



# THE SANSKRIT COLLEGE AND UNIVERSITY

1, Bankim Chatterjee Street, Kolkata – 700073

[www.sanskritcollegeanduniversity.org.in](http://www.sanskritcollegeanduniversity.org.in)

## TENDER NOTICE No. 10/2018

Confidential Tender Notice for carrying out examination–related activities of U.G.& P.G. Examinations for fourteen subjects only during the academic year 2018-19. The total student number is U.G.- 150+ P.G.-150 (One hundred fifty and one hundred fifty only) approx. for each Semester,(i.e. on 6 months basis) conducted by The Sanskrit College and University, 1, Bankim Chatterjee Street, Kolkata -700073 with complete confidentiality / secrecy

The Sanskrit College and University (henceforth referred to as S.C.U) Kolkata invites quotations/ bids from technically competent and experienced Service Providers/Agencies who will be entrusted to carry out the examination–related activities of the various Examinations of the University with complete confidentiality. The examination related activities for various semester examinations involve several jobs and they are classified below under (Confidential Printing) and (Processing) and the details of the same are given hereunder. Any sundry job other than those listed and associated with the examination needs to be performed by the agency also:

- i) Type –setting, Proof-reading, Editing of Question Papers.
- ii) Printing of Question Papers/Question Booklets (Bi-lingual) also in **Devnagari** Scripts, good quality paper (at least 65 GSM).
- iii) Packaging of question papers Subject-wise / Session-wise and Examination date wise and as per instructions of University authority.
- iv) Day to day delivery of packed Question Papers to the Sanskrit College And University centre's on the day of the examination without fail.
- v) Printing of Blank Answer Books and Blank Additional Sheets with S.C.U (Logo) using good quality paper (at least 65 GSM) Blank answer books 24 pages stitched with thread not pin up, 6000 (six thousand ) and Additional sheets -2000 (two thousand 4 pages or two sheets).
- vi) Cover page of Blank Answer Books as per specimen copy.

- vii) Generation of Roll Numbers and printing of Registration and Admit Cards.
- viii) Coded Marks foil furnishes by the examiners, company will tabulation sheet and making the results sheets.
- ix) Coded answer books along with marks award sheets/slips and Decoding.
- x) Printing of Mark-sheets in good quality paper.
- xi) Re-evaluation of answer books (under review) through Head Examiner or Examiner
- xii) Publication of review results and printing of mark sheets.
- xiii) After preparation of results, the same should be checked manually on same basis to ensure correctness of the processing software.
- xiv) Preparation of various reports and statistics for declaration of results.
- xv) Delivery of Mark-Sheets.

#### Eligibility and Pre-Qualification Criteria

The minimum pre-qualification criteria for the bidders to be eligible for this bid process are specified below. Responses not meeting the minimum pre-qualification criteria will be rejected as soon as such proposals are received, and will not be considered for Technical evaluation.

1. The firm must have at least **FIVE YEARS** of experience in executing examination services for universities and other academic bodies.
2. The firm should be a registered company under prevailing rules and will provide essential registration numbers like GST, PAN, Trade License 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 handling such work with great security.
6. The firm should have sufficient experience of doing confidential work of such nature for minimum one lakh students, especially of Universities in West Bengal.
7. The firm must have done similar work (i.e. Pre-Examination Process, Post Examination Process) for 3 universities in West Bengal for at least 2 consecutive semesters/ year in last 5 years. Capability and Experience documents should be submitted.
8. The firm should have provision to encrypt data and the corresponding image should be printed on the mark sheet/ grade card.
9. Any mistake(s) in packing or delivery shall also attract penalty as decided by the University.
10. After printing and before packing of the Question Papers, a thorough check must be done.
11. The payment towards the work will be made in 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.

### Security Clause

i) If the confidentiality of the work is in any way breached by the agency, the University will be within its rights to ask for compensation and legal action.

ii) For breach of confidentiality/complaints with adequate proof against the agency, the University will make complaints with the Law and Order Authority.

Interested Agencies/Service Providers satisfying the eligibility criteria and agreeing on the conditions mentioned above may submit the bid (Technical & Financial) directly to the Controller of Examinations by hand at his office within \_\_\_\_\_ at  
1, Bankim Chatterjee Street Kolkata-700073

The offer complete in all respects should be submitted in a sealed cover super –scribing (**typed only**; hand –written strictly prohibited) on the top “Information as required by The Sanskrit College and University, Kolkata for Confidential Jobs”.

**Name, address and contact no. of the bidder should not be mentioned on the body of the sealed envelope and if it is so done, the envelope will be immediately rejected.**

However, contact information needs to be provided inside the sealed cover. PAN and last three years Income Tax Return, GST No. have to be submitted.

Incomplete tenders shall be summarily rejected.

All legal disputes shall be subject to the jurisdiction of the Honorable High Court, Calcutta.

**A vendor has to submit the bid on per student basis and consolidated amount both.**

The total number of examinees in a high semester (6 month) is approximately U.G. 150 and P.G. - 150. The satisfactory performance will enable to extend the term for next Semester.

The vendor has to work on orders of the Vice – Chancellor or on orders of the Controller of Examinations that will be duly approved by the Vice –Chancellor in advance.

The validity of this tender is for one Semester i.e., which may be renewed further depending on the basis of the performance of the Agency. The last date for submission of Sealed Tender: 20<sup>th</sup> September, 2018 at 3P.M.

Registrar  
The Sanskrit College and University