



THE SANSKRIT COLLEGE AND UNIVERSITY

1, Bankim Chatterjee Street, Kolkata – 700073

www.sanskritcollegeanduniversity.org.in

Reference no. SCU/ R /292 /CONF

01/009/2017

TENDER NOTICE

Confidential Tender Notice for carrying out examination–related activities of U.G.& P.G. Examinations for Nine subjects only The total student number is U.G.- 125+ P.G.-60 (One hundred twenty five and Sixty 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.
- iii) Printing of Blank Answer Books and Blank Additional Sheets using good quality paper (at least 65 GSM) Blank answer books 24 pages 2500 (two thousand five hundred) and Additional sheets -1000 (one thousand 4 pages or two sheets).
- iv) Packaging of question papers Subject–wise /Session–wise.

- v) Generation of Roll Numbers and printing of Registration and Admit Cards.
- vi) Coded answer books along with marks award sheets/slips
- vii) Printing of Mark-sheets.
- viii) Re-evaluation of answer books (under review) through Head Examiner.
- ix) Publication of review results and printing of mark sheets.

Eligibility Criteria

- i) Proven record of conducting the jobs as specified, with proper documents.
- ii) Infrastructure/Space available with the agency with security–features at the site.
- iii) Declaration that the agency has never failed in conduction the examination jobs handed over to it by other Institutions/Universities.
- iv) Bank statement to show that the agency can conduct the job before payments are made (because payments will be made only on successful completion of a job and review of bills by the University).

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 within **15th September, 2017 (4:00P.M.)** at his office 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. 125+125=250 and P.G. - 60+60.

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.

Registrar

The Sanskrit College and University