



The West Bengal University of Teachers' Training,
Education Planning and Administration

25/2 & 25/3, Ballygunge Circular Road, Kolkata – 700019

E-Tender No.: WBUTTEPA/TN/01/2022

Date: 18.05.2022

Notice inviting E-Tender for providing semester based examination services that will include all components as listed below. Rate to be quoted online on the total work in two bid system i.e. (i) Technical bid & (ii) Price bid (Separately) from eligible and qualified Indian Bidders as per Script basis.

The entire examination process will be conducted in online/ offline / blended mode as per requirement and directives received from competent authority.

Bid Sheet and Key Dates:-

Sl. No.	Information	Remarks / Date
1.	About the Assignment	Computer based evaluation of answer scripts for Odd / Even Semester Examinations for the eligible B.Ed. students of colleges affiliated under WBUTTEPA Per Semester
2.	Name of the Tender Inviting Authority	Registrar, WBUTTEPA
3.	Earnest money Deposit(EMD)	The amount of Earnest Money at a Rs.80,000/- should be paid online through NEFT/RTGS or Net-Banking as per Order No -> 3975 – F(Y) Dated : 28th July,2016 of Finance Department Government of West Bengal
4.	Date of Release of Request for proposal	18.05.2022
5.	Contact person for queries	Registrar WBUTTEPA Tel. No.: (033) 4088-3403 Email-id: wbutteparegistrar@gmail.com
6.	Pre-Bid Meeting (Venue and Time)	25.05.2022 at 2:00 PM Venue: Office of the Registrar, WBUTTEPA
7.	Date of Closure of submission of tender	01.06.2022
8.	Addressee and address of which bid is to be submitted	https://wbtenders.gov.in
9.	Opening of Technical Proposal	03.06.2022
10.	Opening of Financial Proposal	To be communicated after opening of Technical bid.

Broad scope of the work:

Pre-Exam:

1. Eligible list generation and creation
2. Eligible file validation checking and updation
3. Examination application form unique ID generation and college wise soft copy of exam application form generation.
4. Uploading and validation of eligible data.



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5. Creation and validation of all required master data
6. Enrolment Data Updation and Validation to Offline System
7. Admit Serial No. Generation
8. Question Paper Statistics Count Generation for Different Exams (Subject Wise).

Post-Exam:

1. Award List Generation and Validation.
2. Uploading and validation of award list
3. Unique foil number generation and validation
4. Abridged master creation for marks process and rejection
5. Paper marks master creation for final marks process.
6. Marks posting to abridge master.
7. Printing of error/ rejection list of posted marks data
8. Marks posting from abridge master to paper marks master
9. Award generation on posted marks
10. Marks matching with online marks entered data and offline posted marks data and printing of error list.
11. Processing of marks wanting on posted marks and matching with online marks wanting list.
12. Synchronisation of online marks entered data and validation to offline system
13. Grade data processing and testing
14. Grade data audit run
15. Grade card printing
16. Grade card challan and label printing

Review and Reports

1. Provisional report college wise generation and printing
2. Result statistics generation and printing
3. Top 20 candidates list generation and printing
4. Gazette report generation printing and binding
5. Provisional report college wise PDF generation
6. District wise overall statistic generation and printing
7. Overall statistic generation and printing
8. OTP generation for E-Mail authentication
9. Web file generation
10. CD creation

Others

1. Other Reports as and when required.
2. Logistics support

Tentative number of answer scripts in each semester examination to be handled: **6,00,000 (Six Lakh)**



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Eligibility Criteria:

The invitation for bids is open to all entities registered in India who fulfil the criteria as specified below:

Sl. No.	Mandatory Eligibility Criteria for the Bidder	Documentary Evidence to be Attached with the Bid
01.	The Bidder should be registered with appropriate tax authorities such as income Tax, Service Tax etc.	<i>Last three Years ITRs and other relevant documents</i>
02.	The Bidder should submit the following documents: 1. Valid & Relevant Trade License (Latest) 2. PAN Card 3. GST Registration Certificate 4. Professional Tax Registration Certificate with Latest Challan 5. Bank A/c details	<i>Self attested copy of the mentioned document to be attached</i>
03.	Company registered in India with minimum of 5 years of existence with profitability during last 5 financial year onwards continuously.	<i>Letter of incorporation along with Audited balance sheet.</i>
04.	The Bidder should be a profit making entity after all tax paid, for preceding Five financial years with minimum net worth of Rs.5 lakhs at the end of last financial year.	<i>1) Auditor certificate 2) The balance sheet/audited report for the last three financial years should be submitted.</i>
05.	The Bidder should have executed computer based Examination solution for a minimum of one Government University / Board from past three financial years from the date of publishing Tender.	<i>Purchase Orders / MoU / Completion Letter clearly indicating the value of the total project.</i>
06.	The Solution and Software proposed to be used by Bidder should have been successfully implemented in similar project and should be capable of transferring all data from the earliest Vendors.	<i>Purchase Orders / MoU along with completion letter along with list of centers.</i>

Note:

- Relevant supporting documents should be furnished without fail otherwise the bid is liable to be treated as “non responsive”.
- The bidder should upload all the required documents with clear visibility
- WBUTTEPA, WB may disqualify the service provider for the bidding mistakes, missing documents and for the documents that are not clear.
- Any bidder who has legal litigation with the University need not apply.

General Terms and conditions:

- 1) The firm should have the main office within Greater Kolkata and must produce relevant certificate regarding his enlistment.
- 2) The authorised person of the University reserves the right to inspect the premises, infrastructure and



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- necessary arrangements for maintaining the secrecy finalizing the work order and/or afterwards to ascertain the terms and conditions of the tender documents.
- 3) University may ask the bidder for presentation on COMPUTER BASED Examination related work with previous work experience.
 - 4) The Price should be inclusive of all duties, charges and levies etc. as applicable. TDS as per rules will be deducted. GST no. has also to be quoted.
 - 5) Any conditional bid or making counter offer would be rejected.
 - 6) Amendment of Tender Document: At any time before deadline for submission of bids, WBUTTEPA may amend, modify and/or supplement the same with any conditions to the tender document without assigning any reason for it. The prospective bidders are advised to periodically browse this website to find out any further corrigendum/addendum/notice published with respect to this tender. In event of any amendment, WBUTTEPA reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their bids.
 - 7) A refundable Security Money of Rs.90,000/- (Ninety Thousand only) has to be submitted to the University by the L1 Party in the form of Demand Draft while receiving the order.
 - 8) Reference, information and certificates from the respective clients certifying technical and execution capability in Computer based Evaluation of the bidder should be signed and the contact number of all such Client should be mentioned. The University may also independently seek information regarding the performance from the client and visit referred customers in India.
 - 9) Even though bidder may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work or blacklisted earlier by any institutions in any earlier assignments.
 - 10) Notwithstanding anything else contained to contrary in this document. Registrar, WBUTTEPA, WB reserves the rights to accept or reject any Bid or to nullify the bidding process fully or partially or modifying the same and to reject all Bids at any time prior to the award of work, without incurring any liabilities in this regard.
 - 11) Any form of sub-tendering of the job in part or full is strictly prohibited.
 - 12) The firm will abide by all the conditions/terms declared in the tender by executing an AGREEMENT through authorised representative between the firm and the University on a non-judicial stamp paper of Rs. 100/-.
 - 13) The party will maintain absolute secrecy. The party should understand that this clause is Basic to the entire agreement.
 - 14) All specified jobs must be done strictly on time-bound basis to be decided by the University. Bill may be raised per script basis. One person should be maintained liaison with the University on daily basis.
 - 15) JURISDICTION:



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

16) PAYMENT:

- i) Payment will be subject to the Approval of the Appropriate Authority of the University based on the quality of service provided. Payment will be made after making necessary statutory deduction(s). For seeking any exemption in the above deduction(s), necessary documents should be duly produced to the University along with the bill / invoice. The vendor should produce GST-complied bill(s).
- ii) Rates, GST and any other applicable Taxes have to be quoted. Taxes have to be charged as per existing Government Rules.



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UNDERTAKING

I/We agree to abide by all the Terms and Conditions mentioned in the Tender documents and all pages have been signed in token of acceptance of the same.

Signature of Tenderer

Agency Name.....

Address.....
.....

Telephone No. / Mobile No.

E-mail ID :

.....
Signature and seal of Authorised Person



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INSTRUCTIONS TO BIDDERS

Instructions / Guidelines for Electronic Submission of Tenders have been annexed for assisting the contractors to participate in e-tendering:

- I.** Registration of Bidder:- Any bidder willing to take part in the process of e-tender will have to be enrolled and registered with the Government e-procurement system through logging on to <https://wbtenders.gov.in>. The bidder is to click on the link for e-tendering site as given on the web portal.
- II.** Digital Signature Certificate:- Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service order.
- III.** Collection of Tender Documents:- The bidder can search and download NIT and Tender Documents electronically from computer, once he logs into the website mentioned in Clause-I using the Digital Signature Certificate. This is the only mode for collection of tender documents.
- IV.** Submission of Tenders:-
 - a.** General process of submission:- Tenders are to be submitted through online to the website <https://wbtenders.gov.in> including a sealed folder (Financial Bid) within the prescribed date and time using the Digital Signature Certificates.
 - b.** Online bid submission (Bidder / Contractor) process:-
Log into: <https://wbtenders.gov.in> portal and download the pdf file.
- V.** ***Intending Bidders are requested to generate NEFT / RTGS challan from the website <https://wbtenders.gov.in> and make the EMD payment in his bank before 3 - 4 Banking Working Days earlier from the Last Date of Bid Submission.***
- VI.** Financial Bid:- BOQ in INR (in excel sheet)
 - i)** The Financial Bid should contain the following documents in one cover (folder), i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through online in the space marked for quoting rate in the BOQ.
 - ii)** Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor.
 - iii)** Financial rate quoted should not be mentioned anywhere else other than within Financial Bid folder.
- VII.** Opening & Evaluation of Tender:
 - a.** Opening of Technical Bid:
Technical Bid will be opened by the Officials of WBUTTEPA, WB.
Intending bidders may remain present if they desire so.



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b. Opening of Financial Bid:

Financial bid of bidders declared technically eligible by the Committee will be opened electronically from the web portal on the prescribed date and time.

VIII. During evaluation the committee may summon of the tenderer & seek clarification / information or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.