NOTICE INVITING e-TENDER

NIT No. : WBSU/24PNR/ETEN/ Exam/Confidential/ 2018-19/01     Dated: 22/05/2018

The Registrar(Officiating), West Bengal State University, Berunanpukuria, Malikapur, Barasat, 24 Parganas (N), invites “CONFIDENTIAL EXAMINATION SERVICE OF WEST BENGAL STATE UNIVERSITY”, from reputed, experienced and technologically sound Tenderers for providing confidential examination services for different examinations conducted by West Bengal State University. Interested bidders may obtain bidding documents by registering themselves to the e-tendering portal (https://wbtenders.gov.in).

(Submission of Bid through online only: http://www.wbtenders.gov.in)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of Equipment / Materials</th>
<th>Earnest Money (Note: Through Online)</th>
<th>Period of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>“CONFIDENTIAL EXAMINATION SERVICE OF WEST BENGAL STATE UNIVERSITY”</td>
<td>Rs. 10,00,000/-</td>
<td>For Three year from the Date of issue of Work Order, strictly subject to satisfactory execution of the Work Order</td>
</tr>
</tbody>
</table>

Opening and Evaluation of Tender

Office of the Registrar
West Bengal State University
Berunanpukuria, Malikapur, Barasat
24 North Parganas, Kolkata-700126

Contact Person for queries:

The Registrar(Officiating)
West Bengal State University
Email Id: dyregistrar.wbsu@gmail.com
Phone No.: 9830302248
2) General Terms and Condition:

A. In the event of e-filling, intending bidder may download the tender documents from the website [http://wbtenders.gov.in](http://wbtenders.gov.in) directly with the help of Digital Signature Certificate.

B. A bidder desirous of taking part in the tender shall login to the e-Procurement portal of the Government of West Bengal [https://wbtenders.gov.in](https://wbtenders.gov.in) using his login ID and password and thereafter may download the tender document from the website directly with the help of Digital Signature Certificate.

C. Login by bidder:

a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc. shall login to the e-Procurement portal of the Government of West Bengal [https://wbtenders.gov.in](https://wbtenders.gov.in) using his login ID and password.

b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:

i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;

ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

D. Necessary Earnest Money deposit may be remitted through Online in favor of the “West Bengal State University” payable at ‘Barasat’. The Copy of Earnest Money Deposit (EMD) against the tender should be submitted to the Office of the West Bengal State University, Berunanpukuria, Malikapur, Barasat, North 24 Parganas, Kolkata-700126. The original part of online submission of EMD Payment challan copy(Hard Copy), Tender Fee Payment copy(Hardcopy), other submitted documents through online(Hard Copy) and other documents as per NIT should be submitted at the Office of the Registrar, West Bengal State University, at least before the date of opening of the bid, failing which, the submission will treated as cancelled.

E. Both Technical bid and Financial bid are to be submitted duly digitally signed in the website [http://wbtenders.gov.in](http://wbtenders.gov.in). Tender documents may be downloaded from the website and submission of Technical Bid and Financial Bid will be done as per Date & Time Schedule stated. The Financial Offer of the prospective tenderer will be considered only for those tenderer who have successfully qualified technically i.e., Technical Bid is found suitable in all respect. The decision of the ‘University’ will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website [http://wbtenders.gov.in](http://wbtenders.gov.in).

F. There will be no Provision of Arbitration in this contract.

G. The Bidder, at the Bidder’s own responsibility and risk is encouraged to visit the concerned University Office and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice inviting Tender, the cost of visiting the site shall be at the Bidder’s own expense.

H. If the bidder is found to have applied severally in a single job, all of his/ their bids will be considered as nonresponsive for that job, without assigning any reason thereof.
I. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the University.

J. No CONDITIONAL/ INCOMPLETE TENDER will be accepted under any circumstances.

K. In the event of multiple lowest rate submitted by the bidders, University’s discretion will prevail.

L. The University reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

M. During scrutiny, if it comes to the notice of the 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 the application will be outrightly rejected without any prejudice and forfeiture of earnest money.

N. List of “Technically Qualified Bidders” will be published in the web portal only.

O. Before issuance of the work order, the tender inviting authority will verify the credential & other documents in original of the lowest tenderer.

P. The competent authority of the West Bengal State University reserves the right to accept the full or part of tender or reject any/ or all tenders and / or negotiate by way of revised and /or improved offer from all the tenderers for the concerned job. The West Bengal State University reserves the right to withdraw full or part of the tender without assigning any reason whatsoever.

Q. Submission of tender submitted by Telex/Fax/Telegraph is not acceptable. Incomplete tenders, i.e. illegible and /or submitted with qualifications with condition at variance with the terms and conditions of the tender, i.e. combined offer/conditional offer/ counter offer are liable to be rejected.

3) Eligibility & Essential Credentials for participation in the Tender

i. The Tenderer must have at least FIVE YEARS of experience in executing examination services for Central/State-Aided Universities having affiliated colleges under it’s jurisdiction.

ii. The Tenderer should be a registered company under prevailing rules and will provide essential registration numbers like GST, PAN, Trade License, P.Tax etc.

iii. The Tenderer should submit Income Tax Acknowledgement Receipt for the last three (03) financial years (i.e., 2015-2016/2016-2017/2017-2018).

iv. The Tenderer should have an average annual turnover more than INR 5.00 Cr (Five Crore) in last 3 financial years (i.e. 2015-2016/2016-2017/2017-2018). The bidders should submit the certified copies of their company Balance Sheet and Profit & Loss Account duly audited for the last 3 financial years (i.e. 2015-2016/2016-2017/2017-2018).

v. The Tenderer must produce a solvency certificate issued from any nationalized bank in support of their financial stability.

vi. Any Tenderer, declared insolvent and/or black listed in connection with confidential examination work is not allowed to participate in this tender. An affidavit as per enclosed format to that effect must have to be submitted by the Tenderer during tender submission.
vii. The Tenderer should be extremely competent in handling such type of examination work maintaining highest level of security, accuracy & precision.

viii. The Tenderer should have sufficient experience of doing confidential work of such nature and quantity (minimum one lakh students per year), especially in State-Aided Universities in West Bengal.

ix. The Tenderer must have done similar work (i.e., Pre Examination Process Part A, Pre Examination Process Part B and Post Examination Process) for State-Aided Universities in West Bengal for at least 2 consecutive semesters / year in last 5 years. Capability and Experience documents should be uploaded.

x. The Tenderer should have provision to encrypt data and the corresponding image should be printed on the mark sheet / grade card.

xi. The Tenderer must have customized software to monitor the progress of evaluation process. University may ask for a presentation of the same before finally declaring the agency as technically qualified in respect to this point.

xii. The Tenderer should have a registered office in West Bengal with proper infrastructure, facilities, confidential data centre and experienced manpower. Also, the Tenderer must have an operational set up in Kolkata to execute the entire job. The authorized person of the University reserves the right to inspect the premises, infrastructure and necessary arrangements for maintaining the secrecy toward finalizing the work order and / or afterwards to ascertain the terms and conditions of the tender documents and proper execution of the Work Order.

xiii. The Tenderer will abide by all the conditions / terms declared in the tender by executing a memorandum of understanding through authorized representatives of the Tenderer and the West Bengal State University on a non-judicial stamp paper of Rs. 100/-, to be authenticated by 1st Class Judicial Magistrate.

xiv. Outsourcing of any part of the job at any point of time is strictly prohibited in this Tender.

xv. The Tenderer will submit rates which will be part of the memorandum of understanding (Agreement) along with terms and conditions of the tender.

xvi. a) In the event of any serious mistake(s) or deviation from the given data resulting in discarding the partial or entire procedure, the University shall be at liberty to impose a penalty on the Tenderer on account of such loss caused due to the mistake(s). The decision of the University in such case(s) shall be final.

b) If the Tenderer is found guilty of leakage of any information, they shall have to recoup all losses suffered by the University on account of Tenderer’s negligence.

c) The Tenderer when selected by the University for execution of Work must have to submit a Bank Guarantee amounting to Rs. 50.00 Lac in favor of West Bengal State University issued from any Nationalized Bank with validity for the entire contract period. Amount held against Bank Guarantee will be utilized to recover partially or fully, as the case may be, in the event of any instance of breach of Security / Confidentiality and Contract / M.O.U. as a whole by the University.
d) In case of exigencies, the selected party will also have to undertake work not explicitly mentioned in the scope of work.

xvii. Any mistake(s) in packing, delivery and entire logistic support shall also attract penalty as decided by the University.

xviii. The Tenderer will maintain absolute secrecy, accuracy & precision understanding the fact that, this clause is basic to the entire agreement.

xix. After printing and before packing of the question papers, a thorough check must be done.

xx. Any dispute which may arise between the parties hereto in respect of the AGREEMENT shall be referred to the Vice Chancellor of the University whose decision shall be final and irrevocable.

xxi. 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 Tenderer. The payment as per terms of the agreement will be paid to the Tenderer by crossed cheque or through RTGS/NEFT.

xxii. The rate should be quoted per student per semester and per student per examination basis separately as per applicability (for approx 50,000 students). However this number is indicative only and may vary substantially (increase or decrease) during actual execution of Work.

The University may fix up more than one examination on a particular day and in different centre/s.

The selected bidder shall ensure and provide required soft copy as well as hard copy of the entire data base of the students after completion of each semester examinations, as per requirement of the University.

Necessary credentials mentioned in Sl. No. ii), iii), iv), v), vi), ix), xi), xii) & xiii) with supporting documents of the same must be uploaded and also submitted Hardcopy of the same with the Technical Bid Documents and submitted at the Office of the Registrar, West Bengal State University. The credentials not supported by valid documents will not be considered at the time of decision making.

Acceptance of the lowest quoted rate is not mandatory. The University authority reserves the right to select the Tenderer based on proven credentials.

4) **General Terms & Conditions for participating in the Tender**
   a. Contract will be for 3 years and reviewed / renewed thereafter as per terms and conditions acceptable to the University Authority.
   b. This is strictly confidential examination work and hence the selected party must maintain the confidentiality without compromising the essence of the job.
   c. Any problem, as may arise from time to time should be discussed with the Controller of Examinations.
   d. The order will be terminated if it is found that the Tenderer has provided false or fabricated information during submission of tender document or later on.
e. 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 Tenderer.

f. Examinations will be governed as per rules and regulations of the University as framed from time to time.

g. An agreement will be signed between both parties i.e., the University and selected Tenderer. Incomplete tender, if any, as decided by the competent authority will be rejected.

h. Detailed offer with credentials are to be submitted ONLINE ONLY by due date and time.

5) Cost of Tender:

Bidders must submit the Tender Fee of Rs. 1,000/- (Rs. One Thousand only) through Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway or RTGS/NEFT in case of offline payment through bank account in any Bank. Necessary Tender Fee may be remitted through Online in favor of the “West Bengal State University” payable at ‘Barasat’. The Tender Fee is non-refundable for this tender and mandatory for all the participant bidders.

6) Earnest Money Deposit:

Bidders must submit the Earnest Money Deposit of Rs. 10,00,000/- (Rs. Ten Lakh only) through Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway or RTGS/NEFT in case of offline payment through bank account in any Bank. Necessary Earnest Money Deposit may be remitted through Online in favor of the “West Bengal State University” payable at ‘Barasat’. No interest will be payable by the WEST BENGAL STATE UNIVERSITY on the above Earnest Money. Earnest Money of the unsuccessful tenderers will be refunded automatically through online. EMD of the successful bidder will be released after successful completion of the job against written application and subject to discretion of the Controlling Officer. For return of EMD, the bidder will have to apply for the same to the ordering authority, West Bengal State University giving the reference to NIT No., date of tender, amount and mode of EMD all in a complete form. West Bengal State University reserves the right of forfeiture of EMD in case the tenderer after opening of tender, withdraws amends, impairs, derogates, or revokes his tender within the validity period or extension thereof. No interest will be payable by the West Bengal State University on the above EMD under any circumstances.

Under the single point registration scheme of NSIC, SSI units registered with NSIC may avail the benefit of exemption from payment of EMD on submission of proper documents.

7) Submission of Bids:

Technical Bid & Financial Bids are to be submitted concurrently duly digitally signed in the website https://wbtenders.gov.in.

8) Bid Validity

Bids shall remain valid for a period not less than 90 days (Ninety) from the last date of submission of Financial Bid / Sealed Bid.
9) **Detailed Specification:**

Confidential Examination Services for UG students of West Bengal State University

1. **A) Pre Examination: Part-A**

   a) Design and develop of Online Examination Forms containing details of the students along with subject/papers they are supposed to appear in the examinations.
   b) Filling up Online Examination Form
   c) Allocation of centre’s to the students as per direction of the University.
   d) Generation of Roll No. and uploading of admit cards after verification by College / University.
   e) Generation of DR sheets, Allotment Charts and delivery of the same to the college domain.
   f) Generation of Question Paper as required, subject wise / centre wise.
   g) Preparation and printing of HDPE Envelopes for collection of used Answer Books after the examination.

**B) Pre Examination: Part-B**

   a) Type-setting, Proof reading, Editing of Question Papers (manuscript will be provided by University).
   b) Printing of Question papers / Question Booklets (Tri-lingual).
   c) Printing of Answer Books and Additional Sheets using good quality paper (at least 65 GSM)
   d) Answer Books should be thread stitched.
   e) Printing of OMR readable answer sheets (105 GSM), when required.
   f) Packaging of Question Papers, Subject wise / Session wise / Examination Centre wise.
   g) Packaging of Answer Books and Additional Sheets (4 pages).
   h) Delivery of Answer Books and Additional Sheets to all Examination centre’s.
   i) Day to day delivery of packed Question Papers to all Examination centre’s on the day of the examination without fail.

2. **Post Examination :**

   a) Collection of the used answer books of the theoretical examinations from the examination centers on day-to-day basis after completion of the test.
   b) Coding of the used Answer Books.
   c) Data entry (double entry) of the code-slips of the examinees.
   d) Labeling the packets of answer books with proper bar-coded serial number for future retrieval.
   e) Packaging of Coded answer books along with marks award sheets/slips.
   f) Preparation of Master database of Examiners of all subjects.
   g) Schedule for delivery of coded answer books to be fixed in consultation with the Controller as per his/her convenience.
   h) Delivery of packets containing coded answer books to the Examiners at the locations as desired by the Examiners such as College premises/University within the jurisdiction of North 24 Parganas district.
   i) Use Computer based Application to track delivery and receipt of used answer books to and from the Examiners along with access of the same by Vice Chancellor and Controller of Examinations.
   j) 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.
   k) The entire process should be monitored through a customized software for evaluation.
l) Collecting all the evaluated answer books (of theory papers) along with marks award slips sealed in plastic cover/envelopes from Examiners after evaluation.

m) Arrange delivery and collection of coded answer books multiple times in order to meet the deadline of publication of results.

n) Collection of Practical marks from University/Colleges/Examiners.

o) Data Entry of all the filled in marks award sheets/slips is done with 100% accuracy.

p) Once marks are collated component-wise/subject-wise, the same to be processed to submit reports for missing marks, abnormal marks or any other discrepancies.

q) After preparation of results, the same should be checked manually on sample basis to ensure correctness of the processing software.

r) Preparation of various reports and statistics for declaration of results.

s) Printing of Mark-sheets.

t) Uploading results on the Web as desired by the University within the announced time-frame. University will strive to declare results within 45 days from the date of last examination held.

u) Packaging of Mark-sheets College-wise for delivery as per the requirement of the University.

v) Delivery of Mark-Sheets.

w) Processing of review forms online and keeping record thereof.

x) Re-evaluation of answer books (under review) through Examiner.

y) Publication of Review results and printing of mark sheets

z) Submission copies of examination data to the University.

The agency will entrust competent persons who will liaison between the University, Affiliated Colleges and Agency in smooth conduction of the examination process.

Question papers and results for every examination will be put in the standard examination publication website.

10) Period of Contract:

The Contract Period is for Three (03) years for the date of issue of Work Order. However, this validity may be extended further if relevant Terms & Conditions are mutually agreed upon.

If any dispute arises, the local jurisdiction of the Court will be the competent Court for deciding the matter in dispute.

11) Qualification Criteria:

The Tender Inviting & Accepting Authority through a ‘Purchase & Tender Committee’ will determine the eligibility of each bidder. The bidders shall have to meet all the minimum Criteria regarding:-

a) Financial Capacity

b) Technical Capability comprising of personnel & equipment capability

c) Experience

The eligibility of a bidder will be ascertained on the basis of the attested documents in support of the minimum criteria as mentioned in a), b) and c) as above and the declaration executed through prescribed affidavit in non-judicial stamp paper of Rs.100.00 duly notarized. If any document submitted by a bidder is either concocted or false, in such cases the eligibility of the bidder/tenderer will be outrightly rejected at any stage without any prejudice and forfeiture of earnest money forthwith or will be debarred from participation in any tender within the jurisdiction of the University.
The Purchase and Tender Committee, WEST BENGAL STATE UNIVERSITY, Berunanpukuria, Malikapur, 24-Pgs.(N), Kolkata – 700126 reserves the right to accept or reject the tender and/or negotiate by way of revised and/or improved offer from all the tenderers for the concerned job. The Hon’ble Vice Chancellor, WEST BENGAL STATE UNIVERSITY, Berunanpukuria, Malikapur, 24-Pgs.(N), Kolkata – 700126 also reserves the right to withdraw or reject the tender as a whole without assigning any reason whatsoever.

12) Date & Time Schedule:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Date of uploading of N.I.T. &amp; other Documents (online) (Publishing Date)</td>
<td>22/05/2018</td>
<td>05:00 PM</td>
</tr>
<tr>
<td>2. Documents download/sale start date (Online)</td>
<td>23/05/2018</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>3. Documents download/sale end date (Online)</td>
<td>14/06/2018</td>
<td>06:00 PM</td>
</tr>
<tr>
<td>4. Bid submission start date (Online)</td>
<td>24/05/2018</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>5. Last Date of submission of original copies for the Copies of Tender Fee Payment (Hardcopy), EMD Payment(Hardcopy), Technical Detailed Specifications (Hardcopy), Technical Bid Documents(Hardcopy) &amp; other necessary sufficient documents as per Online Submission (Hardcopy)</td>
<td>15/06/2018</td>
<td>Upto 03:00 PM</td>
</tr>
<tr>
<td>6. Bid Submission closing (Online)</td>
<td>14/06/2018</td>
<td>06:00 PM</td>
</tr>
<tr>
<td>7. Bid opening date for Technical Proposals (Online)</td>
<td>18/06/2018</td>
<td>03:00 PM</td>
</tr>
<tr>
<td>8. Date of uploading list for Technically Qualified Bidder(online)</td>
<td>To be Notified after evaluation of Technical Proposal</td>
<td></td>
</tr>
<tr>
<td>9. Date for opening of Financial Proposal (Online)</td>
<td>To be Notified after evaluation of Technical Proposal</td>
<td></td>
</tr>
</tbody>
</table>

I. WEST BENGAL STATE UNIVERSITY, Berunanpukuria, Malikapur, 24-Pgs.(N), Kolkata – 700126 RESERVES THE RIGHT TO CHANGE THE ABOVE DATE & TIME SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE.

II. Opening of the financial bid as per schedule may be subject to change due to administrative exigencies. No objections in this respect will be entertained raised by any bidder who will be present during opening of bid or from any bidder who will be absent at the time of opening of the Financial bid. No informal tenderer will be entertained in the bid further.

III. During the scrutiny, if it comes to the notice to the Tender Inviting Authority that the credentials or any other paper is incorrect/manufactured/fabricated, that bidder would not be allowed to participate in the Tender and that application will be outrightly rejected without any prejudice. The onus of the legibility of the documents will solely rest on the bidder.
13) **Instruction to Bidder:**

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

B. **Registration of Vendor**
   Any Vendor 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://wbtenders.gov.in](https://wbtenders.gov.in) the vendor is to click on the link for e-Tendering site as given on the web portal.

C. **Digital Signature certificate (DSC)**
   Each vendor 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) on payment of requisite amount details are available at the Web Site stated in Clause 2 of Guideline to Tenderer DSC is given as a USB e-Token. Bid may be treated as non-responsive if name of the company/ Tenderer differs from DSC to any of the submitted documents.

D. **Submission of Tenders**
   General process of submission, Tenders are to be submitted through online to the website 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). Documents only in pdf format are to be submitted. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the Tenderer of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or Tenderer, invariably upload a copy of registered power of attorney showing clear authorization in his favour.

E. **Tenders Documents Details:**
   **Others important Documents or My Document**

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Category Name</th>
<th>Detail(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Company Detail</td>
<td>Proprietorship Tenderer (Trade License) Partnership Tenderer (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Valid Trade License</td>
</tr>
<tr>
<td>3.</td>
<td>Credential</td>
<td>The Tenderer must have done similar work (i.e., Pre Examination Process Part A, Pre Examination Process Part B and Post Examination Process) for State-Aided Universities in West Bengal for at least 2 consecutive semesters / year in last 5 years.</td>
</tr>
<tr>
<td>4.</td>
<td>Financial Info</td>
<td>Tax Audited Report last 3 (Three) years (year just preceding the current Financial Year)</td>
</tr>
</tbody>
</table>
Statutory Cover containing the following documents

E.1 Technical proposal

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

i. Scan copy of AFFIDAVIT

ii. FORM I, II

iii. Scan copy of Technical Specifications (i.e. Credentials, Experience)

iv. Scan copy of Tender Fee Payment

E.2 Financial proposal

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ), the vendor is to quote the rate online through computer in the space marked for quoting rate in the BOQ.

Note- The original part of online submission of copies of Tender Fee Payment (Hardcopy), EMD Payment (Hard Copy), Technical Specification (Hard Copy) and other submitted documents (Hard Copy) should be submitted at the Office of the Registrar, West Bengal State University, at least before the date of opening of the bid, falling which, the submission will treated as cancelled.

F. Non-statutory Cover containing the following documents:

A) GST Registration Certificate & Acknowledgement. PAN. P Tax (Challan) (current financial year). Latest IT Receipt.

B) Job Credential.

C) Company Details.

D) Payment Certificate.

E) Power of Attorney (For Partnership Tenderer / Private Limited Company, if any)

N.B.: Failure of submission of any of the above mentioned documents as stated above will render the tenderer liable to be rejected for both statutory & non statutory cover.

G. Rejection of Bid:

The Tender Committee 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 Tender Committee's action.

H. Award of Contract

The Bidder who’s Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through an Acceptance e-mail / Letter of Acceptance.

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

The Agreement as per enclosed format in G.C.C. will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will
be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents stated in N.I.T. of the concerned work within time limit to be set in the letter of acceptance.

I. There shall be no provision of Arbitration.

J. Conditional / Incomplete tender submissions will be treated as non responsive.

K. In case of quoting rates, no multiple lowest rate will be entertained. Rates to be quoted both in number & words. No adjustment in price or price as collation of any kind will be allowed for the works included in this NIT.
FORM – I

PRE-QUALIFICATION APPLICATION

To
The Registrar (Officiating)
West Bengal State University
Berunapukuria, Malikapur
Barasat, Kolkata – 700126

Ref: Tender for ……………………………………………………………………………………………………………………………

(Name of Work)…………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………

N.I.T. No. : ……………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………

Having examined the Statutory, Non-statutory & N.I.T. 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 us on behalf of the group of Tenderers
for Application and for completion of the contract documents is attached herewith.

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

We understand that:

1. Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract
   bid under this project.

2. Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application
   without assigning any reason

Enclosure(s): e-Filling:-

a) Statutory Documents.

b) Non Statutory Documents.

………………………………………………………………………………………………………………………………………………

Signature of applicant including title

Date: ……………………………
## FORM – II

**PROFOMA FOR TECHNICAL BID**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Details</th>
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<td>1</td>
<td>Name of the Bidder with full address, Corporate Office/Head Office etc.</td>
<td>Website, E-mail ID, Telephone</td>
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<td>Status (Whether Government/PSU/Private/Others)</td>
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<td>Date &amp; Year of Establishment/Incorporation of Tenderer</td>
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<td>PAN No.</td>
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<td>Trade License No. &amp; date</td>
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<td>Number of years of experience in confidential for universities and other</td>
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<td>academic bodies. Ref. Clause the bid document</td>
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<td>Certificate from Charted Accountant/Cost Accountant with reference to the</td>
<td>FY 2015-2016 = INR</td>
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<td>turnover during the last three financial years.</td>
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<td>Name of the Authorized Person</td>
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<td>Attach an organization chart showing the structure of the company with</td>
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<td>names of Key personnel and technical staff with Bio-data.</td>
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<td><strong>Note</strong>: Application covers Proprietary Tenderer, Partnership, Limited</td>
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<td>Company or Corporation</td>
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</table>

Signature of applicant including title and capacity in which application is made
AFFIDAVIT – “Y”

(To be furnished in Non – Judicial Stamp paper of Rs.100.00 (One Hundred only) duly notarized)

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.

2. The under-signed also hereby certifies that neither our Tenderer M/S……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………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Copy forwarded to the: -

i) The Sabhadhipati 24 North Parganas Zilla Parishad.
ii) The D.M 24 North Parganas.
iii) The District Information officer 24 North Parganas.
iv) The Divisional Account Officer 24 North Parganas.
v) Vice-Chancellor’s Secretariat, W.B.S.U.
vii) The Finance Officer, W.B.S.U.
viii) The University Engineer, W.B.S.U.
ix) The Deputy Registrar, W.B.S.U.
x) Registrar’s Department, Guard File, W.B.S.U.
xi) University Website.
xii) University Notice Board.

Sd/
Registrar(Officiating)
West Bengal State University
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