



# The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata 700073

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

[Established by the Act No. XXXIII of 2015; Vide WB Govt. Notification No 187-L, Dated- 19.02.2016]

## Notice inviting paper tender for conducting & processing the Online Examinations (UG & PG) of the Sanskrit College and University, Kolkata.

**Tender no. - 02/2021**

**Date: 22.07.2021**

The Sanskrit College and University Authority intends to take services from firms/agencies having experience for conducting & processing the Online Examinations for UG & PG Even Semester 2020-21, UG & PG ODD Semester 2021-22 and UG & PG Even Semester 2021-22, Online Examinations for UG & PG Even Semester 2020-21 likely to be started from 1<sup>st</sup> Week of August, 2021.

### **Scope of Works**

Scope of work for conducting and processing the Online Examinations (UG&PG) as per the direction of the Controller of Examinations Department of this University. Details of various elements of the scope of work are as follows:

### **Part-A**

1. Conducting & Processing the Online Examinations for UG & PG using Mobile Application / Using Web Application. Question paper typing and proof reading, answer scripts checking and evaluation.
2. Marks data processing and mark sheet printing for UG and PG Examinations 2021. Approx. candidates 200 (UG) and 100 (PG) under CBCS.
3. All master data, award list and attendance sheet will be provided by the University.
4. Marks Capturing and processing from award list and validation check. Attendance marking for all candidates.
5. Printing of mark sheet (color both side) as per University rules. All printing will be done by Laser Printer only. Supply of all stationary will be provided by the vendor.
6. TR, Mark Statement, Gazette and others MIS for controlling the Examinations in smooth way.
7. Review and RTI process. Publication of Review and RTI result and Mark Sheets.

### **Tender submission Process**

Tender is invited in single part i.e. Financial Bid showing Part-A. The sealed tender paper is to be deposited into sealed tender drop box placed in the Office of the Registrar, the Sanskrit College and University, 1, Bankim Chatterjee St., College Square, Kolkata, West Bengal, Pin code -700073

Start date & time for submission of Tender	:	<b>23.07.2021 (from 10:00 AM)</b>
Close Date for submission of Tender	:	<b>30.07.2021 (till 10:00 AM)</b>
Tender opening Date	:	<b>30.07.2021 at 03:00 P.M.</b>



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## **TECHNICAL INFORMATION AND UNDERTAKING:**

### **Essential Documents to be attached:**

- i. Xerox copy of PAN & GST Certificate.
- ii. Duly signed copy of Tender Document by the authorized person of the bidder.
- iii. The firm should be registered and should have existence of at least 5 years. The firm should have the experience of similar type of working with Central or State Government / Public Sector of Educational Institution, Trust/Private Educational Institutions and Autonomous Bodies for 3 years in conducting and processing the Online Examinations (UG&PG). Copies of the experience certificates should be self- attested and enclosed with the Tender Document.
- iv. A certificate to be submitted from the firm that the firm has not been debarred for award of contract during past 5 years.
- v. Certified copy of Income tax returns for last 3 years (2016-17, 2017-18 and 2018-19).
- vi. Certificate from the Auditor mentioning that minimum annual turnover of Rs.5 lakhs each year continuously (2016-17, 2017-18 and 2018-19).
- vii. Name, Address, Contact No., designation/capacity of the authorized person who has been assigned on behalf of the firm for signing the tender document on plain paper.
- viii. All the documents including tender document must be self-attested by authorized person.

### ***Note:***

- 1. All the essential documents mentioned at Sl. No. i to viii are mandatory for qualifying the Bidding process.***
- 2. Outstation Agency must have one office in Kolkata, West Bengal for excluding the work as assigned.***

Any application received after the last date and time for submission for the same, shall be summarily rejected.

### **Award of Contract:**

Award of contract will be issued on the basis of commercially lowest quotation. An agreement is to be entered into in between the authorized person of the Sanskrit College and University and selected bidder (henceforth to be called Agency) within 10 days of the work order. The Agency has to deposit 2% of the bid value or Rs. 5,000/- as security deposit in the form of BG (Bank Guarantee) in favor of the Registrar, The Sanskrit College and University.

### **Other Terms and Conditions**

- a. The Bidder shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment/contract without the express written consent of the Department. Failing which tender as awarded may be cancelled and legal action as deemed fit may betaken.
- b. The Bidder's rate should remain same & valid for a period of contract from the date of acceptance of contract on successful award of the same.
- c. No terms and conditions other than as stipulated above will be entertained. Tenders without acceptance of the terms and conditions stipulated above are liable to be rejected.



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- d. The Bidder/contractor shall ensure the compliance of all Statutory Acts and rules including the EPF Act and any other Labour Acts. The Department shall not be liable for any financial burden/liability due to negligence by the contractor or his failure to comply with Labour laws or any other Statutory Acts/Rules as per notifications issued from Govt. of India from time to time.
- e. The Sanskrit College and University Authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- f. All disputes relating to this tender shall be referred to sole arbitrator to be appointed by the Sanskrit College and University Authority whose decision will be binding on both the parties.
- g. The work contract is for 1 year initially and may be extended for another 2 years based on work performance of the firm succeeded in getting award of contract at the same cost and same terms & conditions.
- h. The successful bidder will depute one authorized person to resolve the issues at any time as per requirement of the Department.
- i. All disputes arising out of this tender shall be subjected to jurisdiction of Courts at Kolkata.
- j. Payment would be made quarterly basis against submission of bill.
- k. The sealed envelope comprising of tender shall be duly superscripted as **Quotation for conducting and processing the Online Examinations (UG&PG) of the Sanskrit College and University.**
- l. The University will open the tender in the presence of the bidders or their authorized representatives, who may choose to be present at the following location:

**Registrar Office, Heritage Building, The Sanskrit College and University  
1, Bankim Chatterjee St., College Square, Kolkata, West Bengal, Pin code-700073**

## **SIGN AND SEAL:**

The Bidder must sign and affix his seal on every page of the bid document by the authorized person and the complete Signed Bid Document must be submitted along with the technical bid.

**I/We accept the above terms and conditions of tender.**

**Bidder's Name: Bidder's Signature with Seal**



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## UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understand the parameters of the proposed work of the University and shall abide by them.
2. I/we further undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.

**Date: Bidder's Signature with Seal Place:**

### Annexure I: FINANCIAL BID

Bidders shall submit their financial bid in the following format in separate envelope with super-scribed.

**“Quotation for Conducting & Processing the Online Examinations (UG&PG)”:**

#### Part-A

Sl. No.	Description of Work	Annual Cost (Rs.)
1.	Conducting & Processing the Online Examinations (UG&PG)	
2.	Taxes (if any)	
Grand Total Cost		

Breakup may be shown under Notes.

Note: No other cost/ amount would be paid over and above the aforesaid proposal as agreed finally. Any part of the work may be dropped / added during the contract period according to the need of the University

*Sd/*  
Registrar (Officiating)  
The Sanskrit College and University