

# UNIVERSITY OF CALCUTTA

E-Tender No. : CE/ADM/11/25/08

Dated: 07.08.2025

**Name of the Work:** Development and maintenance of web-based application for effective management of Pre-examination, during examination and Post-examination activities of the University of Calcutta for various PG examinations and other misc. Examinations.

- **Earnest Money (EMD):** Rs 2,00,000/- only. (To be deposited Online).
- **Exemption of EMD is not allowed in any case.**
- **No interest will be paid on the EMD (if any).**
- **Bid validity Period: 1095 days.**
- **Time of Completion Period:**
  1. Development and installation should be completed within 90 days from the date of issuing work order
  2. Maintenance contract will be valid for 3 years.
- **Name of the Concerned Department:** Office of the Controller of Examinations Department, University of Calcutta.

## 1. Request for Proposal

E-tenders under two bid system i.e. technical and financial bids are invited from eligible, reputed and qualified IT Firms with sound technical and financial capabilities for Development and maintenance of web-based application for effective management of Pre-examination, during examination and Post-examination activities of the University of Calcutta for various PG examinations and other misc. Examinations, as detailed out in the Scope of Work of this RFP Document. This invitation to bid is open to all Bidders meeting the pre-qualification criteria as mentioned in this RFP Document.

### 1.1. Background Information

#### Basic Information

- a) University of Calcutta invites responses ("Proposals") to this Request for Proposals ("RFP") from Companies / Agencies ("Bidders") for selection of "Service Provider".
- b) Proposals must be received not later than the time, date at the venue mentioned in the Fact Sheet. Proposals received after the deadline will not be considered in this procurement process.
- c) Interested bidders are advised to study the RFP document carefully. Submission of response shall be

deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

## **1.2. Project Background**

The UNIVERSITY OF CALCUTTA is a state-aided University is the oldest University in India, established in 1857. The office of the Controller of Examinations is located at “UNIVERSITY OF CALCUTTA”, 87/1, College Street, Kolkata – 700073, West Bengal, India.

The Department of Controller of Examinations conducts the examinations of 70 (Approx.) MA/M.Sc./M. Com, LLB, BA LLB, LLM, M.Tech, B. Tech. courses, MBA, M.Phil. (Clinical Psychology), B.FAD, BFA, B.Mus and M.Mus. Courses. University of Calcutta has approximately 10 thousand students enrolled in its academic 63 departments and some constituent and affiliated colleges under nearly 300 examination schemes per semester. These examinations are mostly conducted on a semester pattern. The maximum number of students enrolled in an examination can be as large as approximately 1500 while the minimum number of students can be as less as 1. The main aim of this project is designing; development and maintaining a secure web portal so that students, Academic departments, colleges, Secretary Offices and the University execute their related functions pertaining to examination. From this web interface, students should be able to fill their Examination Form, apply for Re-evaluation etc. Students may also communicate corrections in his/her particulars and get their information remotely.

University of Calcutta intends to outsource the Development and maintenance of web-based application for effective management of Pre-examination, during examination and post-examination activities of the University of Calcutta for various PG examinations and other misc. Examinations.

## **2. Statement of Confidentiality:**

The information contained in this Tender Document or subsequently provided to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of University of Calcutta (hereinafter “University of Calcutta”) or by any of their employees or advisors, shall be subject to the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided. The purpose of this tender document is to provide the Bidder(s) with information to assist the formulation of their proposals. This Tender Document does not purport to contain all the information each bidder may require. This tender document may not be appropriate for all persons, and it is not possible for the University of Calcutta, their employees or advisors to consider the investment objectives, financial situation and particular needs of each bidder who reads or uses this tender document. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender document and where necessary obtain independent advice from appropriate sources. University of Calcutta, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the tender document. University of Calcutta may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.

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## 2.1. Key Information

| Course                                       | Course Duration | No of. Semester Per Year        | Intake per Semester (Approx.) |
|----------------------------------------------|-----------------|---------------------------------|-------------------------------|
| M.A/M.Sc                                     | 2 Yr.           | 6 (4 regular ,2Supplementary)   | 7660                          |
| M.Com.                                       | 2 Yr.           | 6 (4 regular ,2Supplementary)   | 1350                          |
| B.A. L.L.B                                   | 5 Yr.           | 10                              | 2180                          |
| L.L.B                                        | 3 Yr.           | 6                               | 60                            |
| L.L.M (Part Sys.)                            | 2 Yr.           | 2                               | 138                           |
| B.Tech.                                      | 4 Yr.           | 16 (8 regular ,8 Supplementary) | 350                           |
| M.Tech.                                      | 2 Yr.           | 8 (4 regular ,4 Supplementary)  | 375                           |
| M.C.A                                        | 2 Yr.           | 4                               | 41                            |
| B.FAD (CCF)                                  | 4 Yr.           | 8                               | 47                            |
| B.Mus. (CCF)                                 | 4Yr.            | 8                               | 117                           |
| B.FA(CCF)                                    | 4 Yr.           | 8                               | 122                           |
| M.Mus                                        | 2 Yr.           | 4                               | 91                            |
| M.Phil (Part Sys.)                           | 2 Yr            | 2                               | 12                            |
| B.P.Ed.                                      | 2 Yr.           | 4                               | 50                            |
| M.P.Ed                                       | 2 Yr.           | 4                               | 40                            |
| B.Ed                                         | 2 Yr.           | 4                               | 430                           |
| BBA                                          | 4 Yr            | 8                               | 800                           |
| 2-YR-MBA-HRD                                 | 2 Yr.           | 4                               | 33                            |
| 2-YR-MBA-FM                                  | 2 Yr.           | 4                               | 38                            |
| 2-Yr.M.B.A-CU                                | 2 Yr.           | 4                               | 42                            |
| MBA-ISWBM                                    | 2 Yr.           | 4                               | 180                           |
| MBA - PS-ISWBM                               | 2 Yr.           | 4                               | 120                           |
| MBA HRM – ISWBM                              | 2 Yr.           | 4                               | 60                            |
| 2-YR M.S.W                                   | 2 Yr.           | 4                               | 45                            |
| 1 yr PG Diploma in Sports Management - ISWBM | 1 Yr.           | 2                               | 30                            |
| 1 yr PG Diploma in Media Management - ISWBM  | 1 Yr.           | 2                               | 60                            |

- Total Number of Examinations per year : 700 (Approximately)
- Total number of candidate appeared per semester: 10,000 (Approximately)
- Payment will be made per examination per candidate basis, however, where there is number of Candidates is less the 100 a minimum amount will be billed, details are in BOQ.
- Tentative span of the examination – Odd Semesters – December-January , Even Semesters – May-June - Some exception in this span may occur from year to year
- Examinations are conducted in Common / Away / Home Centre Mode.

## E-TENDER NOTICE

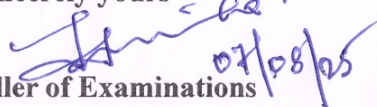
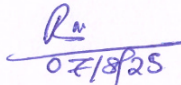
E-tenders under two bid system i.e. technical and financial bids are invited from reputed firms experienced in development, implementation and maintenance of *web-based applications for pre -examination during the examination and post examination work of the University for Post Graduate and misc. Examinations.*

| Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | EMD            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Development, implementation and maintenance of “ <i>web-based application for effective management of the activities of Pre-examination, During examination and Post -examination of the University of Calcutta for various PG examinations and other misc. Examinations</i> ” including result processing work, result analysis and monitoring of examination activities at each stage using latest online web technologies as per details given in the work description. | Rs.2,00,000.00 |

- (1) Bidder (authorized signatory) shall submit their offer on-line in electronic format both for technical and financial proposals.
- (2) To participate in online bidding process, bidders must procure a Digital Signature Certificate (DSC) (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
- (3) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the bids.

  
DATABASE ADMINISTRATOR  
UNIVERSITY OF CALCUTTA

  
07.8.25  
DY. CONTROLLER OF EXAMINATIONS  
UNIVERSITY OF CALCUTTA

Sincerely yours  
  
07/08/25  
Controller of Examinations  
University of Calcutta  
  
07/8/25

### **3. Essential Technical - Prerequisites**

#### **3.1. Organizational Level:**

- a) The bidder must be a company registered under Companies Act, 1956/2013 or Partnership or LLP or OPC or Proprietary Firm. Documentary (Certificate of incorporation/ relevant document) evidence to be submitted.
- b) The Bidder must possess a valid: (i) Company Registration Certificate; (ii) GST Registration Certificate of West Bengal & GST Challan; (iii) Trade License and (iv) PAN Number (Bidder shall have to submit self-certified photo copy of the documents).
- c) The Bidder should deposit Earnest money along with the pre-qualification bid. The bid received without the same will be summarily rejected.
- d) The bidder should not have incurred any loss during last 5 (Five) financial years (FY:-2020-21, 2021-22, 2022-2023, 2023-2024, 2024-2025). Bidder shall have to submit Audited Accounts/ Auditor Certificate in support of their claim.
- f) The bidder shall not have been blacklisted by any State/ Central Government or PSU Organization or Government University for breach of ethical conduct or fraudulent practices as on date of submission of the proposal (as per DIT guidance note issued on 26<sup>th</sup> December,2011). Declaration on bidder's letterhead is to be submitted.
- g) The bidder must have valid CMMi Level 3 certifications at least one year old as on 1st January, 2025. (Supporting Document – Copy of valid CMMi Certificate is required).

#### **3.2. Assessment Platform Level:**

- a) Prices quoted in the tender document shall expressly be inclusive of all statutory taxes, fees, cesses, duties, levies, charges, surcharges inclusive of all statutory and other components etc. (net to the University) for Development, Implementation and Maintenance of online services for the UNIVERSITY OF CALCUTTA and should be quoted in BOQ. No component of cost / tax shall be paid by the UNIVERSITY OF CALCUTTA unless the same is included specifically in the quotations.
- b) Incomplete quotations shall be out rightly rejected. No alterations, amendments or modifications shall be made by the Bidder in the Notice Inviting Tenders, Instructions to the Bidders, Contract Form. Conditions of the Contract, Drawings and Specification and if any such alterations are made or any special conditions attached, the tender is liable to be rejected without reference to the Bidder.
- c) Quotations should be valid for 6 months from the date of opening of Technical Bid.
- d) Escalation matrix (24 X 7) up to the level of CEO/COO/CIO must be provided with mobile and fixed phone number and email address of all personnel in the matrix.
- e) Bidders must have / build an office to operate form Kolkata.
- f) At any time prior to the last date for receipt of Bids, the UNIVERSITY OF CALCUTTA, may, for any reason, whether at its own initiative or in response to a clarification requested by the Bidders, modify the Tender by issuing an addendum/corrigendum within 14 days of invitation of E-tender. Any such amendment issued along with the original Tender document will constitute Revised Tender. The addendum/corrigendum will be uploaded on the UNIVERSITY OF CALCUTTA website. The Bidders are requested to visit the website frequently to check for any amendments.

- g) The UNIVERSITY OF CALCUTTA may at any time during the Tendering process but before opening the technical bid request the Bidders to submit revised Technical / Commercial Bids and/or Supplementary Commercial Bids, in case of change in Scope of Work, without thereby incurring any liability to the affected Bidder or Bidders.
- h) The whole work included in the Tender shall be executed by the Bidder and the Bidder shall not directly or indirectly transfer assign or sublet the contract / work or any part thereof or interest therein without the written consent of UNIVERSITY OF CALCUTTA.
- i) In case any work for which there is no specification in the tender, such work shall be carried out in accordance with the directions of the UNIVERSITY OF CALCUTTA without any extra cost to the University.

### 3.3. Times Seclude of the Tender:

| Sl. No. | Particulars                                                                        | Date and Time                   |
|---------|------------------------------------------------------------------------------------|---------------------------------|
| 1       | <b>Date of uploading of NIT Tender Documents(online)</b>                           | <b>07.08.2025; 06:00 P.M</b>    |
| 2       | <b>Tender Document download start date and time (online).</b>                      | <b>07.08.2025; 06:00 P.M</b>    |
| 3       | <b>Start Date of Bid Submission (Technical and Financial) (online).</b>            | <b>07.08.2025; 06:00 P.M</b>    |
| 4       | <b>Bid submission, closing date (online)</b>                                       | <b>29.08.2025, 01:00 P.M</b>    |
| 5       | <b>Bid opening date for Technical Proposal (online)</b>                            | <b>01.09.2025, 01:00 P.M</b>    |
| 6       | <b>Technical Presentation Meeting, Date and Time:</b>                              | <b>To be communicated later</b> |
| 7       | <b>Date and time of uploading of list of Technical qualified bidders (online).</b> | <b>To be communicated later</b> |
| 8       | <b>Date and time of opening of Financial Proposals (online).</b>                   | <b>To be communicated later</b> |
| 9       | <b>Date of uploading of the list of bidders along with the approved rate</b>       | <b>To be communicated later</b> |

#### 4. Earnest Money & Security Deposit:

- a) **Earnest Money (EMD):-** Intending bidders are requested to deposit Rs. 2,00,000.00/- online through his net banking enabled bank account, maintained at any bank or: offline – through any bank generating NEFT/RTGS challan from the e-tendering portal. Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.(Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires considerable time for processing of Payment of EMD.)

N.B.: During evaluation of the tender, the bidder may be requested to produce original hard copy of any of the documents for verification, failing which his/her tender will be liable to rejection.

- b) **Refund of Earnest Money Deposit (EMD):** Earnest Money Deposit (EMD) furnished by all unsuccessful bidders should be returned to them without any interest whatsoever, at the earliest after the expiry of the final bid validity period but not later than forty-five days after the award of the contract. Earnest Money Deposit (EMD) of the successful tenderer should be returned, without any interest whatsoever, after receipt of performance security Deposit from him as stipulated in the contract.
- c) **Forfeiture of Earnest Money Deposit (EMD):** Earnest Money Deposit (EMD) of a tenderer shall be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of his tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, his Earnest Money Deposit (EMD) shall be forfeited.
- d) **Security Deposit:** The University authority will retain a sum amounting to 10% of the bill of the contract for a period of six months from the date of completion of work as Security Deposit. This will be released after a period of six months from the date of completion of the work on application.
- e) **Refund of Performance Security:** Performance Security will be refunded to the contractor without any interest, whatsoever, after he/she duly performs and completes the contract in all respects but not later than sixty days of completion of all such obligations under the contract.
- f) **Forfeiture of Performance Security deposit:** Performance security will be forfeited and credited to University of Calcutta in the event of a breach of contract by the tenderers, in terms of the relevant contract.
- g) **Verification of the Bank Guarantees:** Bank Guarantees submitted by the tenderers as

earnest Money Deposit (EMD)/Performance Security need to be immediately verified from the issuing bank before its acceptance, through written communication.

Work is to be carried out as per specification laid in the **SCOPE OF WORK**. After issuing the work order to the successful tenderer, if he/she fails to commence the work or unable to complete the work, then the EMD and Performance security amount of the said tenderer will be forfeited and no claim will be entertained.

## 5. EVALUATION CRITERIA

### h) Techno Commercial Evaluation(Total Score):125

The evaluation methodology would take into consideration both the Technical responsiveness as well as the financial response. During the evaluation process, the evaluation committee will assign each desirable/preferred feature a whole numbers core for the Techno Commercial Bid as defined in the table below.

| Sl. No. | Assessment                                       | Parameter                                                                                                                                                    | Max Score | Details                                                                                                 | Break Up |
|---------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------|----------|
| 1.      | PG Examination Experience                        | Experience of doing Examination Processing work for Central/State- Aided Universities having affiliated college under its jurisdiction with multiple streams | 15        | Experience Above 15 years with at least 5 years in CBCS curriculum                                      | 15       |
|         |                                                  |                                                                                                                                                              |           | Experience Above 10 years up to 14 with at least 3 years in CBCS curriculum                             | 10       |
|         |                                                  |                                                                                                                                                              |           | Experience Above 5 years upto 9 years with at least 2 years in CBCS curriculum                          | 5        |
|         |                                                  |                                                                                                                                                              |           | Experience Above 2 years upto 4 years with at least 1 year in CBCS curriculum                           | 2.5      |
|         |                                                  |                                                                                                                                                              |           | Otherwise                                                                                               | 0        |
| 2.      | Number of PG Candidates Processing per Year      | Experience of doing Exam. Processing work of PG for Central/State-Aided Universities having affiliated college under its jurisdiction with multiple streams. | 10        | Experience with 2Lac Candidates or above                                                                | 10       |
|         |                                                  |                                                                                                                                                              |           | Experience above 1 Lac less than 2 Lac Candidates                                                       | 5        |
|         |                                                  |                                                                                                                                                              |           | Otherwise                                                                                               | 0        |
| 3.      | UG Examination Experience                        | Experience of doing Examination Processing work for Central/State- Aided Universities having affiliated colleges under its jurisdiction multiple streams.    | 15        | Experience Above 15 years with at least 5 years in CBCS/CCF curriculum                                  | 15       |
|         |                                                  |                                                                                                                                                              |           | Experience Above 10 years up to 14 with at least 3 years in CBCS/CCF curriculum                         | 10       |
|         |                                                  |                                                                                                                                                              |           | Experience Above 5 years up to 9 years with at least 2 years in CBCS/CCF curriculum                     | 5        |
|         |                                                  |                                                                                                                                                              |           | Experience Above 2 years up to 4 years with at least 1 year in CBCS/CCF curriculum                      | 2.5      |
|         |                                                  |                                                                                                                                                              |           | Otherwise                                                                                               | 0        |
| 4.      | Number of UG Candidates processing per Year      | Experience of doing Exam. Processing work of UG for Central/ State- Aided Universities having affiliated colleges under its jurisdiction multiple streams.   | 10        | Experience with 2 Lac Candidates or above                                                               | 10       |
|         |                                                  |                                                                                                                                                              |           | Experience above 1 Lac less than 2 Lac Candidates                                                       | 5        |
|         |                                                  |                                                                                                                                                              |           | Otherwise                                                                                               | 0        |
| 5.      | Examination Experience of Number of Universities | Experience of doing Examination Processing work of PG for Central/ State-Aided Universities having affiliated colleges under its jurisdiction.               | 10        | Experience Above or Equal to 4 Universities                                                             | 10       |
|         |                                                  |                                                                                                                                                              |           | Experience with 3 Universities                                                                          | 8        |
|         |                                                  |                                                                                                                                                              |           | Experience with 2 University                                                                            | 5        |
|         |                                                  |                                                                                                                                                              |           | Otherwise                                                                                               | 0        |
| 6.      | Years of Experience                              | Experience of doing Examination Processing work for Government aided Universities of West Bengal for number of years.                                        | 10        | Above or equals to 3 Universities with Experience above or equals to 9 Years in at least 2 Universities | 10       |
|         |                                                  |                                                                                                                                                              |           | Equal to 2 Universities with Experience above or equals to 7 Years in at least 1 University             | 5        |
|         |                                                  |                                                                                                                                                              |           | Equals to 1 University with Experience above or equals to 5 Years                                       | 2        |
|         |                                                  |                                                                                                                                                              |           | Otherwise                                                                                               | 0        |
| 7.      | Coding                                           | Answer Scripts Coding to maintain confidentiality- Unique Number generation                                                                                  | 10        | Experience above or equal to 5 years                                                                    | 10       |
|         |                                                  |                                                                                                                                                              |           | Experience above or equal to 3 years                                                                    | 5        |
|         |                                                  |                                                                                                                                                              |           | Experience Less than 3 years                                                                            | 0        |
| 8.      | Data Processing Experience                       | Company in Data processing business(Registration Certificate must be attached with the tender documents)                                                     | 10        | More than 20 Years                                                                                      | 10       |
|         |                                                  |                                                                                                                                                              |           | 10 to 20 Years                                                                                          | 5        |
|         |                                                  |                                                                                                                                                              |           | 5 to 10 Years                                                                                           | 2.5      |
| 9.      | Qualified Staff                                  | Bidder must have at least Ten (10) Qualified Technical Staff.                                                                                                | 10        | Above 50 Technical staffs                                                                               | 10       |
|         |                                                  |                                                                                                                                                              |           | 30 to 50 Technical staffs                                                                               | 5        |
|         |                                                  |                                                                                                                                                              |           | 20 to 30 Technical staffs                                                                               | 2.5      |
|         |                                                  |                                                                                                                                                              |           | 10 to 20 Technical staffs                                                                               | 1        |
|         |                                                  |                                                                                                                                                              |           | Below 10                                                                                                | 0        |
| 10.     | Certification                                    | Proper Certification of Quality, Security & Business Continuity.                                                                                             | 15        | Business Continuity: ISO22301:2019                                                                      | 5        |
|         |                                                  |                                                                                                                                                              |           | Quality: ISO9001:2015                                                                                   | 5        |
|         |                                                  |                                                                                                                                                              |           | Security: ISO27001:2013                                                                                 | 5        |
|         |                                                  |                                                                                                                                                              |           | 3 Senior Technical Personnel                                                                            | 5        |
| 11.     | Qualified Senior Technical Staff                 | Number of Qualified Senior Technical Personnel from Institutions like IIT or ISI. (Certificate Must be attached with Tender Documents)                       | 5         | Otherwise                                                                                               | 0        |
| 12.     | Yearly Turn Over and Net worth                   | The Bidder must have a minimum yearly turnover of Rs. 5 Crores for last 3 years. And the Company Net Worth over last 3 years must be more than 5 Crores.     | 5         | Yearly turnover Rs 7 core for last 3 years and net worth 11 cores last 3 years.                         | 5        |
|         |                                                  |                                                                                                                                                              |           | Otherwise                                                                                               | 0        |

Bidders are expected to present a presentation (Online/Offline) of examination process before the selection committee of the University.

**i) Technical Presentation Score is : 75**

**Total Score: (Techno Commercial Evaluation 125 + Technical Presentation 75) = 200**

**The Bidders with score of 60% or above out of total score of 200 will be technically qualified & move on to further evaluation.**

**6. Evaluation of Financial Proposals:**

- a. The Financial Bid of those Bidders who have been found to be technically eligible will be opened. The Financial bids of ineligible bidders will not be opened.
- b. The Financial Bids shall be opened in the presence of representatives of technically eligible Bidders, who may like to be present. **University of Calcutta** shall inform the date, place and time for opening of the Financial Bid.
- c. The evaluation of the bids will be based on the **Combined Quality and Cost Based Selection (CQCBS) Method.**
- d. Prices shall be written in both words and figures. In the event of difference, the price in words shall be valid and binding.
- e. Any discrepancy relating to prices quoted in the offer across different sections of the bid, only prices given in the prescribed format given in this RFP shall prevail.

**g. Formula for Final Bid Evaluation is:**

$$Bm = 0.7 (TM) + 0.3 (Fn)$$

$$Fn = (Fmin/Fb) * 100$$

**Bm** is total marks of the bidder in consideration

**TM** is **Technical marks** of the bidder in consideration

**Fn** is **normalised financial score** of the bidder in consideration

**Fb** is **Evaluated Cost of bidder** under consideration

**Fmin** is **Minimum evaluated cost of any bidder**

**7. Award of Contract:**

- a. The bidder with the highest score as per the formula given above will be considered for award of Contract.
- b. **UNIVERSITY OF CALCUTTA** shall award the Contract to the selected bidder by issue of Work Order (WO) and notify all bidders who have submitted proposals after award is accepted by the selected bidder. The selected bidder has also to sign a Service Level Agreement (SLA) within 10 days of the acceptance of WO.
- c. The selected bidder is expected to commence the assignment on the date and at the location specified in the WO.
- d. If the selected bidder does not sign the Contract within the stipulated period or does not submit the Performance Guarantee within time, the WO may be cancelled and the bidder securing the next higher combined marks may be considered for award of Contract.

## 8. *Contract Period: (Required To be Modified)*

The period of the contract shall be initially for three (3) years subject to the successful completion of first year the next two years will be renewed from the effective date of **Service Level Agreement (SLA)** and the warranty period will commence immediately from the date of acceptance of the implementation of the project by the University. If the Bidder could not complete the development and implementation before first three months then the contract by default will come to an end.

Further renewal of Contract (ROC) of the project will be subject to the yearly assessment / appraisal of the performance of the Bidder for the previous years by the University of Calcutta. If Bidder / Vendor's performance is not found satisfactory, the UNIVERSITY OF CALCUTTA may terminate the agreement by giving 15 days' notice otherwise the agreement will automatically stand valid. Decision of the University of Calcutta in this regard shall be final. After the initial term, the University of Calcutta reserves the right to its sole discretion to extend the contract for another three (3) year subject on the same terms and conditions in writing as per mutual understanding between the parties subject to the condition that the project has been successfully implemented and. The SLA will be applicable for development, implementation and maintenance phases. Project will only be deemed as completed on completion of development and implementation of all entities. Bidder / Bidder shall have no right or claim for the extension of the contract in any circumstances and decision of the UNIVERSITY OF CALCUTTA shall be final and absolute.

## 9. **TERMINATION:**

PURCHASER may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Bidder, terminate the Agreement for services at any stage in whole or in parts in the following circumstances:

- i. If the Service Provider fails to deliver it her the whole or part of the services as defined in scope of work within the time period(s) specified in the agreement or any extension thereof granted by PURCHASER.
- ii. If the Service provider, in the judgement of the UNIVERSITY OF CALCUTTA, has engaged in fraudulent and/or corrupt practices or acted with mala fide intentions in competing for or in execution of the Contract.
- iii. If the Service Provider fails to perform or any other obligation(s) and, if the Service Provider, in either of the above circumstances, does not rectify its failure within a period of 30 days (or such longer/shorter period as Purchaser may authorize in writing) after receipt of the default notice from Purchaser.
- iv. For in the interest of public service/academic interest of students on a notice period of 30 days.
- v. In the event, the Purchaser terminates the Agreement in whole or in part, as per the above excluding for convenience, Purchaser may procure and install, upon such terms and in such manner as it deems appropriate, similar setup. It will be done at the risk and cost of the Service Provider. However, the Service Provider shall continue performance of the Contract to the extent not terminated.
- vi. All data/reports collected by the service provider shall be returned to Cu in its original form upon such terminations. The Service Provider shall not have any right on this database and the application, which are proprietary to UNIVERSITY OF CALCUTTA.
- vii. The Bidder should hand-over all types of data/database/application software to the University before any such termination and should made necessary arrangements such that the software performs smoothly.

## **10. BLACKLISTING:**

The UNIVERSITY OF CALCUTTA without prejudice to any other remedy and rights, reserves the right to blacklist the Bidder / Bidder for a suitable period in case he fails to honour his bid / Work Order / Service Level Agreement (SLA) or found guilty for breach / violation / contravention of terms(s) and condition(s) of the tender / Work Order / Service Level Agreement (SLA) or negligence, carelessness, inefficiency, fraud, mischief, misappropriation or any other type of misconduct by Bidder / Bidder or by its staff, agent, employee or officer etc. or by any other person directly or indirectly employed by him.

Whenever under this tender / Work Order / Service Level Agreement (SLA), any sum of money is recoverable from and payable by the Bidder / Bidder, the UNIVERSITY OF CALCUTTA shall be entitled to recover such sum by appropriating in part or in whole from the security deposit / bank guarantee / earnest money deposit of the Bidder / Bidder. In the event of the security deposit / bank guarantee / earnest money deposit being insufficient, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the Bidder / Bidder or which at any time thereafter may become due to the Bidder / Bidder under this or any other tender / contract with the UNIVERSITY OF CALCUTTA. If this sum is not sufficient to cover the full amount recoverable, the Bidder / Bidder shall pay the UNIVERSITY OF CALCUTTA on demand the remaining balance.

The personnel(s) employed / hired / engaged (permanent / regular / casual / contractual / temporarily / daily wager or whatever be the status / name) by the Bidder / Bidder for the execution of work as provided under this Tender, shall not be employee / officer of the UNIVERSITY OF CALCUTTA for any purpose. None of such person of the Bidder / Bidder shall have any right to claim anything against the UNIVERSITY OF CALCUTTA.

## **11. FORCE MAJEURE:**

Notwithstanding anything else contained in this Tender, neither party shall be liable for any delay in performing its obligations hereunder if such delay is caused by circumstances beyond its reasonable control (including without limitation any delay caused by the acts of governments, acts of God, natural or social calamities, strikes, riots in any region, network failure, terrorist attack, war declared and undeclared) provided however that any delay by the supplier of the Party so delaying shall not relieve that Party from liability for delay except where such delay is beyond the reasonable control of the supplier concerned Subject to the party so delaying promptly notifying the other party in writing of the reasons for the delay (and the likely duration of the delay), the performance of such party's obligations shall be suspended during the period that the online circumstances persist and such party shall be granted an extension of time for performance equal to the period of the delay. Save where such delay is caused by the act or omission of the other party (in which event the rights, remedies and liabilities of the parties shall be those conferred and imposed by the other terms of this Agreement and by law).

## **12. CONFIDENTIALITY:**

Bidder / Bidder shall not use or disclose any Confidential Information of the UNIVERSITY OF CALCUTTA except as specifically contemplated herein. For purposes of this Tender "Confidential Information" means information that:

- (i) is sufficiently secret to derive economic value, actual or potential, from not being generally known to other persons who can obtain economic value from its disclosure or use; and

- (ii) Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy or confidentiality.

### **13. INDEMNITY:**

The Bidder shall indemnify, defend and hold and keep indemnified, the UNIVERSITY OF CALCUTTA from and against all actions, suits, decree proceedings, claims, damages, compensations, costs, expenses, liabilities and demands brought or made against the UNIVERSITY OF CALCUTTA in respect of any matter or thing done or omitted to be done by the Bidder / Bidder or its employees, workmen, representatives, agents, servants or suppliers in the execution of or in connection with the Work or the Bidder's performance under this Tender and against any loss, compensations or damage to the UNIVERSITY OF CALCUTTA in consequence of any action or suit or proceedings being brought against the Bidder or its employees, workmen, representatives, agents, servants or suppliers for anything done or omitted to be done in execution of the Work under this Tender, including but not limited to non-compliance with the applicable laws, rules, regulations and directions, orders etc. of the government and local authorities, not obtaining the relevant licenses and permits, infringing any patents rights.

### **14. ARBITRATION:**

In case of any dispute, difference, claim and demands arising under or pursuant to or touching or in relation to this tender, the authorized official of the **University of Calcutta** and the Bidder shall address the same for mutual resolution, failing which the matter shall be referred for the arbitration to the sole Arbitrator to be appointed by two parties. The Arbitration proceedings shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. The cost of the Arbitration proceedings shall be shared equally by both the parties.

The award of the sole arbitrator shall be final and binding on both the parties. The venue of such arbitration proceedings shall be at Kolkata.

All disputes arising out of this tender are subject to the jurisdiction of Courts in Kolkata.

15. For any details / clarifications: Mr. Syed Saifuddin Ahmad - (phone - 9830563317 & email id: ssada@caluniv.ac.in) may be contacted.

## 16. SCOPE OF WORK:

This Scope of Work has been divided into following three broad phases

- Pre-Examination Phase
- Examination Phase
- Post Examination Phase

## SUMMARY OF WORKS:

The project should be implemented in **Build, Transfer and Operate Mode** to provide facilities which will help in building trust and faith in examination system besides bringing in efficiency and effectiveness in examination planning, managing confidential assignments, examination conduction and result publication through greater transparency, accountability, responsiveness and accessibility.

The project involves design and development of web portal, its maintenance and operation for various activities in Pre Examination, During Examination and Post Examination work. Providing web server and its resources for online application submission, confidential assignment, publication of results etc., Monitoring and reporting status of various examination related activities, Scanning of OMR answer sheets (if any), handling exceptions, result preparation, printing TR, mark sheets, re-evaluation related activities. The agency has to provide a user friendly, dynamic secured examination management system for the jobs as mentioned below.

During contract period the agency will develop web-based applications and carry out the data processing jobs required for Pre- examination, during examination and Post-examination activities.

The firms can use any latest technology to design and develop the application. After successful testing and implementation of all the phases all the web applications will be the property of the University and University will be free to make and/or instruct changes if any are required and use it or hand over its operation to any third party. So the rate quoted by the agency should take into account the cost of software development and the cost of maintenance will be rate per candidate / semester.

### Preparation work:

Registration of domain name and procurement of web space. The bandwidth, storage space, response time, reliability and security of the server hired must be such that the users should not experience difficulties due to slow response or failure of the server. Servers with high bandwidth, mirroring at different geographical locations, elastic resources facilities from cloud or any other technology required for smooth, secure, reliable and proper responsive online system. The agency will be responsible for any failure in providing the service. Extra care must be taken to avoid slow response by the server in the event of heavy load on the server.

### 16.1. Pre-Examination Work:

#### A. *PGBOS Meeting Management:*

1. Design and development of university departments and affiliated college teachers database.
2. To provide the Facility to add and modify the proceedings of the meetings and supported by uploading the scanned copy of the proceedings.
3. Approval of the proceedings by the University Authority either digitally and/or manually.

4. Examination form submission schedule and examination schedule preparation and publishing of related notices
  - a. Examination schedule preparation (Examination Date-sheet) with facility to add and modify schedule as well as facility to send schedule in notice format by e-mail to the department / colleges or other users must be provided.
  - b. Publishing examination schedule (Examination Date-sheet) on web portal with facility for search and download of examination schedule of each course / subject. Any changes in examination schedule should reflect dynamically on web site and Display of examination schedule on website.
5. **Confidential Assignment for Theoretical, Practical and other portion of Examinations.**
  - a. Facility to add and modify different confidential assignment of faculties as recommended by concern Board of Studies (BOS) as well as facility to send assignment letters by e-mail along with question paper, syllabus other advice/instructions (if any) to the department / colleges / concerned faculty member.
  - b. Category wise (Setter/ Moderator/Examiner/Scrutineer/Third Examiner/ Head Examiner) assignment list for different examination and subject should be provided for the use of different sections of this office.

**B. Online Examination Application Form Submission by the students:**

1. Preparation of examination enrolment file as per the applicable CSR for each and every examination taking the fresh admitted candidates and repeating candidates and enrolment check list should be provided for respective department(s) / college(s).The department / college should check and make necessary correction / addition and the finalized the enrolment data on the basis of which the enrolment form will be generated and will be available for the student for submission of application i.e. enrolment as per the schedule published. The students whose maximum allowable chances are exhausted will not be considered in the checklist. A record of such candidates along with their details is to kept separately which will be required in result analysis part.
2. Designing of online enrolment form (e-forms) for various examinations. The application should be browser **independent** and **dynamic** in nature as well as **device** independent. The labels on the form should be in English.
3. The online examination enrolment form should have following facilities:
  - a. Facility must be provided to activate Enrollment for the students by entering the Registration Number/ABC ID and active registered mobile number. OTP will be provided on the active mobile number. On matching the OTP and the registration number the form will be activated. All the information will be pre-filled (basing in registration data of the student). The student will click for submission of the application form and related fees. On successful submission of the facility for downloading the application form will be activated and the student should take a print out of the form for future reference/use.  
**For any type of correction, the student should contact with the respective department/college.**
  - b. **Examination Fee Submission:** Using the fee information for current year and late fee; total fee to be paid for the current examination should be calculated and displayed. Integration of net banking/debit card/ UPI facility for online fee deposit must be provided. Alternate fee deposit facility through bank challan must also be provided.
  - c. Facility to activate online-examination enrollment form examination wise with different starting and ending dates as well as late fee dates as per schedule.
4. The online enrolment form should have the following information of candidates with validation for each field.

**Personal Information:** name, Nationality, father's and mother's name, date of birth, permanent

address, student's postal address, domicile, district, Aadhar Card Number, mobile number, telephone number, e-mail id, photo and signature, student's ABC Id, gender and caste etc., BPL

**Enrollment Information:** Enrollment for first year candidates by taking their information from registration / admission data as provided by the university.

**Department / College and Subject for Examination:** Examination Name, Examination Year, Department/College information, course, subjects' combination, roll number (STATIC and FIXED FORMAT) (only for Second Semester onwards), current year's papers for enrollment, compulsory papers etc. Due papers of previous years, and other examination related information. Proper validation of subject groups, papers/Modules permitted for regular & partly appearing candidates must be incorporated.

5. Application verification and Approval by the Department HOD / College Principal: Facility for verification by the department / College. The department will input the attendance of the candidates, condonation cases (as per the respective regulations) will approve or reject the application.
6. **Examination form/enrollment form and fee receipt/challan generation and printing:** Based on fee information, bank challan/fee receipt, exam /enrollment registration form must be generated in PDF format. The online examination form must be in English where data input must be in English. Examination form/ fee receipt/ challan reprint facility must be provided to the candidates to enable them to take print out by entering their name, father's name, date of birth and challan number.
7. Other facilities required with online enrollment.

**C. Examination Centre Allocation:**

Examinations are conducted in Common Centre / Home Centre / Away Centers. The facility to be provided to allocate the students to examination centres for the respective examination as per the instructions of the concerned Board of Studies. After allotment, the Admit Cards and other reports/documents required for conduction of examination are to be generated.

**D. Online Admit Card & Other Documents:**

After printing of roll list, admit card of the candidates for permitting him/her to appear in the examination must be made online for downloading the same by the department / College for handing over it to the concerned candidate. Centre copy of Attendance Register (AR-DR) as per allotment must/to be printed on a blank A4 size stationery and downloadable for the Examination Centers.

**Documents (Reports) should be available from the University panel**

- a) Examination wise centre list
- b) Centre wise examination list
- c) Centre wise exam date / Half wise question paper label printing- Used for preparation of confidential packets.
- d) Other reports required time to time

**The Examination Centre i.e. Department/College should be able to update the following information online from their panel during the examination:**

- (a) Absentee/ RA (Examination Date / Half wise)
- (b) Recording facility for Not Allotted candidates

- (c) Attendance sheet for a college for all papers will be printed date-wise / Half wise as per schedule of examination and will be made available for the examination centres before the commencement of theory / practical examination which will be used by the University Department(s) / college(s) to collect the signature of the candidate in proof of attendance and absentee and centres must submit it to university with proper authentication:
- (d) Online generated attendance sheets will be available for centres for submission to university.
- (e) Online generated Top-sheet (i.e. before and after absent entry).
- (f) Generation of award list
- (g) answer-script tracking system
- (h) Other reports required time to time

#### **Download facility of following documents**

- a) Top sheets (unique top sheet number) for packing of answer scripts
- b) Challan for submission of answer scripts to university.
- c) Attendance sheet
- d) Award lists.
- e) Other reports required time to time

### **16.2. Post-Examination Work:**

#### **A. Answer Script Submission by Centres:**

- a. Answer scripts are packed using the top sheet for each examination date/ half. Answer scripts submission by centres as per online generated Challan (computer generated despatch challan) for submission of answer scripts to university.
- b. Status report on submission of answer scripts (in different forms, college wise, department-wise, date wise, exam wise, year wise, semester wise etc.).

#### **B. Lot/Batch Preparation:**

- a. Clubbing the answer scripts packets (Lot/Batch) as submitted by the examination centres (Subject/ Paper wise).
- b. In case of some courses as B.A LLB. , 3yr LLB, LLM Coding of Answer to hide the Roll No./ Registration Number
  - **Coding of the Answer Scripts:** This process is crucial for keeping the identity of the candidate hidden and for maintaining the confidentiality and integrity of the examination system. Generation of Unique Code for each answer scripts Subject / Paper wise. Pasting of the code in two spaces in the top page of the script, tearing off the portion of the top page of the answer scripts where the roll no, registration etc. are written.
  - Generation of fresh top sheets and award lists as per the new code. All the process posting of marks, processing of results etc. are executed using the code.
  - **De-Coding of the Answer Scripts:** The de-coding of used answer scripts involves linking of the roll numbers with the corresponding code of the answer scripts for results compilation process.
  - Re-examination / FSI process will be on the basis of the new code i.e. generation of answer script requisition, award list and posting of marks and processing of re-examination results are executed using the new code.

**C. Batch Assignment to Head Examiner:**

- a. Allocation of answer script batches to Assigned Head Examiners (Subject/ Paper / Group wise), through generation of computer generated despatch challan.

**D. Answer Script distribution among assigned Examiners**

- a. Allocation of answer script to Assigned Examiners as recommended by PGBOS (Subject/ Paper wise) through computer generated despatch challan.

**E. Online Practical, Internal, Project, Dissertation Marks Entry Facility:**

Highly secured panel for University Departments/colleges (PG Departments) to enter practical and internal marks for each paper using a login and password. Facility must be provided to validate marks, absentee data, duplicate marks, Reported Against (RA), etc. and to take a print out of award sheet after locking the file after entry of marks. Facility to provide status of progress in filling award sheet for each course by the department/colleges and to create and send passwords to each department/college is also to be provided. Department/College should be able to take print out of awards and sent them to the University.

Above data should be available for monitoring and reports of status of collected and pending award should be available with Controller of Examinations Department of the University.

**F. Examiner Panel**

- a. Facility for the assigned examiners for providing the marks against each roll number for the scripts allocated for evaluation. The examiner should have secured user id. And password and OTP to enter marks in the online portal.
- b. Option for final submission after feeding all the marks.
- c. Download the marks slip.

**G. Scrutineer Panel**

- a. Facility for the assigned scrutineer for providing the scrutinized marks against each roll number for the scripts allocated for scrutiny. The Scrutineer should have secured user id. And password and OTP to enter marks in the online portal.
- b. Option for final submission after feeding all the scrutinized marks.
- c. Download the filled up marks slip.

**H. Head Examiner Panel**

- a. Facility for the assigned Head Examiner for authentication of the marks after evaluation/ scrutiny against each roll number for the scripts allocated for scrutiny. The Head examiner should have secured user id and password and OTP to enter authentication/ change of marks through the online portal.
- b. Option for final submission after feeding all the scrutinized marks.
- c. Download the marks slip.

**I. H.O.D. Panel**

Same facility as provided for Head Examiner in the cases where there is no Head Examiner.

**J. Monitoring Panel**

Online panel to check status of following:

- (a) Progress of submission of marks in each step
- (b) Collection of evaluated theory answer books from Examiners
- (c) Practical / Internal awards submitted by colleges/ Departments
- (d) Grievances received regarding question papers and its status
- (e) Locating answer book of any candidate (**creation of online answer-script tracking system**).

- (f) This monitoring to be done by entrusted personnel from University end with user id. and password and OTP to enter authentication/ change of marks through the online portal

### ***K. Result Preparation***

The selected agency should develop system for preparation of results for each Examination as per rules provided in the respective regulations (CSR) using marks from practical, internals, theory etc. marks. The system should take marks of each component from online and first check for exceptions. The exceptions must be solved from absentee data, RA data, Theory, / Internal/ Practical marks, carry forward marks from previous years etc. The option must be made available for online/offline execution. TR of the result in PDF format must be made available for downloading and printing. Digital TR should also be available. Digital TR may be editable but with secured password protection (high level).

### ***L. Analysis of Results and Result Declaration Panel***

The result prepared should be analyzed by calculating the maximum marks, minimum marks and average marks awarded by each examiner, practical, internal. College and University average also to be computed. Number of candidates passed/failed college-wise, examiner wise, paper-wise also to be displayed. The basis of such analysis should be on course/subject specific extant examination regulation(s). A report should be generated for each result for approval of H.O.D/ University Authority in specified format.

Generation of reports as per format specified by the State / Central agencies like, AISHE/ NAAC/ AICTE etc.

It may have some analysis part like how many students have appeared in examination and how many of them have completed the course, how many have discontinued or failed to pass, their division gender wise (male/female) as well as caste wise (SC/ST/OBC -A/OBC B/Gen). Number of foreign students, if any, and their details.

For supplementary or back paper examination- how many allowable chances (as per the respective CSR) are remaining to pass that paper should also be reflected. The candidate is to be declared disqualified if he/she fails to pass the paper will all allowable chances.

If any candidate remains absent for one or two years for any reasons (may be medical etc.), his/her date of admission is required to calculate the maximum allowable year to pass the course. Hence date of admission is also to be kept preserved.

After approval, a result sheet is to be printed out for declaration of the result.

### ***M. Printing Of Mark sheets and Certificates and Tabulation Rolls***

After approval of the result, the TR should be generated and printed in three copies using Laser printer. The pre-printed stationeries will be provided by the University. Mark-sheets and Certificates will be printed on pre-printed secure stationery in specific formats will be provided by the University. The agency will responsible for providing structured data for conducting convocation. The agency will provide necessary comprehensive list of medal holders position holders, Ph.D. awardee, etc. for the purpose of convocation.

Preparation of results as per format provide for NAD

All mark sheets in Hard Copy as per the approved format as well as in PDF format to be handed over to University

## ***N. Result on Website***

After declaration of results, there should be a provision for publication of the result using the portal, gazette as per university prescribed format to be provided to Departments/Colleges portal.

## ***O. Re-Examination /Facility of Self Inspection of Evaluated Answer Scripts (FSI)***

- a) After publication of results, notice for the schedule of online submission of application form for re-examination/ FSI of evaluated answer scripts will be published. Candidate must be able to apply for re-examination/ FSI and pay the requisite fees as in regular examination through online portal. Count Number of re-examination (may it be of supplementary or end semester) must be there in the portal.
- b) Applications should be approved by the concern Department of University / College.
- c) On the last day for submission of re-evaluation form, award list and the requisition of answer scripts must be available online after processing the applications as per applicable rules of re-examination.
- d) List of not eligible candidates must be available online.
- e) The facility for entering the marks by the re-examiner using secured user id and password through online portal system.
- f) Processing of results as per applicable rules, printing of results
- g) Generation of the list of the cases for which the 3rd Examiner rule is applicable
- h) Facility for marks entry by 3rd examiner using secured user id and password through online portal system.
- i) Processing of the results for the 3rd examine cases.
- j) After preparation of re-evaluated result, three copies of TR and re-evaluated mark sheet will be printed out and same will be packed department/college-wise and submitted to concerned office by the agency.
- k) Using re-evaluated result, the database of main examination will be corrected. Digital TR may also be corrected but under password protection and permission.
- l) Report on pending examination should be prepared and must be available online in the portal.
- m) This monitoring of the process to be done by entrusted personnel from University end with user id. and password and OTP to enter authentication/ change of marks through the online portal

**There may be 20% variation in the scope of work at discretion of the UNIVERSITY OF CALCUTTA.**

## **17. INSTRUCTION TO BIDDERS:**

### **1. General guidance for e-Tendering:**

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

### **2. Registration of Bidder:**

Any bidder 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://etender.wb.nic.in> (the web portal of public works department) the contractor is to click on the link fore-Tendering site as given on the web portal.

### **3. Digital Signature certificate (DSC):**

Each bidder 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).

### **4. Downloading of Tender Documents:**

The Bidders can search & download NIT & Tender Documents electronically from computer once the Bidders log on to the website mentioned in Clause 2 using the Digital Signature Certificate.

### **5. Submission of Tenders:**

General process of submission - Tenders are to be submitted through online the web site stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & one in the Financial Proposal, before the prescribed date & time using the Digital Signature Certificate (DSC). Digitally Signed virus scanned copies of the documents are to be uploaded. The documents must be encrypted (transformed in to non-readable formats).

#### **a. *Technical proposal:***

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

#### **b. *Statutory Cover Containing:***

- i. Pre qualification Application.
- ii. Certificate of revolving line of credit by the Bank (if required).

#### **c. *Non-statutory Cover Containing:***

- i. Professional Tax (PT), deposit receipt Challan, Pan Card, IT Return (for last three F.Y.), GST Registration Certificate and updated GST Return.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/Article of Association & Memorandum, if any.
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any).
- v. Tax audited Report along with Balance Sheet & Profit & Loss A/c for the last three years (year just preceding the current Financial Year will be considered as year – 1).
- vi. Credential documents within last 3 (three) years from date of issue of NIT.

THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS

## SHOULD BE ARRANGED IN THE FOLLOWING MANNER:

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non- Statutory Documents ”to send the selected documents to Non-Statutory Folder. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

| Sl.No. | Category              | Sub-Category Description                            | Details                                                                                                                                                                                                                                                                                                       |
|--------|-----------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | CERTIFICATE S         | CERTIFICATES                                        | 1. GST Registration Certificate & Acknowledgement.<br>2. PAN, I.Tax Return (for last three F.Y.P.Tax (Challan And Number, Current FY).                                                                                                                                                                        |
| 2.     | COMPANY DETAILS       | COMPANYDETAILS                                      | 1. Proprietorship Firm(Trade License).<br>2. Partnership Firm(Partnership Deed, Trade License).<br>3. Ltd. Company(Incorporation certificate,Trade License).<br>4. Co-operative Society (Society Registration copy, Renewal copy, NOC from ARCS, Up to date meeting resolution copy.<br>5. Power of Attorney. |
| 3.     | CREDENT IAL           | CREDENTIAL-1<br>CREDENTIAL-2                        |                                                                                                                                                                                                                                                                                                               |
| 4.     | P/L AND BALANCE SHEET | P/L AND BALANCE SHEET(Last 3(Three) Financial Year) |                                                                                                                                                                                                                                                                                                               |
| 5.     | MANPOWER              | TECHNICAL PERSONNEL                                 |                                                                                                                                                                                                                                                                                                               |

### d. *Financial proposal*

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities BOQ (**Annexure – I**) of the contract or is to quote the amount.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Bidders.

### 2. *Rejection of Bid:*

The University of Calcutta 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 there by incurring any liability to the affected Bidder or Bidders.

### **I. Letter of Transmittal:**

A letter of transmittal briefly outlining the Bidder's/proposer's understanding of the work shall be submitted. The transmittal letter should also include general information regarding the firm and individuals involved.

### **Declaration:**

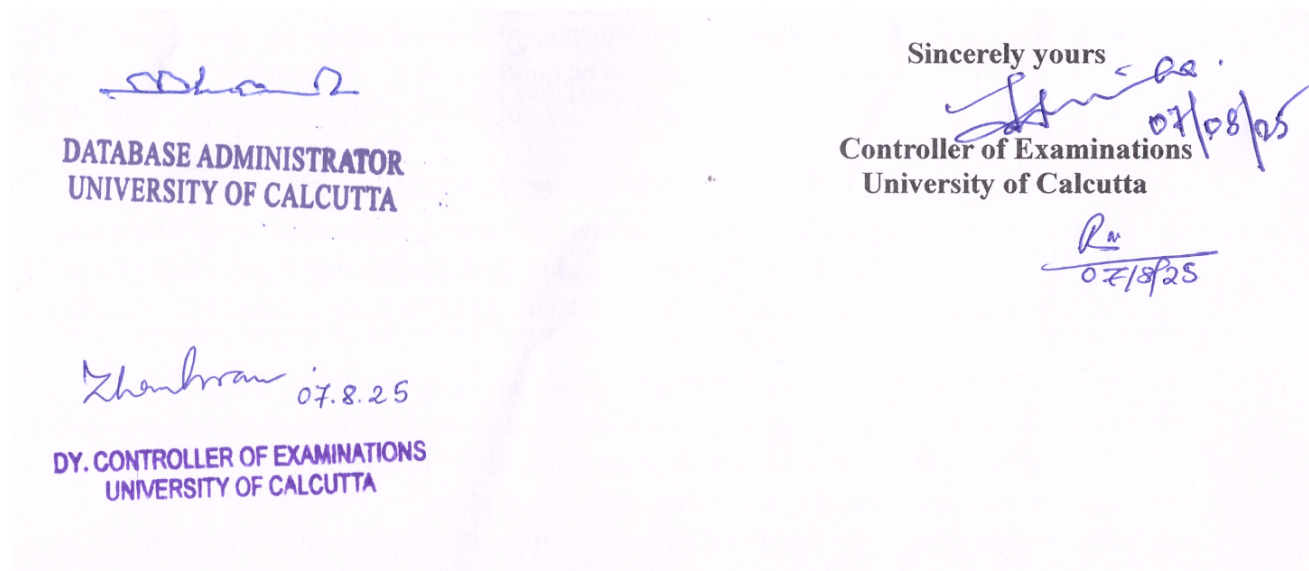
- a) We confirm that he/she is authorized to obligate the represented firm and further agrees with all terms, conditions, and requirements of the University of Calcutta Request for Proposal.
- b) We have no objection if enquiries are made about the work listed by us in the accompanying sheets / annexure.
- c) We agree that the decision of the University of Calcutta in selection process will be final and binding on us.
- d) We confirm that we have not been barred / blacklisted / disqualified by any Regulators / Statutory Body in India and we understand that if any false information is detected at a later date, the assignment shall be cancelled at the discretion of the institute with penalties / damages recoverable in cases of any loss incurred.
- e) All the information furnished by us here in above is correct to the best of our knowledge and belief.

**Place:**

**SIGNATURE OF THE APPLICANT**

**Date:**

**NAME & DESIGNATION WITH SEAL OF ORGANISATION**



**ANNEXURE –I**  
**FINANCIALBIDFORM**

| Sl. No. | Item Description                                                            | Quantity | Units | BASIC RATE (A) | Applicable Tax Amount (B) | Total C = (A+B) |
|---------|-----------------------------------------------------------------------------|----------|-------|----------------|---------------------------|-----------------|
| 1.      | Cost of Development ( One time)                                             | 1        | LS    |                |                           |                 |
| 2.      | Online PGBOS Meeting Management per Semester per Subject                    | 1        | Each  |                |                           |                 |
| 3.      | Pre- Examination Service Per Candidate per Semester                         | 1        | Each  |                |                           |                 |
| 4.      | Confidential Post- Examination Service Per Candidate per Semester           | 1        | Each  |                |                           |                 |
| 5.      | Coding / Decoding of Answer Scripts of Some courses Per Script per Semester | 1        | Each  |                |                           |                 |
| 6.      | Re-examination Per Candidate Per Semester.                                  | 1        | Each  |                |                           |                 |
| 7.      | Pass Certificate Per Candidate                                              | 1        | Each  |                |                           |                 |

Note: All amounts are in Indian Rupees

## ANNEXURE –II

### Profile of the Bidder:

#### **STRUCTURE OF THE ORGANIZATION**

1. Name and address of Bidder:
2. Telephone No./Fax No./Email address:
3. Legal status (Attach copies of original document defining the legal statues).
  - a) An Individual :
  - b) A Proprietary/Partnership bidder :
  - c) A Trust :
  - d) A Limited Company or Corporation :
4. Particulars of Registration with various Government bodies & Statutory Tax Authorities (attach attested photocopy)
  - a) Registration Number :
  - b) Organization/Place of registration :
  - c) Date of validity :
5. Name and titles of Directors & Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
6. Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reasons for not completing the work.
7. Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, given a me of the project and reasons for not completing the work.
8. Have you or your constituent partner(s) been debarred/black listed for tendering in any organization at any time? If so, give details.
9. Area of specialization and Interest
10. Any other information considered necessary but not included above.

## ANNEXURE- III

DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL

### **FORTHEWORK**

| Sr No. | Designation | Total number of employees in that category | Number available for this work | Name | Qualification | Professional experience and details of work carried out | In what capacity these would be involved in this work | Remarks |
|--------|-------------|--------------------------------------------|--------------------------------|------|---------------|---------------------------------------------------------|-------------------------------------------------------|---------|
| 1      | 2           | 3                                          | 4                              | 5    | 6             | 7                                                       | 8                                                     | 9       |
|        |             |                                            |                                |      |               |                                                         |                                                       |         |

## ANNEXURE- IV

### Details of the similar projects executed:

| <b>Sl. N o.</b> | <b>Project</b> | <b>Project executed for (Name of the organization with address, phone numbers etc.)</b> | <b>Nature of work in brief</b> | <b>Location of the work</b> | <b>Actual value of the Project</b> | <b>Stipulated time for completion</b> | <b>Actual time taken for completion</b> |
|-----------------|----------------|-----------------------------------------------------------------------------------------|--------------------------------|-----------------------------|------------------------------------|---------------------------------------|-----------------------------------------|
|                 |                |                                                                                         |                                |                             |                                    |                                       |                                         |
|                 |                |                                                                                         |                                |                             |                                    |                                       |                                         |
|                 |                |                                                                                         |                                |                             |                                    |                                       |                                         |

NOTE: Copies of satisfactory completion certificate obtained from the client shall be enclosed. Use separate sheet for each project giving details as per the above format

## ANNEXURE- V

### Client Reference:

To be a qualified proposer, the Bidder must include three (3) references with similar systems installed in your proposal response. Preference will be given to Bidders with references for implementations at organizations most similar to the CU. References will be contacted - please verify information before Submitting. Information to be included in the reference is:

| Particular            |  | Response |
|-----------------------|--|----------|
| Organization Name     |  |          |
| Address               |  |          |
| Type of Business      |  |          |
| Contact Person        |  |          |
| Telephone and Fax #s  |  |          |
| Dates of Installation |  |          |
| Description of system |  |          |
|                       |  |          |
|                       |  |          |