</p> <ul style="list-style-type: none"> ➤ The delivery of sealed question papers for theory examinations will be carefully managed within the jurisdiction of the Malda, Uttar Dinajpur, and Dakshin Dinajpur districts. These sealed question papers will be securely transported to designated police stations in these areas, ensuring that the materials are kept under tight security and supervision throughout the delivery process. The involvement of police stations is aimed at safeguarding the integrity and confidentiality of the question papers, preventing any unauthorized access or tampering. This structured and secure delivery method ensures that all examination materials are handled with the highest level of security and efficiency, in accordance with examination protocols. ➤ The delivery of sealed question papers for practical examinations will be systematically carried out to all affiliated colleges under the University of Gour Banga, located within the jurisdiction of the Malda, Uttar Dinajpur, and Dakshin Dinajpur districts. These sealed question papers will be securely transported to each college, ensuring the highest level of confidentiality and protection during the process. The sealed packages will be delivered in a manner that adheres to the university's strict protocols, with proper documentation and tracking to guarantee that the materials are received by the designated authorities at each college. This process is designed to maintain the integrity of the examination and ensure that the practical exams are conducted smoothly and securely across all affiliated colleges within the specified districts.
iv.	Post Examination Services	
a.	<p>Coding of the used Answer Booklets: The coding of used answer booklets involves the systematic assignment of unique identification codes to each answer booklet after it has been utilized by the candidates during the examination. This process is crucial for maintaining the confidentiality and integrity of the examination system, ensuring that each answer booklet can be accurately traced and matched with the corresponding candidate. The coding procedure is designed to prevent any form of malpractice or tampering, while also facilitating the efficient and secure processing of the answer sheets during evaluation. A sticker with digit and bar-code to be pasted in specific place of every answer script. Such barcodes should be machine readable and can easily be detected with barcode scanner, if necessary. This step is typically carried out under strict supervision, following established protocols to ensure transparency and fairness in the examination process.</p>	
b.	<p>De-coding of the used Answer Booklets: The de-coding of used answer booklets involves the removal or neutralization of any identification codes that were previously assigned to the booklets for confidentiality purposes. This process is conducted after the examination has concluded and ensures that the answer booklets can be linked to the respective candidates for the evaluation phase. De-coding is carried out carefully to prevent any breach of confidentiality or error in identification, ensuring that the evaluation process remains fair and unbiased. This step is typically performed in a controlled environment, following established procedures, to ensure the integrity and accuracy of the entire examination assessment and results compilation process.</p>	
c.	<p>The labeling and packaging of answer book packets will be conducted meticulously to ensure proper identification and secure handling during the evaluation process. Each packet of answer books will be clearly labeled with essential details such as the subject, examination date, and the unique code assigned to the answer sheets. This labeling process is crucial for maintaining the confidentiality and integrity of the answer books. Additionally, the marks award sheets or slips, which contain the recorded marks for each candidate, will be securely packed along with the coded answer books. The packaging will be done in a way that ensures the safety and confidentiality of all documents, with appropriate sealing and secure storage to prevent unauthorized access. This thorough labeling and packaging process aims to facilitate smooth distribution to the examiners and ensure the safe return of materials after evaluation.</p>	

d.	The issuance of appointment letters for various roles involved in the examination process, including the examiner, scrutinizer, head examiner, reassessor, and third examiner, will be carried out through both electronic and physical means. Appointment letters for both theory and practical examinations will be sent via email to ensure prompt communication and accessibility. In addition, hard copies of the appointment letters with digital signature facility using Digital Signature Certificate (DSC) will be prepared and distributed to the concerned individuals, ensuring formal documentation of their roles and responsibilities. This dual-mode approach guarantees timely delivery, proper documentation, and clear communication regarding their appointments, facilitating the smooth and organized conduct of the examination process.	
e.	Providing operational support to the University for organizing the spot evaluation at the university premises involves a comprehensive range of tasks to ensure the efficient and smooth execution of the evaluation process. The support team will be responsible for managing the smooth flow of operations during the evaluation, overseeing the distribution and collection of answer sheets, and addressing any issues or concerns that may arise. The aim is to ensure that the spot evaluation is conducted in a timely, organized, and transparent manner, maintaining the integrity of the examination and assessment process. Answer scripts may be evaluated, scrutinized and re-assessed in different colleges affiliated to the University of Gour Bnaga, under the direct supervision of “Nodal Officer(s)” to be deployed by the concerned college authorities. These Nodal Centers will function as auxiliary evaluation center.	
f.	A computer-based application will be utilized to meticulously track the delivery and receipt of used answer booklets to and from the examiners, ensuring complete transparency and accountability throughout the evaluation process. This application will allow for real-time monitoring of the movement of answer booklets, documenting every stage from delivery to the examiners to their return after evaluation. Additionally, the system will provide authorized access to key personnel, such as the Vice Chancellor and the Controller of Examinations, enabling them to oversee the entire process. This digital tracking solution will ensure that the answer booklets are handled securely and efficiently.	
g.	Follow-up with the Examiners to find out progress of the evaluation and if required, to make alternate arrangement so that unevaluated answer books can be evaluated through another Examiner in consultation with the Controller of Examinations/the Vice-Chancellor.	
h.	Monitoring the Entire Process through Customized Software for Evaluation:	The entire evaluation process, from the collection of marks to the declaration of results, will be closely monitored using a customized software solution. This software will be designed to track each stage of the evaluation, providing real-time updates on the progress of the marks entry, verification, and result preparation, ensuring transparency, accuracy, and efficient workflow throughout the process.
i.	Collection of Practical / Viva Marks (Online/ Offline) from Universities/ Colleges/ Examiners:	Practical and viva marks will be collected from the universities, colleges, and examiners through both online and offline methods, depending on the availability and preference of the institutions. The data will be gathered in a structured format, ensuring consistency and accuracy in recording the performance of candidates in practical and viva assessments.
j.	Online Portal for Entry of Marks:	An online portal will be developed for examiners, scrutinizers, head examiners, reassessors, and third examiners to enter marks securely. This portal will allow authorized personnel to log in, enter, and submit marks directly into the system, ensuring that data is recorded in real-time and stored securely for further processing.
k.	Online Marks Entry and Verification Portal for Examiner, Scrutinizer, Head Examiner, Reassessor & 3rd Examiner:	The online marks entry portal will be equipped with features for verification at different stages of the evaluation process. Examiners, scrutinizers, head examiners, reassessors, and third examiners will be able to cross-check entered marks, ensuring their accuracy and consistency before final submission. This system will help identify and address discrepancies early on, preventing errors in the final results.

l.	Collation of Marks Component-Wise/ Subject-Wise and Processing for Reporting of Missing or Abnormal Marks:	Once the marks are entered, they will be collated both component-wise (e.g., theory, practical) and subject-wise, enabling the generation of detailed reports. The system will automatically flag missing marks, abnormal marks (e.g., unusually high or low scores), and any other discrepancies for further investigation and rectification. This ensures that all marks are accounted for and that any irregularities are promptly addressed.
m.	Manual Checking of Results for Accuracy on a Sample Basis:	After the marks are processed and results are prepared, a manual verification of a sample of results will be conducted to ensure the correctness of the processing software. This step is essential to confirm that the automated processes accurately reflect the marks entered and are free from any software or data entry errors.
n.	Preparation of Various Reports and Statistics for Declaration of Results:	Various reports, including statistical analyses, will be generated to support the declaration of results. These reports will provide insights into overall performance trends, subject-wise distributions, pass/ fail rates, and other relevant metrics, helping the university make informed decisions about the results declaration. Scope of other reports generation facility should be there, as and when asked by any other establishment like State Government / UGC etc.
o.	Printing of Result Sheets and Mark-Sheets / Grade-Sheets with Security Features:	Once the results are finalized, the printing of result sheets and mark-sheets/ grade-sheets will take place. These documents will include advanced security features, such as watermarks, holograms, to prevent fraudulent replication and ensure the authenticity of the certificates.
p.	Uploading Results on the Web as Desired by the University within the Announced Time-Frame:	The final results will be uploaded onto the university's official website within the time-frame specified by the university, which aims to declare the results within 45 days from the date of the last examination. The online publication of results will provide easy access for Candidates, allowing them to check their results securely and promptly.
q.	Packing of Mark-Sheets/ Grade-Sheets, College-Wise for Delivery as per University Requirements:	Once the mark-sheets /Grade-Sheets are printed, they will be packed and organized college-wise, ensuring that the correct documents are delivered to each institution. This packing process will be carefully managed to ensure that all mark-sheets / mark-sheets are distributed accurately and in a timely manner, as per the university's requirements.
r.	Delivery of Mark-Sheets/ Grade-Sheets to the University:	The packed mark-sheets/ grade-sheets will be delivered to the university in a secure and organized manner. This process will ensure that all mark-sheets / grade-sheets are safely received by the University for further distribution to the respective colleges and Candidates.
s.	Processing of Review Forms Online and Keeping Record Thereof:	An online system will be implemented to process review forms submitted by Candidates who wish to challenge their results. The system will allow Candidates to submit their review requests electronically, with all records being stored securely for future reference and processing.
t.	Re-evaluation of Answer Books under Review:	For Candidates who request a re-evaluation of their answer sheets, the answer books will be re-assessed by a separate team of evaluators. The re-evaluation process will be conducted with transparency and fairness to ensure that all requests are handled impartially and in accordance with the university's guidelines.
u.	Publication of Review Results and Printing of Mark-Sheets/ Grade-Sheets:	Once the re-evaluation process is complete, the review results will be published, and updated mark-sheets/ grade-sheets will be printed for the Candidates. These revised mark-sheets/ grade-sheets will reflect any changes made following the re-evaluation, ensuring that Candidates receive their corrected results promptly.

v.	Submission of Examination Data to the University:	Finally, all examination-related data, including marks, reports, and records of review requests and re-evaluations, will be submitted to the university for final record-keeping and further processing. This ensures that the university has access to complete and accurate data for future reference, audits, or any academic planning.
w.	Logistics Relating Post-Examination	<ul style="list-style-type: none"> ➤ Collection of the used answer books of the theoretical examinations from the examination centers on day-to-day basis after completion of the examination. ➤ Delivery of packets containing coded answer scripts to the Examiners at the locations as desired by the Examiners such as College premises/University within the jurisdiction of Malda, Uttar Dinajpur & Dakshin Dinajpur districts. In few cases Packets of confidential paper may be delivered outside of the jurisdiction of UGB but inside West Bengal. ➤ Collecting all the coded, evaluated answer scripts (of theory papers) along with marks award slips (Offline/Online) sealed in plastic cover/envelopes from Examiners after evaluation, such as College premises/University within the jurisdiction of Malda, Uttar Dinajpur & Dakshin Dinajpur districts. In few cases Packets of confidential paper may be delivered outside of the jurisdiction of UGB but inside West Bengal. ➤ Arrange delivery and collection of coded, evaluated answer books multiple times in order to meet the deadline of publication of results.
x.	Pass Certificate	Printing of Pass Certificate(s) (viz. Undergraduate Certificate, Diploma Certificate, Degree Certificate and Honours / Honours with Research Certificate, PG Diploma, Postgraduate Certificate etc.) in specially designed, colorful, with proper security features and laminations.
v.	Convocation	
	The agency will responsible for providing structured data for conducting convocation. The agency will provide necessary comprehensive list of medal holders, position holders, Ph.D. awardee, etc. for the purpose of convocation.	

vi.	Online Teacher Remuneration System for Examination Tasks.
	<p>The Online Teacher Remuneration System is a comprehensive digital solution designed to manage and streamline payments for tasks related to examination activities, including question paper setting, script evaluation, and roles such as Head Examiner, Scrutinizer, and Examiner. This system aims to automate the remuneration process, ensuring efficiency, transparency, and accuracy while reducing administrative burden.</p> <ul style="list-style-type: none"> ➤ Teachers can log details of tasks performed: ➤ Performed Tasks: Submission of tasks rendered / performed by a teacher, such as scripts evaluated, Head Examiner, Scrutinizer, and Examiner etc. ➤ Scrutiny Tasks: Validation and verification of evaluated scripts. ➤ Option to upload supporting documents or evidence of task completion. ➤ Automatic authentication of Claim as per the record with system. ➤ Automated Remuneration Calculation in designed printable format. ➤ Include provisions for deductions (e.g., taxes) and additional allowances (e.g., travel). ➤ Reports and Analytics
vii.	Grievances and Redressal Portal System
	<p>A Grievances and Redressal Portal System for candidates (students) in a university is an online platform designed to handle and resolve complaints or issues raised by students regarding academic or administrative matters. The system allows students to submit grievances, track their resolution status, and provides a structured process for addressing concerns. The system will ensure the identity of the candidate and the system to be developed such a manner that as much as drop-down menu analyzing the highest probability from students' side. A place of message-box alongwith attachment facility to be provided in the portal. A prompt email facility will be there from lodging of a grievance to its address from the side of authority. A Unique Reference number to be generated for every Grievance.</p>
viii.	Dynamic Registration Correction/ Modification Portal.
	<p>A Dynamic Registration Correction/ Modification Portal for candidates and universities is an online platform designed to allow candidates (students) and universities to make changes or corrections to their registration details, application forms, or other relevant data submitted for exams, admissions, or other academic purposes. A final print copy of registration after correction / modifications needs to be provided to the candidate concerned.</p> <p>Here's an outline of how such a portal could work:</p> <ul style="list-style-type: none"> ➤ Portal Access: Candidates: Students should be able to log in using a unique ID (e.g., application number, student ID, or email). Universities: University administrators or

authorized personnel should have a separate login with access to review and approve modifications made by students.

➤ **Functionality for Candidates:**

- Registration Details Correction: Candidates can modify personal details (e.g., name, address, date of birth) if there are errors.
- Academic Information Update: Modify academic details, such as subject preferences, exam centers, or course options.
- Document Upload/Correction: Students can upload missing or corrected documents.
- Payment Information: Update payment or fee-related issues (e.g., transaction reference number).
- Change Request History: A log of all changes made by the candidate for tracking.

➤ **Functionality for Universities:** Review Requests: University administrators can review and approve or reject the modification requests submitted by candidates.

➤ **Approval Workflow:** There could be an automated workflow that notifies the candidate when their modification is approved or requires further action.

➤ **Audit and Compliance:** Universities should be able to track modifications for compliance with university policies or regulatory requirements.

➤ **Notifications:** Automated notifications to candidates confirming the changes.

SECTION A

TECHNICAL ELIGIBILITY CRITERIA

- a) The Bidder must have at least 05 (Five) years of experience in executing examination services for Central/ State- Aided Universities having affiliated colleges under its jurisdiction.
- b) The Bidder should submit **Income Tax Acknowledgement** Receipt for the last three (03) financial years (i.e., 2021-2022/2022-2023/2023-2024).
- c) The Bidder must have a minimum 10 (Ten) employee Qualified Technical personnel in the office payroll to execute the job. A declaration in company letterhead signed by Head-HR to be submitted.
- d) The Bidder must have proper Certificate of Quality. Certificates for Quality: ISO9001:2015, are required. Copies of valid Certificates are to be submitted.
- e) The Bidder must have system to prevent data from Fire, Theft and Natural Calamities.
- f) The Bidder must have a minimum yearly turnover of Rs. 3 Crores (Rupees Three Crores) for last 3 (Three) years.
- g) The Bidder must have office space of minimum 2,000 sqft. with CCTV, Fire Alarm, Generator system and 24 hours Security.

SECTION B

ELIGIBILITY CRITERIA

- a) The bidder must be a company registered under Companies Act, 1956/2013 or Partnership or LLP or OPC or Proprietary Firm. Documentary (Certificate of incorporation/ Relevant document) evidence to be submitted.
- b) The Bidder must possess a valid: (i) Company Registration Certificate; (ii) GST Registration Certificate & GST Challan; (iii) Trade License and (iv) PAN Number (Bidder shall have to submit self certified photo copy of the documents).
- c) The Bidder should deposit Earnest money & Tender Cost along with the pre-qualification bid. The bid received without the same will be summarily rejected.
- d) The bidder should not have incurred any loss during last 5 (Five) financial years (FY-2019-20,2020-21,2021-22, 2022-2023, 2023-2024). Bidder shall have to submit Audited Accounts/ Auditor Certificate in support of their claim.
- e) The bidder shall submit Bid Form (Section – C) duly signed by the authorized signatory of the company as per the format enclosed. Deviation in format may not be accepted.
- f) The bidder shall not have been blacklisted by any State/ Central Government or PSU Organization or Government University for breach of ethical conduct or fraudulent practices as on date of submission of the proposal (as per DIT guidance note issued on 26.DEC-2011). Declaration on bidder's letterhead is to be submitted.
- g) The Tender Document shall be signed by a person duly authorized to bind the organization to the Contract.

TECHNO COMMERCIAL EVALUATION & AWARDING OF CONTRACT

1. EVALUATION CRITERIA

a) Techno Commercial Evaluation (Total Score): 100

b) The evaluation methodology would take into consideration both the Technical responsiveness as well as the financial response. During the evaluation process, the evaluation committee will assign each desirable/preferred feature a whole number score for the Techno Commercial Bid as defined in the table below.

Sl. No.	Assessment	Parameter	Max Score	Details	Break Up
1.	UG Examination Experience	Experience of doing Examination Processing work for Central/State- Aided Universities having affiliated colleges under its jurisdiction.	15	Experience Above 15 years with at least 3 years in CBCS curriculum	15
				Experience Above 10 years up to 14 with at least 2 years in CBCS curriculum	10
				Experience Above 5 years up to 9 years with at least 1 year in CBCS curriculum	5
				Experience Above 3 years up to 4 years with at least 1 year in CBCS curriculum	2.5
				Otherwise	0
2.	Number of UG Candidates processing per Year	Experience of doing Exam. Processing work of UG for Central/ State- Aided Universities having affiliated colleges under its jurisdiction.	10	Experience with 5 Lac Candidates or above	10
				Experience above 3 Lac less than 5 Lac Candidates	5
				Otherwise	0
3.	Examination Experience of Number of Universities	Experience of doing Examination Processing work of UG for Central/ State- Aided Universities having affiliated colleges under its jurisdiction.	10	Experience Above or Equal to 4 Universities	10
				Experience with 3 Universities	8
				Experience with 2 University	5
				Otherwise	0
4.	Years of Experience	Experience of doing Examination Processing work for Government aided Universities of West Bengal for number of years.	10	Above or equals to 3 Universities with Experience above or equals to 9 Years in at least 2 Universities	10
				Equals to 2 Universities with Experience above or equals to 7 Years in at least 1 University	5
				Equals to 1 University with Experience above or equals to 5 Years	2
				Otherwise	0
5.	Coding	Answer Scripts Coding to maintain confidentiality capturing Script's Image, Bar Code reading and Dummy Number generation	10	Experience above or equal to 8 years	10
				Experience above or equal to 5 years	5
				Experience Less than	0
6.	Data Processing Experience	Company in Data processing business (Registration Certificate must be attached with the tender documents)	10	More than 40 Years	10
				30 to 40 Years	5
				20 to 30 Years	2.5
7.	Qualified Staff	Vendor must have at least Ten (10) Qualified Technical Staff.	10	Above 60 Technical staffs	10
				41 to 60 Technical staffs	5
				30 to 40 Technical staffs	2.5
				10 to 30 Technical staffs	1
				Below 10	0
8.	Certification	Proper Certification of Quality, Security & Business Continuity.	15	Business Continuity: SO22301 : 2019	5
				Quality: ISO 9001:2015	5
				Security: ISO 27001:2013	5
9.	Qualified Senior Technical Staff	Number of Qualified Senior Technical Personnel from Institutions like II Tor ISI.(Certificate Must be attached with Tender Documents)	5	2 Senior Technical Personnel	5
				Otherwise	0
10	Yearly Turn Over and Net worth	The Bidder must have a minimum yearly turnover of Rs. 3 Crore for last 3 years. And the Company Net Worth over last 3 years must be more than 5 Crores.	5	Yearly turn over Rs 7 core for last 3 years and net worth 11 cores last 3 years.	5
				Otherwise	0

Bidders are expected to present a presentation (Online/ Offline) of examination process before the selection committee of the University.

c) **Technical Presentation Score is 100**

Total Score: (Techno Commercial Evaluation 100 + Technical Presentation 100) = 200

The Bidders with score of 70% or above out of total score of 200 will be technically qualified & move on to further evaluation.

➤ **Payment Terms:**

Payments will be after successful completion / delivery of job as whole or part by part. Payments will be done after certification and recommendation of the Controller of Examinations.

➤ **Performance Bank Guarantee (PBG):**

The Successful vendor shall furnish Performance Security Deposit Rs. 50,00,000.00 (Rupees Fifty Lakh Only) in the form of Term-Deposit in favour of "University of Gour Banga, Malda" as Performance Bank Guarantee issued by a Public Sector Bank in India for the period of contract plus five years, after receipt of the Letter of Intent from the purchaser. Work Order will be issued after receipt of the Letter of Acceptance (LOA) along with the PBG. Notwithstanding anything to the contrary contained in the contract, the University shall be at liberty to invoke the Performance Bank Guarantee, in addition to other remedies available to it under the contract/order or otherwise, if the vendor fails to perform any of the terms of contract/order and/or its breach.

➤ **Penalty for Delay:**

Failure to provide requisite service within stipulated day / time days for reasons attributable solely to the vendor, shall attract penalty at the rate of 0.1% per day, maximum up to 5% of the total cost of the contract, for the effective duration/ period of delay. This amount shall be deducted from the bill / payments to be made to the vendor. Delay of more than 15 days may lead to cancellation of the order and the vendor may be black listed by the University. In such case, the Performance Bank Guarantee is liable to be forfeited and the agreement/Contract with the vendor shall stand cancelled. Further, the University shall be at liberty to place the order to the next highest scorer as per empanelment.

➤ **Termination:**

PURCHASER may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Vendor, terminate the Agreement for services at any stage in whole or in parts in the following circumstances:

- i. If the Service Provider fails to deliver either the whole or part of the services as defined in scope of work within the time period(s) specified in the agreement or any extension thereof granted by PURCHASER.
- ii. If the Service provider, in the judgement of the UGB, has engaged in fraudulent and/or corrupt practices or acted with mala fide intentions in competing for or in execution of the Contract.
- iii. If the Service Provider fails to perform or any other obligation(s) and, if the Service Provider, in either of the above circumstances, does not rectify its failure within a period of 30 days (or such longer / shorter period as Purchaser may authorize in writing) after receipt of the default notice from Purchaser.
- iv. For in the interest of public service / academic interest of students on a notice period of 30 days.
- v. In the event, the Purchaser terminates the Agreement in whole or in part, as per the above excluding for convenience, Purchaser may procure and install, upon such terms and in such manner as it deems appropriate, similar setup. It will be done at the risk and cost of the Service Provider. However, the Service Provider shall continue performance of the Contract to the extent not terminated.
- vi. All data /reports collected by the service provider shall be returned to UGB in its original form upon such terminations. The Service Provider shall not have any right on this database and the application, which are proprietary to UGB.
- vii. The vendor should hand-over all types of data/database/application software to the University before any such termination and should made necessary arrangements such that the software performs smoothly.

➤ **Intellectual Property Rights:**

Any IPR created during the execution of this project will be the property of UGB and the Service provider would need to get requisite permissions from UGB for its usage in other projects or elsewhere. During the transfer, the Service provider shall transfer the software, code, SDKs, database, data back-ups and all other relevant documentation to the University.

➤ **Exit:**

End of services being provided by the Service Provider due to termination, expiry of term of agreement or any other reason, hereinafter called “Exit”, will involve following conditions:

- i. The Service Provider shall ensure transfer/ handover of entire database, data to UGB.
- ii. The Service Provider shall handover the application software, if any, to UGB at a notional fee of Rs 1.
- iii. All details of the entire hardware deployed for the project for hosting etc. shall be provided to UGB.
- iv. In case the agreement is terminated before the expiry of the term for reasons as specified herein,
 - a. The service provider shall transfer/ handover the entire code of the application software, executables, database, data, technical manual with SRS document, release management documents, and all other deliverables as per agreement to the UGB.
 - b. The Vendor shall be liable and bound to provide detailed training to the UGB authorized persons for the successful hosting and maintenance of the application, database/data, if any.
 - c. UGB shall have right to negotiate with the other technically qualified Service Provider for replacement for remaining of the contract term.
 - d. It shall be binding on the Service Provider to prepare Exit Document detailing the list of items such as, hardware, software, data, manual (in both soft and hard form) and any other relevant items, as mutually agreed upon, which will be transferred between the Service Provider and the University as a consequence of such exit. It shall also be a binding on the Service Provider to sign such Exit Document by their authorized representative, which will also be signed by the authorized representative of the University. An “Exit” is deemed to be successful a completed only if such Exit Document is duly signed by both the authorized representative(s) as described herein above.

➤ **Resolution of Disputes:**

- a. If any dispute arises between the Parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavour to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts [which attempt shall continue for not less than 30 (thirty) days] give 15 days’ notice thereof to the other Party in writing for referring the matter for arbitration.
- b. The place of the arbitration shall be University of Gour Banga, Malda - 732103.
- c. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time.
- d. The proceedings of arbitration shall be in English language.

Date & Time Schedule:

Sl. No.	Particulars	Date and Time
1	Date of uploading of NIT Tender Documents (online)	31.01.2025
2	Tender Document sale /download start date and time (online).	31.01.2025
3	Start Date of Bid Submission (Technical and Financial) (online).	31.01.2025
4	Closing date and time of sale/download of Tender Document (online).	24.02.2025
5	Technical Presentation Meeting, Date and Time:	27.02.2025, 01:00 pm Onward at the University of Gour Banga, Malda.
6	Closing date of Bid Submission (Technical and Financial) (online).	24.02.2025
7	Date and time of opening of Technical Proposals (online).	27.02.2025
8	Date and time of submitting sample of paper in Sealed envelope with mentioning full details of every bidder. (Submission of sample is the prime factor of consideration during technical scrutiny.)	27.02.2025
9	Date and time of uploading of list of Technical qualified bidders (online).	27.02.2025
10	Date and time of opening of Financial Proposals (online).	28.02.2025

TERMS & CONDITIONS:

1. Intending bidders have to download the tender document from the website directly by the help of Digital Signature Certificate & cost of tender document, if any, may be remitted through Demand Draft only issued from any nationalized bank in favour of University of Gour Banga, payable at Malda & same may be documented along with earnest money through e-Filling. 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 Deputy Registrar and Convener, Tender and Purchase Committee, University of Gour Banga, Malda. However, the University 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 stated in (Date & Time Schedule).
3. The selection of the agency will be based on two bid selection processes (Technical Bid & Financial Bid, Technical bid includes online/offline demonstration/presentation and verification of documents).
4. Technical qualification is of two distinct methods. Firstly, the agency has to qualify by their official papers required for the Tender process. Then, they have to qualify with technical details presented in the ONLINE/OFLINE seminar in the presence of the members of the Purchase and Tender Committee and / or any technical committee.
5. The agency will be qualified for financial bid opening based on their technical qualification, credentials, and other details presented in the seminar.

6. EMD –A sum of Rs. 6,00,000/- (Rupees Six Lakh Only) in the form of CTS Demand Draft from any Nationalized Bank in favour of ‘University of Gour Banga’ payable at ‘Malda’ is to be attached/uploaded with the tender documents as earnest money deposit, failing which the tender/quotation will be treated as cancelled. MSMEs registered in West Bengal are exempted from submission of EMD as per Finance Department, GoWB Notification 10500-F dated 19/11/2004, but their selection would be subject to the provisions of Notification No. 6142-F(Y) dated 10/10/2017 of the Finance Department, Government of West Bengal.
7. Payments will be made on account pay in cheque on the basis of on full / part finished work.
8. Taxes shall be deducted as per Govt. norms.
9. Documents like PAN, GST and Trade License are to be submitted with the tender paper.
10. The University of Gour Banga reserves the right to amend or cancel the scope of the work as well as to modify the terms and conditions of the tender.
11. The number of items may increase or decrease by the demand/decision of the authority of University.
12. Damage to goods or any other loss due to accident etc. during transit shall be the responsibility of the supplier.
13. Suppliers must have credential with the specific items otherwise submitted quotation will be rejected.
14. Time of delivery shall be reckoned before 21 days from the date of receipt of work order.
15. Warranty period will be considered as provided by the manufacturer.
16. Price shall be quoted in Indian Rupees (INR) inclusive of all taxes, installation & delivery Charges.
17. Tools and tackles for any installation work as required shall have to be arranged by the agency at their own cost.
18. Recommendation of payment will be done only after successful delivery & installation of the equipment/materials.
19. University authority has the liberty to take administrative/legal steps as deem fit against the successful bidder at their discretion if the warranty/guarantee/services are not provided properly and in time by the agency/service provider. For any discrepancies, decision taken by the University of Gour Banga is final and binding.
20. No Conditional /Incomplete Tender will be accepted under any circumstances.
21. During scrutiny in the Technical Bid, if it is come to the notice to the tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, then the tenderer/bidder will not be allowed to participate in the tender and that application will be rejected without any prejudice.
22. 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 manufactured 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 forfeited duly without any prejudice.
23. Bidders should upload their documents from the original copies. Uploaded copies which are not clearly visible will not be accepted.
24. For a particular work, in 2nd Call, Bona fide outsider Bidders may be allowed to participate along with other categories if that tender in 1st call cannot be finalized due to shortage of successful bidders.
25. Estimated cost: Rs. 3,00,00,000.00 (Rupees Three Crore Only) per Year.

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 Bidder:

Any bidder 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 fore-Tendering site as given on the web portal.

3. Digital Signature certificate (DSC):

Each bidder 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 the Bidders log on to the website mentioned in Clause 2 using the Digital Signature Certificate.

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 web site stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & one in the Financial Proposal, before the prescribed date & time using the Digital Signature Certificate (DSC). Digitally Signed virus scanned copies of the documents are to be uploaded. The documents must be encrypted (transformed in to non-readable formats).

a. Technical proposal:

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

b. Statutory Cover Containing:

- i. Prequalification Application.
- ii. Demand Draft towards earnest money (EMD) as prescribed in the NIT against each of the serial of work in favour of the University of Gour Banga, payable at Malda.
- iii. Certificate of revolving line of credit by the Bank (if required).

c. Non-statutory Cover Containing:

- i. Professional Tax (PT), deposit receipt Challan, Pan Card, IT Return (for last three F.Y.), GST Registration Certificate and updated GST Return.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association & Memorandum, if any.
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any).
- v. Tax Audited Report 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).
- vi. Credential documents within last 3 (three) years from date of issue of NIT.

THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED 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
1.	CERTIFICATE S	CERTIFICATES	1. GST Registration Certificate & Acknowledgement. 2. PAN,I. Tax Return (for last three F.Y .P. Tax (Challan And Number, Current FY).
2.	COMPANYDE TAILS	COMPANYDETAILS	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, Upto date meeting resolution copy. 5. Power of Attorney.
3.	CREDENTIAL	CREDENTIAL-1 CREDENTIAL-2	

4.	P/L AND BALANCE SHEET	P/L AND BALANCE SHEET (Last 3(Three) Financial Year)	
5.	MANPOWER	TECHNICAL PERSONNEL	

d. Financial proposal

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

7. Rejection of Bid:

The University of Gour Banga 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.

8. Award of Contract:

The Bidder, whose Bid has been accepted will be notified by the University of Gour Banga 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 University of Gour Banga and the successful Bidder. All the tender documents including NIT & B.O.Q. will be the part of the Contract Document. At the time of agreement, the individual manpower cost / wage / salary needs to be specifically defined by the L1 Bidder. The University has the rights to determine the number of manpower to be engaged.

#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/Bidders:

- a. Any Bidder 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 Bidders are to click on the link for e-Tendering site as given on the web portal.
- b. The registration page would appear where the contractor is to fill up the details asked for regarding basic organization information in that page.
- c. Upon submission of such details online, registration would be done.

2. Obtaining Digital Signature Certificate (DSC).:

- a. 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 is the name of Authorized Representative of the Organization (Firm). It is stored in and given as a USB e-token.
- b. Class-III Digital Signature Certificate can be procured from the approved Certifying Authorities recognized the Controller of Certifying Authorities, Government of India on payment of requisite amount.

- c. 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:

- a. 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:

- a. 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.
- b. Such downloaded documents can be saved in computer as well.
- c. 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:

- a. The Tenderer is to read the NIT carefully.
- b. All corrigendum, addendum to the original NIT is to be considered as part of NIT.
- c. Each tenderer can submit tender for maximum 1 serial (package) in any particular NIT, but such tenders will be considered subject to fulfilment of credential criteria and financial capability to be assessed by the Tender & Purchase Committee (TEC).
- d. 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”.
- e. 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.
- f. The Tenderer is required to click “View” to submit tender.
- g. 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).
- h. 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.
- i. 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.
- j. 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.
- k. Before freezing the submission, changes may be made, but these cannot be done after freezing.
- l. Technical and Financial Bids, both are to be submitted concurrently online, positively before the prescribed date and time of tender submission.

Financial Bid Format

Sl. No.	Item Description	Quantity	Units	BASIC RATE (A)	Applicable Tax Amount (B)	Total C = (A+B)
1	Online Admission with Printing ID Cards [One Time Postgraduate (PG)]	1	Each			
2	Registration including Stationery per Candidate One Time Undergraduate (UG) and Postgraduate (PG)	1	Each			
3	Confidential Pre-Examination Service including Logistics Per Subject per Paper per Semester including Stationery Undergraduate (UG) and Postgraduate (PG)	1	Per Paper/ Course			
4	Confidential Post-Examination Service including Logistics Per Subject per Paper per Semester including Stationery Undergraduate (UG) and Postgraduate (PG)	1	Per Paper/ Course			
5	Re-Assessment Per Candidate Per Semester including Stationery	1	Each			
6	Pass Certificate Per Candidate with Stationery and Lamination	1	Each			

** L1 will be determined on the basis of the lowest price quoted altogether (i.e. the summation of the quoted rates from Sl. No. 1 to Sl. No. 6).

Sd/-
The Convener,
Tender & Purchase Committee
University of Gour Banga, Malda – 732103