

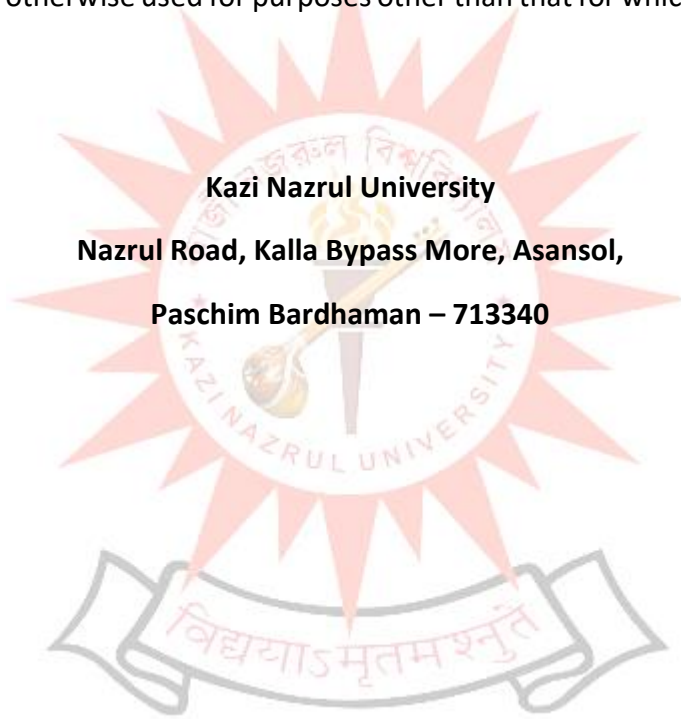


KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.
Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal
Website: www.knu.ac.in

E-Tender Document For Registration and Examination Cycle for the UG, PG and Ph.D. Students of Kazi Nazrul University

These documents are meant for the exclusive purpose of bidding against this NIT and shall not be transferred, reproduced or otherwise used for purposes other than that for which they are specifically issued





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Ref. No.: KNU/EO/TENDER/ 01 /24-25

Date: 02/04/2024

NOTICE INVITING TENDER

Request for Proposal (RFP) through E-TENDER platform

KAZI NAZRUL UNIVERSITY (Hereinafter referred to as “KNU”) intends to generate Registration Certificate for eligible candidates followed by Result Processing of UG students as per Rules and Regulations of KNU, Asansol, on line/off line through computer, as applicable, by selecting Vendor through Online tender. The required details of each item are mentioned below. KNU is looking for interested bidders who have experience in processing U.G results and they may follow the instructions as given below for submission of their tenders under online mode.

1. General Instructions details:

Intending bidder may download the tender documents from the website <https://wbtenders.gov.in>.

2. Submission of bids:

The bid includes

- (i) Technical bid and
- (ii) Financial bid.

Both Technical bid and Financial Bid, duly filled up, are to be submitted concurrently duly signed by Authorized personal of the Vendor /Bidder in the website <http://wbtenders.gov.in>. All papers must be submitted in English language.

3. Time Schedules for the e-tender:

The Time Schedule for obtaining the Bid Documents, the submission of bids and other documents etc. will be as per the list provided in Clause No. 10 given below.

4. Eligibility for Quoting:

Bonafide, resourceful and reliable Vendors/Bidders who have at least **Three Years'** experience in doing similar types of work for at least one University in West Bengal and have requisite Annual Turnover, as per clause no. 5, are only eligible for quoting. Experience in website hosting and offering on line services for result processing, as required, is a must.



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Further, vendors who were declared blacklisted and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

5. Annual Turnover Requirements:

Vendor having Annual Turn Over of more than **Rs.1 core** in India for the Financial year 2022-23 are eligible to participate in the Tender.

6. Submission of Tenders

6.1. General process of submission

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one **Technical Bid** and the other **Financial Bid**. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format to the portal in the designated locations/folders of Technical Bid.

Vendor needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and duly signed by authorized person of vendor. Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

6.2. Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardized Formats in two folders:

I. Technical File (**Statutory Cover**) containing:

A. Annexures

- Basic Information (Vide Annexure I) (to be submitted in “Annexure” folder)
- Application for Tender - (Vide Annexure II) (to be submitted in “Annexure” folder)
- Authorization letter - (Vide Annexure III) (to be submitted in “Annexure” folder)

B. Technical details of the Items Quoted (**Bidders must submit detailed specification of the item**)



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quoted in “Technical Details” Folders).

- C. Bidder, if awarded the job may have to produce Audited Balance Sheet and Profit and loss Account for last year (Financial Year 2022-23) for verification.

Note: Tenders will be summarily rejected if any item in the statutory cover is missing.

II. My Document (Non-Statutory Cover) contains as follows:

SL. No	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate (Active)
			Professional Tax Registration
			Valid Trade License
2	Company/Firm Details	Company/Firm Details	Registration Certificate along with commencement Certificate Partnership Deed
3	Credential	Credential 1	The firm should have minimum Three Years' Experience of Result Processing Jobs for at least one University (UG) in W.B.
4	Financial Information	I Tax Return Copy	Income Tax Return submitted for the Financial year 2022-23 (Assessment Year 2023-24)

6.3. Financial Bid

The Financial Bid should contain Bill of Quantities (BOQ) in one cover (folder): Proforma (Don't quote here)



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Sl. No.	Item	Description of Work	To give in BOQ
1	Total cost per student per exam for each student including one time registration and final degree certificates excluding all taxes and Duties and cost of stationary. From the session 2024-25 Onwards including result publication of 23-24	Details as per scope of work and other terms (Detailed Specification) to be submitted by vendor in the tender.	As above
2	Total cost per student per exam for each student including final degree certificates excluding all taxes and Duties and cost of stationary. For all students of session up to 2022-23 (all Backlogs)	Details as per scope of work and other terms (Detailed Specification) to be submitted by vendor in the tender.	As above

6.4. Proof of Payment of Earnest Money of Rs. 25000/- (Twenty Five Thousand) amount to be up loaded. Tender without proof of payment of earnest money will be rejected.

The amount of Earnest Money is to be submitted online in the following payments modes:

RTGS/NEFT: Bank Name- HDFC

Account Name: KNU STUDENT FEES COLLECTION

Account No: 50100344164325

RTGS/NEFT IFSC: HDFC0000324

6.5. Eligibility criterion of participation in the tender:

- A.** The Bidder must be an organization registered in India with an operational office at West Bengal. Proof needs to be submitted.
- B.** The firm should have the experience of doing at least one confidential result processing for University (UG & PG courses) for minimum thirty thousand(30,000) student's count

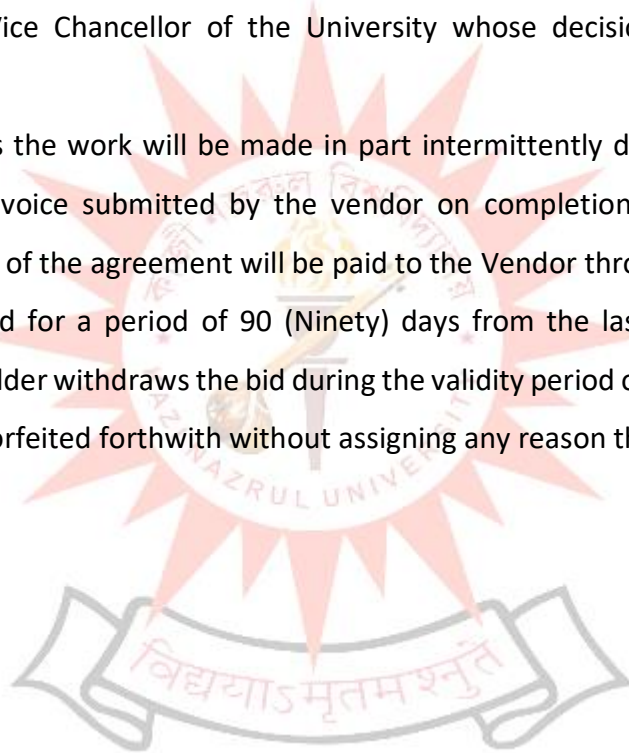


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per year in the last three(2021,2022,2023) years.

- C. The firm will submit rates per student in terms of Financial Bid as given above which will be part of the memorandum of understanding (Agreement) along with other terms of the tender.
- D. The firm will maintain Absolute Secrecy understanding the fact that, this clause is basic to the entire agreement. Thus selected party must maintain the confidentiality without compromising the essence of the job.
- E. Any dispute which may arise between the parties hereto in respect of the AGREEMENT shall be referred to the Vice Chancellor of the University whose decision shall be final and irrevocable.
- F. The payment towards the work will be made in part intermittently during the work as per agreement against invoice submitted by the vendor on completion of various jobs. The payment as per terms of the agreement will be paid to the Vendor through NEFT/RTGS.
- G. Bids shall remain valid for a period of 90 (Ninety) days from the last date of submission of Financial Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.



6.6. General Terms & Conditions:

- A. Agreement will be for 5 years w.e.f. Academic Year 2023-24 starting with fresh candidates for the said academic year and will be reviewed / renewed thereafter as per terms and conditions acceptable to the University authority.
- B. Once a Batch is started, all the work related to student cycle including the backlog should be



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completed of that batch as per the regulation of the University.

- C. Any problem, as may arise from time to time should be discussed with the Registrar/Controller of Examinations/Joint Controller of Examinations
- D. 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.
- E. 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.
- F. Examinations will be governed as per rules and regulations governing UG examinations of the University as framed from time to time.
- G. The agreement will be signed between both parties i.e., the University and selected vendor.
- H. Incomplete tender, if any, as decided by the competent authority will be rejected.
- I. Detailed offer with credentials is to be submitted ONLINE ONLY by due date and time
- J. After termination /completion of contract vendor should provide all the data (softcopy and hardcopy as applicable) related to registration and examinations.
- K. The University reserve the right to conduct a face to face meeting before the agreement with the selected vendor/vendors.
- L. The University reserve the right to select any tender, wholly or partly without assigning any reason there off and shall not bound to accept the lowest bid.

7. Scope of Work (UG, PG and Ph.D.)

Registration and Enrolment
Candidate Registration and allied jobs including up dation through portal
Provision of uploading student data in portal through the colleges
Individual login credential for all students seeking registration of NSU - access may be given as and when required and decided by the higher authority
University/College/HOD approval on Students' Registration only in Semester – I



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Student Enrolment - All Semesters

Online Internal Assessment (Continuous Assessment) module

Online IA/CA marks submission by the college principal / authorized person
Online Approval by Principal/HOD on IA/CA marks submission by the Examiners
Provision of viewing IA/CA marks submission status College-subject-course wise

Online Form fill-up & Admit Card

Management of student records, including exam eligibility and attendance.
Form fill-up for Examinations - DR sheet preparation & online submission
Approval of filled up forms by the Principal/HOD. Subject Correction/ edit option required for both University and College id.
Generation of Examination Admit Card online with downloadable option at student/college/University end

Pre-Exam work

Allotment of Exam Centre from examination schedule to be provided KNU for theory end semester examination
Center-wise DR, attendance sheet, Top Sheet, Award List for Theory & Practical examinations
Date wise venue wise exam attendance sheet preparation

During Exam

Exam attendance to be captured online, venue-date-half-paper wise
Online Top sheet generation of Post Exam materials from exam centres
Award list preparation

Post-Exam work

Enabling faculties to submit marks through online portal, [If-required] / offline marks capture.
Dashboard to be provided to university to monitor the end semester marks submission Status
Theory and Practical and other marks (if any) to be captured online.
All types of corrections (Subject, Marks updating etc.) and rectifications should be made as and when required

Result preparation

Preparation of various reports and statistics for declaration of results
Publication of final mark sheet online for all semesters.
Any other reports as and when required by the University (AS PER NAD,UGC,NAAC,WBHE,etc)
Transcript module – The transcript printing should be done after proper verification of the Student's all credentials via online & offline. Generation of Transcripts through online system



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Review module

Form fill up for PPR/PPS through online portal
Providing technical support to fetch the answer scripts of the candidates who have applied for PPR/PPS.
Enabling faculties to submit reviewed marks through offline mode
Review Report etc. generation and publication of review results for each semester

Provisional certificate generation

Provisional certificate generation & printing through offline
Printing of Diploma Certificates for passed out candidates.

Physical deliverable (UG, and /PG & Ph.D.)

Hard copy of Mark-sheet Printing for all semesters and hard copy of certificates (degree, rank, gold medal certificates and Ph.D. Coursework completion certificates) for passed out students & Delivery
Review Mark-sheet Printing and hard and soft copy TR generation semester wise
Year wise all exam related data must be submitted in hard drive
Duplicate hard copy marks sheet and soft copy Certificates to be delivered as on demand

8.

There are 2 parts of for **Financial** bids, both the part will covers all points mentioned in SI NO 7 **Scope of Work (UG, PG and Ph.D.)**

I.

- All students of UG with Single Major (NEP) Result processing to start with only Fresh candidates from Academic Year 2023-24 and end with printing of degree certificates until the competition of all chances as backlog courses.
- All work registration, examination cycle, end with printing of degree certificates for UG, PG ,Ph.D. from the session 2024-25 onwards until the competition of all chances as backlog courses.

i.e. The job will start with Registration and end with printing of degree Certificates for passed out candidates as per chances available in the regulations

II.

The job will start with examination enrollment of due semesters and end with printing of degree certificates for ongoing batches up to 22-23 batch

9. Evaluation of the tenders



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During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in “Technical Bid” will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected (Bidders are advised to carefully go through the specification of each item before quoting). Final selection of the selected bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened. If found suitable in the context of above pre-qualification etc., the Tenderer quoting the rate acceptable to the KNU Authority and fulfilling the other required criteria will be considered as successful.

10. Terms & Conditions Regarding Purchase Policy of Tendering Authority:

10.1. Bid Information:

- Partial Quotation within the same item will not be accepted and tender will be liable for Cancellation.
- All duties, taxes and other levies payable by the contractor under the contract shall not be included in the total price but should be indicated separately in the price bid, as applicable.
- 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.
- Bidder must follow the instruction for filling up BOQ as per Clause 6.3.

10.2. **Evaluation of Quotation:** The KNU authority will evaluate and compare the offers determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vendor.

10.3 **Bid rate will be evaluated on the basis of amount quoted other than tax and duties.**

10.4. **Award of Contract:** The KNU authority will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. KNU authority reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

10.5. **Premises relating to work:** Kazi Nazrul University, Asansol, Nazrul Road, Kalla More, P.O. –Kalla C. H. Asansol, Paschim Bardhaman, West Bengal-713340

10.6. **Payment Schedule:** Payment will be made after completion of Result Processing satisfactorily in various stages.



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10.7. **Requisite Documents to be submitted:** Bidder must have adequate documents relating to Trade License and last return for Income Tax, GST and other documents as sought for under Clause 6.2.II of this tender.

10.8. **Turnover Criterion:** Bidder must have average annual turnover of more than Rs.1 core in last financial year ending 2022-23.

10.9. **Disposal of Disputes:** In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

Discretion of the University:

10.10. University may take decision about non confirmation of the said items even after selection of vendor due to its internal reasons.

10.11. University may seek documents from the bidder in addition to the scanned documents submitted by them at the time of uploading technical bid for verification and evaluation of tender.

10.12. The University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.

11. Important dates:

Sl. No	Particulars	Date & Time
1	Date of publication E-tender	02.04.2024 (17.00 hrs.)
2	Document download start date & time	02.04.2024 (18.00 hrs.)
3	Document download end date & time	22.04.2024 (12.00 hrs.)
4	Bid submission start date & time	02.04.2024 (17.00 hrs.)
5	Last date & time of online submission of Technical Bid & Financial Bid	22.04.2024 (12.00 hrs.)
6	Date & time of opening of Technical Bid in the office of the Finance Officer, KNU, Asansol	To be notified later
7	Date of uploading of list of technically qualified Bidder(Online)	To be notified later
8	Date & time of opening of financial Bid in the office of the Finance Officer, KNU, Asansol	To be notified later
9	Date of uploading of list of Bidders along with the approved rate	To be notified later

12. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

13. Financial bid can be seen & accessed by the bidder through the NIC Portal online after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.



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- 14.. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, that bidder would not be allowed to participate in the tender and that application 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.

Sd/-

Estate Officer (Additional Charges)





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Annexure-1

FURNISHING BASIC INFORMATION- (To be furnished in the Company's official letter pad)

1	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose copy of Trade License)	
6	PAN (Please enclose copy of PAN Card)	
7	GST No. (Please enclose copy of GST) Professional Tax Registration No. (Please enclose copy of Professional Tax) Registration Certificate along with Commencement Certificate /Partnership Deed (Please enclose copy of Certificate, if yes)	Yes/No (Please put tick mark)
8	Do you have previous experience for providing similar service at Educational Institute of Higher Learning OR any government office(Please enclose copy of Work Order& user list, if yes)	Yes/No (Please put tick mark)
9	Income Tax Returns submitted for the Financial year 2020-21(Please enclose copy)	Yes/No (Please put tick mark)
	Income Tax Returns submitted for the Financial year 2021-22(Please enclose copy)	Yes/No (Please put tick mark)
	Income Tax Returns submitted for the Financial year 2022-23(Please enclose copy)	Yes/No (Please put tick mark)
10	Annual Turnover as per Audited Accounts May need to produce for verification	2020-21: Rs..... 2021-22: Rs..... 2022-23: Rs..... Average Annual Turnover: Rs.....



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For and on behalf of

(Signature of Authorised Signatory)

Name:

Designation:

Seal:

Annexure II

APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc.)

To
The Estate Officer (Additional Charges)
Kazi Nazrul University, Asansol

Sub: **Result processing job for the students of Kazi Nazrul University**

Ref: Tender No.....dated.....

Sir,

Having examined the pre-qualification & other documents published in the Tender No..... Dated, I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of.....in the capacity of duly authorized to submit the offer. The authorization letter from the company is attached in Annexure III.
2. We accept the terms and conditions as laid down in the tender document.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time



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4. We are offering rate for the following item /items and assured supply to the Kazi Nazrul University

5. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

Date:

Signature and name of applicant Including title and capacity in which Application is made.

Contact no:

E-mail address:

Postal Address:





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Annexure III

(Authorization letter in favour of the applicant (other than Any Director/Proprietor/Partner) from the competent authority)

(To be furnished in the bidder's official letter pad with full address and contact no, E mail Address etc.)

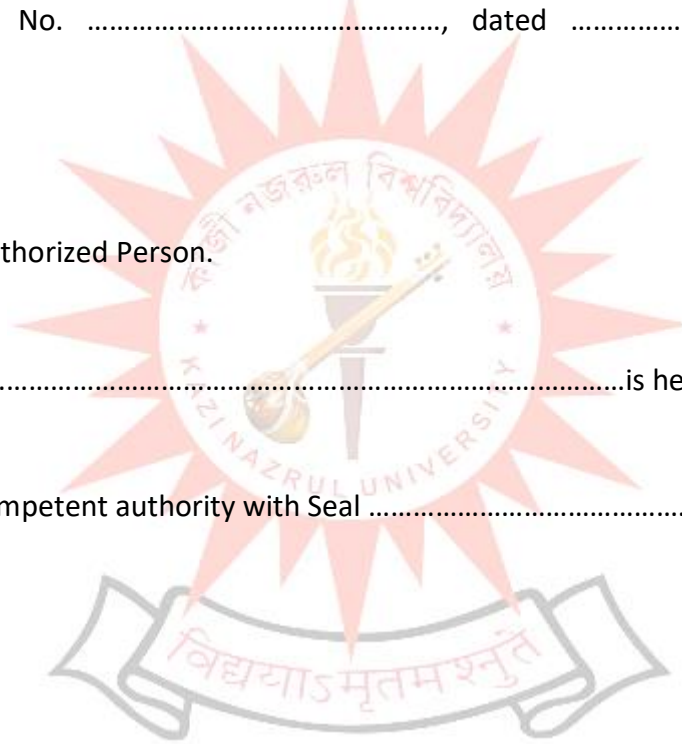
(TO WHOM IT MAY CONCERN)

This is to certify that Mr. (Name), Employee of this organization as (Official Designation) is hereby authorized to submit tender online, Vide Ref. No., datedon behalf of the Organization.

Signature of the Authorized Person.

Signature of Mr.....is hereby attested.

Signature of the competent authority with Seal





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ANNEXURE IV

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

I, Sri/Smt..... the Managing Director/Proprietor (etc.) of the firm..... (Name of the firm) at (address)..... do hereby

Solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Instruments/ Equipment's/ or other items to any Govt. or Govt. undertaking Organization/Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply of Instrument's/Equipment or any other items to the Govt. or Govt. undertaking Organization/Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organization is concerned.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s)



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ANNEXURE V

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

DECLARATION ON KNU

I, the undersigned, do hereby declare that on behalf of my organization, I will comply with all the formalities that are required to be complied as per KNU and I will observe all clauses of the KNU (including Terms & conditions). In case of any non-observance of any clause(s), we will be bound to follow the decisions taken by the Kazi Nazrul University for taking decision related with the tender.

Full signature of the Person (Designation with Seal)

Date:

Place:

