

**NOTICE INVITING TENDER**

KAZI NAZRUL UNIVERSITY (KNU) is inviting a vendor for making an arrangement of confidential work (evaluation process) of ensuing 4th semester examination, 2023 which may be extended for 2nd semester, 2023 with respect to the following scope of work:

**High level Scope of work for each semester examination:**

1. Answer scripts collection from Examination centers (around 12 centers in Paschim Bardhaman, W.B)
2. Answer scripts arrangement and bundling (College wise, Subject wise, Examiner wise) for evaluation
3. Answer scripts distribution to colleges (around 20 colleges in Paschim Bardhaman, W.B) for evaluation
4. Collection of evaluated answer scripts and award lists from all colleges.
5. Arrangement of evaluated answer scripts and award lists subject wise
6. Confidential data entry in templates from award lists

Interested bidders who have experience in this service may follow the instructions given below for submission of their tenders through offline mode.

Suppliers /vendors are requested to submit their lowest possible quotation in a **SEALED** envelope with our REF. NO. and DATE duly superscribed on the COVER and on the face of the offer letter addressed to “The Registrar, Kazi Nazrul University, Nazrul Road, Kalla More, P.O. - Kalla C. H., Asansol-713340, Dist. - Paschim Bardhaman, West Bengal subject to the TERMS AND CONDITIONS mentioned below. All papers are to be submitted duly authenticated by the Company personnel who is on the payroll of the Company (having Authorization from the Company Management/Owner). All papers must be submitted in the English language.

**Last date of submission of the completed application either by hand or by post is 09/08/2023 at 17:00 hrs.**

**Details of the items:**

Sl. No.	Service Details	Rate (INR) per Semester	GST amount @... %	Amount (INR)
	As per the scope of work mentioned above			

**Terms and conditions:**

1. Bidders, who are able to execute the work of examination and evaluation related activities as per the requirement are only eligible for quoting. Failure of submission of a declaration of work completion of the said work order will lead to cancellation of the tender. Further, vendors who were declared blacklisted and/or insolvent by any Govt.

Concern/any Institutions in the Country are not eligible to participate in the current tender. Vendors who were earlier declared blacklisted by this University for any reasons whatsoever are also not eligible to participate in this tender.

2. Partial Quotation will not be accepted, and the tender will be liable for cancellation.
3. All duties, taxes, and other levies payable by the contractor under the contract shall be included in the total price but should be indicated separately in the price bid.
4. The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
5. **Award of Contract:** The University will award the contract to the bidder whose quotation has been determined to be the lowest bid.
6. **Time Schedule:** The work as per the specifications must be completed within the stipulated time as prescribed by the Controller of Examinations of this University.
7. **Place of delivery:** Quotation should be made for Free Delivery of the work at the Kazi Nazrul University Campus, Asansol, Nazrul Road, Kalla More, P.O. –Kalla C. H. Asansol – 713340.
8. **Payment Schedule:** Payment will be made in phase wise manner after successful completion of the work and as per the satisfactory of the Controller of Examinations of this University.
9. Quantity of work, as stated in the tender document, may be subject to change at the time of issuing the work order due to valid internal reasons of the University.
10. Bidder must have adequate documents relating to Trade License for relevant items, PAN, updated returns for Income Tax, GST registration, Audited Statement of Accounts and other documents. The bidder must submit the said documents at the time of submitting the quotations, failing which the application of the bidder will be rejected outright without assigning any reason thereof.
11. The bidders are required to quote prices in Indian Currency only.
12. The University may take a decision about the non-issuance of the said work order even after the selection of a vendor due to internal reasons.
13. The University reserves the right to relax any clause as stated hereinabove for the selection of a responsive vendor.
14. During the scrutiny, if it comes to the notice of the University that the credential or any other paper is found to be incorrect/manufactured/fabricated, then the bidder would not be allowed to participate in the tender and application of the bidder will be rejected outright without any prejudice.
15. The Tender Selection Committee reserves the right to cancel the tender due to unavoidable circumstances and no claim in this respect will be entertained.
16. The University shall have the right to rescind the order, for any reason whatsoever, at any time without issuing any notice to the bidder. In such circumstance, the University shall be at liberty of not to disclose the reason for such termination to the supplier.
17. The intending Tenderers shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the University. The University will have sole discretion to decide the eligibility of bidders on the basis of submitted documents and reserves the right to reject any application and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

18. No Tenderer shall be allowed to participate in the tender, if he / she / the company is associated, in whatsoever manner, with any person holding an office of profit in the University.
19. The applicant shall not do anything which will cause injury to the name or reputation of the University and that the applicant agrees to indemnify and keep the University indemnified against all liabilities, claims, damages or injury of every description which may occur or affect the University from any failure by the applicant to perform its obligations under this tender or from any act or omission whatsoever on the part of the applicant or its servants or agents.
20. In case of any dispute, the University's decision will be treated as final and conclusive. All legal actions are subject to Kolkata jurisdiction only.