



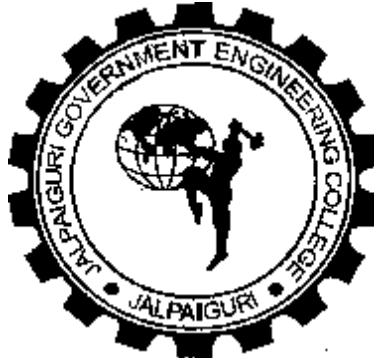
E-Tenders are invited from reputed, experienced and technologically sound firms for providing confidential examination services for different examinations conducted by JALPAIGURI GOVERNMENT ENGINEERING COLLEGE..

Follow: <http://wbtenders.gov.in> , from: 13.10.2018, 14.00 hours. www.jgec.ac.in
Notice no.:JGEC/COE/2018-19/Service/01 Principal, Jalpaiguri Govt. Engg.College

TENDER DOCUMENT FOR PROVIDING CONFIDENTIAL EXAMINATION SERVICE

Tender Notice No. JGEC/COE/2018-19/Service/01 Dated: 12.10.2018

Bidders should note the terms and conditions



For details of work, terms and conditions please visit <http://wbtenders.gov.in>

**OFFICE OF THE PRINCIPAL
JALPAIGURI GOVERNMENT ENGINEERING COLLEGE
JALPAIGURI – 735 102**

Phone: 03561561 – 255131 (Principal), Fax: 03561 – 256143

www.jgec.ac.in

e-mail: principal@jgec.ac.in, cpc@jgec.ac.in

Bid Sheet and Key Dates

| Sl. | Information | Remarks / Date |
|-----|--|--|
| 1 | About the Assignment | UG & PG CONFIDENTIAL EXAMINATION SERVICE |
| 2 | Name of the Tender Inviting Authority | Principal, JALPAIGURI GOVERNMENT ENGINEERING COLLEGE |
| 3 | Earnest Money Deposit(EMD) | Rs. 2,00,000/- |
| 4 | Proposal validity period | 60 Days |
| 5 | Date for Release of Request for Proposal | 13.10.2018,14.00 hours |
| 6 | Last date for Submission of written queries for clarifications (through e-mail) | 26.10.2018, 13.00 hours |
| 7 | Contact person for queries | Dr. Sudip Mukherjee, COE & Prof. of Mechanical Engg., ,9474019924, sudipmukherjee_63@rediffmail.com |
| 8 | Date for responses to the queries | 27.10.2018, 16.00hours |
| 9 | Date for Pre bid Meeting (optional) | NA |
| 10 | Last date and time for Submission of bids | 28.10.2018, 12.00 noon |
| 11 | Where bid is to be submitted | www.wbtenders.gov.in |
| 12 | Opening of Technical Proposals | 30.10.2018, 14.00 hours |
| 13 | Opening of Financial Proposals | To be communicated after |
| 14 | Work shall be commenced within 3 weeks from the date of issue of work order | |

Eligibility & Essential Credentials :

The minimum pre qualification criteria for the bidders to be eligible for this bid process are specified below. Responses not meeting the minimum pre qualification criteria will be rejected as soon as such proposals are received and will not be considered for technical evaluation.

1. The firm must have at least FIVE YEARS of experience in executing confidential and end-to-end examination services for universities.
2. The firm should be a registered company under prevailing rules and will provide essential registration numbers like GST, PAN, IT, VAT, Trade License etc.
3. The firm should have an average annual turnover of INR 5Crore in last 3 financial years (2015-16; 2016-17; 2017-18).
4. The firm must produce a solvency certificate from any nationalized bank in support of their financial stability.
5. Any firm, declared insolvent and / or black listed in connection with confidential examination work is not allowed to participate in this tender.
6. The firm should be extremely competent in handling such work with great security.
7. The firm should have sufficient experience of doing confidential work of such nature for minimum one lakh students, especially at Universities.
8. The firm must have done similar work (i.e., Pre Examination Process Part A, Pre Examination Process Part B and Post Examination Process) for 3 universities for at least 2 consecutive semesters / year in last 5 years. Capability and Experience documents should be uploaded. Certificates from the concerned universities regarding satisfactory performance of the service provided by the party should be uploaded.
9. The firm should have provision to encrypt data and the corresponding image should be printed on the mark sheet / grade card.
10. The firm must have a customized software to monitor the progress of evaluation process.
11. The firm should have a registered office in West Bengal with proper infrastructure, facilities, confidential data centre and manpower. Also, the firm must have an operational set up in Jalpaiguri to execute the job. The authorized person of the College reserves the right to inspect the premises, infrastructure and necessary arrangements for maintaining the secrecy finalizing the work order and / or afterwards to ascertain the terms and conditions of the tender documents.
12. The firm will abide by all the conditions/terms declared in the tender by executing a memorandum of understanding through authorized representative between firm and the College on a non-judicial stamp paper of Rs. 100/-
13. Outsourcing of any part of the job is strictly prohibited.
14. The firm will submit rates which will be part of the memorandum of understanding (Agreement) along with term of the tender.
15. (i) In the event of any serious mistake(s) or deviation from given data resulting in discarding the entire procedure, the College shall be entitled to impose a penalty on the firm on account of such loss caused due to the mistake(s). The decision of the College in such case(s) shall be final.

(ii) If the firm is found guilty of leakage of any information, they shall have to recoup all losses suffered by the College on account of firm's negligence.

16. Any mistake(s) in packing or delivery shall also attract penalty as decided by the College.

17. The firm will maintain absolute Secrecy understanding the fact that, this clause is Basic to the entire agreement .

18. . After printing and before packing of the Question Papers, a thorough check must be done.

19. Any dispute which may arise between the parties hereto in respect of the AGREEMENT shall be referred to the Principal of the JALPAIGURI GOVERNMENT ENGINEERING COLLEGE whose decision shall be final and irrevocable.

20. The payment towards the work will be made in part intermittently during the work but the final payment will be cleared on completion of examination and on submission of final bill by the firm. The payment as per terms of the agreement will be paid to the firm by crossed cheque or through RTGS.

21. The rate should be quoted per year basis (both ODD & EVEN semester in an academic session) (for approx 1800 students).

******* Necessary credentials mentioned in Sl.No. 3, 4, 8, 10, 11 with supporting documents of the same must be uploaded. The credentials not supported by valid documents will not be considered at the time of decision making.**

General Terms & Conditions :

- Contract will be for 3 years and reviewed / renewed thereafter as per terms and conditions acceptable to the College authority.
- This is strictly confidential examination work and hence the selected party must maintain the confidentiality without compromising the essence of the job.
- Any problem, as may arise from time to time should be discussed with the Controller of Examinations.
- The order will be terminated if it is found that the firm has provided false or fabricated information during submission of tender document or later on.
- The order will be terminated for any sorts of malpractices detected at any point of time and a penal measure will be taken against the firm.
- Examinations will be governed as per rules and regulations of the College as framed from time to time.
- An agreement will be signed between both parties i.e., JGEC and the selected firm.
- Incomplete tender, if any, as decided by the competent authority will be rejected.
- Detailed offer with credentials are to be submitted ONLINE ONLY by due date and time.

Key Responsibility Areas :

Confidential Examination Services for UG & PG students of JALPAIGURI GOVERNMENT ENGINEERING COLLEGE

1. Pre Examination : Part-A

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

Pre Examination : Part-B

- a) Type-setting, Proof reading, Editing of Question Papers (manuscript will be provided by College).
- b) Printing of Question papers / Question Booklets.
- c) Printing of Answer Books using good quality paper (at least 70 GSM).
- d) Answer Books should be thread stitched.
- e) Packaging of Question Papers, Subject wise / Session wise.
- f) Packaging of Answer Books (32 pages).
- g) Delivery of Answer Books.
- h) Day to day delivery of packed Question Papers on the day of the examination without fail.

2. Post Examination :

- a) Collection of used answer books of the theoretical examinations on day-to-day basis after completion of the test.
- b) Coding of the used Answer Books.
- c) Data entry (double entry) of the code-slips of the examinees.
- d) Labeling the packets of answer books with proper bar-coded serial number for future retrieval.
- e) Packaging of Coded answer books along with marks award sheets/slips.

- f) Preparation of Master database of Examiners of all subjects.
- g) Schedule for delivery of coded answer books to be fixed in consultation with the College authority / Controller as per his/her convenience.
- h) Delivery of packets containing coded answer books to the Examiners.
- i) Use Computer based Application to track delivery and receipt of used answer books to and from the Examiners along with access of the same by Principal of JALPAIGURI GOVERNMENT ENGINEERING COLLEGE.
- j) Follow-up with the Examiners to find out progress of the evaluation and if required, to make alternate arrangement so that unevaluated answer books can be evaluated through another Examiner in consultation with the Principal of JALPAIGURI GOVERNMENT ENGINEERING COLLEGE.
- k) The entire process should be monitored through a customized software for evaluation.
- l) Collecting all the evaluated answer books (*of theory papers*) along with marks award slips sealed in plastic cover/envelopes from Examiners after evaluation.
- m) Arrange delivery and collection of coded answer books multiple times in order to meet the deadline of publication of results.
- n) Collection of Practical marks from Colleges / Examiners.
- o) Data Entry of all the filled in marks award sheets/slips is done with 100% accuracy.
- p) Once marks are collated component-wise/subject-wise, the same to be processed to submit reports for missing marks, abnormal marks or any other discrepancies.
- q) After preparation of results, the same should be checked manually on sample basis to ensure correctness of the processing software.
- r) Preparation of various reports and statistics for declaration of results.
- s) Printing of Mark-sheets.
- t) Uploading results on the Web as desired by JGEC within the announced time-frame. College will strive to declare results within 45 days from the date of last examination held.
- u) Packaging of Mark-sheets for delivery as per the requirement of the College.
- v) Delivery of Mark-Sheets.
- w) Processing of review forms online and keeping record thereof.
- x) Re-evaluation of answer books (*under review*) through Examiner.
- y) Publication of Review results and printing of mark sheets
- z) Submission copies of examination data to the College.

The agency will entrust competent persons who will liaison between the College and Agency in smooth conduction of the examination process.

3. All the relevant data of the students of 2012-16, 2013-17 & 2014-18 Batch should be maintained .

Submission of Bids :

- Last Date for submission of bid is 28.10.2018, 12.00 hours. Bid will be opened on 30.10.2018 at 14.00 hours PM.
- If any of the essential documents are not found in the tender, the bid will be summarily rejected.
- If any bidder is disqualified in technical bid, price bid of that bidder will not be opened.
- The bidder is requested to quote their rate in both figures and words. Rate should be offered inclusive of all taxes and duties, but exclusive of GST, as applicable.
- **Firm has to submit their rate per student per semester basis.**

Validity

The validity of the tender is for four (4) years. However, this validity may be extended further if mutually agreed upon.

All legal disputes shall be subject to the jurisdiction of the Jalpaiguri Court.

The undersigned reserves the right to accept or reject any quotation / entire tender without citing any reason whatsoever.

Along with the Bill, Bidder (who is given order) has to submit 5 % of the Billing Amount (yearly) which will be retained during the period of service as performance guarantee (in form of Bank Guarantee or others),

Sd/-

Principal

JALPAIGURI GOVERNMENT ENGINEERING COLLEGE

1. Login bybidder:

Annexure I

Government of West Bengal ON-line e-payment by Bidder

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/ Autonomous Body/Local Body/ PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal (<https://wbtenders.gov.in>) using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
 - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

2. Payment procedure:

- a) Payment by Net-banking (any listed bank) through ICICI Bank Payment Gateway:
 - i) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
 - ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - iii) Bidder will receive a confirmation message regarding success/failure of the transaction.
 - iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R. N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
 - v) If the transaction is failure, the bidder will again try for payment by going back to the first step.
- b) Payment through RTGS/NEFT:
 - i) On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre- filled challan having the details to process RTGS/NEFT transaction.
 - ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
 - iii) If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/ Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
 - iv) Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
 - v) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. Refund/Settlement Process:

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through webservices.
- ii) On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date 0 which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii) Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- iv) If the L1 bidder accepts the LOI and the same is processed electronically in the e- Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e- Procurement portal by the tender inviting authority.
- v) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal—
 - a) EMD of the L1 bidder for tender of State Government offices will automatically get transferred from the pooling account to the State Government deposit head 1/8443-0 -103-001- 07" through GRIPS along with the bank particulars of the L1 bidder.
 - b) EMD of the L1 bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective inked bank accounts along with the bank particulars of the L1 bidder. In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.
- vi) The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E- Procurement portal for updation.

- vii) Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRLs, etc tenders.
- viii) All refunds will be made mandatorily to the bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.

Annexure 1

Proforma For Technical Bid

| SL N | Description | Details |
|-----------------|--|---------------------------|
| 01. | Name of Bidder with full address, Corporate Office/Head Office etc. website, E-mail ID, Telephone | |
| 02. | Status (Whether Government/PSU/Private/Others) | |
| 03. | Date & Year of Establishment / incorporation of firm | |
| 04. | PAN No. | |
| | GST No. | |
| | Service Tax No | |
| | Trade License No. & date | |
| | TAN No. | |
| 05. | Certificate from Chartered Accountant/Cost Accountant with reference to the turnover during the last three financial years. Ref. Clause no. 3 of the bid document | FY 2015-2016 = INR |
| | | FY 2016-2017 = INR |
| 06. | Number of years of experience in confidential examination service for universities and other academic bodies . Ref. Clause no. 1 & 8 of the bid document | FY 2017-2018 = INR |
| | | |
| 07. | Name of the Authorized Person | |
| | Designation | |
| | Mobile No | |
| | E-mail | |

Date:

Signature of Authorized Representative

Designation: