



KAZI NAZRUL UNIVERSITY

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

Ref. No.: KNU/EO/TENDER/20/24-25

Date: 28/08/2024

NOTICE INVITING TENDER

Request for Proposal (RFP) through the E-TENDER platform

KAZI NAZRUL UNIVERSITY (KNU) is inviting a vendor for making an arrangement of confidential work (evaluation process) of semester examinations of this University for a period of 5 years (fresh work order will be issued at the beginning of every semester examination before the starting of the work, otherwise they will not start the work) which may be extended for further years on satisfactory completion of the following scope of work as prescribed in this tender document. Interested bidders who have experience in the field of examination and evaluation procedure as per the following scope of work may follow the instructions given below for submission of their tenders through online mode:

1. Scope of work for each semester examination:

- i) Answer scripts collection from Examination centres (around 12 centres in Paschim Bardhaman, W.B)
- ii) Answer scripts arrangement and bundling (College wise, Subject wise, Examiner wise) for evaluation
- iii) Answer scripts distribution to colleges (around 20 colleges in Paschim Bardhaman, W.B) for evaluation
- iv) Collection of evaluated answer scripts and award lists from all colleges.
- v) Arrangement of evaluated answer scripts and award lists subject wise
- vi) Confidential data entry in templates from award lists

2. General Instructions:

Intending bidders may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. The last date of submission is **23. 09.2024**

3. Submission of bids:

Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is on the payroll of the Company (having Authorization from the Company Management) on the website <http://wbtenders.gov.in> . All papers must be submitted in the English language.

4. Time Schedules for the e-tender:



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

5. Eligibility for Quoting:

Bidders who have experience in the field of examination and evaluation procedure are only eligible for quoting. Bidders not having the experience in the field of examination and evaluation procedure solely need not to apply. Failure of submission of a declaration of completion of the entire scope of work 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 for the scope of work under consideration of this tender 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.

6.1. General process of submission:

Tenders are to be submitted online through the website as 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 through Technical Bid and the other through 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. One needs to fill up the BOQ in the designated cell and upload the same in the designated location of the Financial Bid. The documents uploaded are virus-scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should especially 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:

1. Annexures

- a) Basic Information (Vide Annexure I) (to be submitted in “Annexure” folder)
- b) Application for Tender - (Vide Annexure II) (to be submitted in “Annexure” folder)



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- c) Authorization letter - (Vide Annexure III) (to be submitted in “Annexure” folder)
- d) Affidavit Performa (Vide Annexure IV) (to be submitted in “Annexure” folder)
- e) Declaration on KNU (Vide Annexure V) (to be submitted in “Annexure” folder)

1) Technical details of the Service to be provided (Bidders must submit technical specifications of the scope of work to be quoted in the “Technical Details” Folders)

2) Bidder must submit the Audited Balance Sheet and Profit and loss Account for the last 3 (three) Financial years namely, 2020-2021, 2021-2022 and 2022-2023 in the “Accounts” folder.

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
2	Company/Firm Details	Company/ Firm Details	Valid Trade License
			Registration Certificate along with commencement Certificate/ Partnership Deed
3	Credential	Credential 1	Copy of work order for similar work in an Institute of Higher Learning or any Government Department.
4	Financial Information (Last 3 years)	Payment Certificate 1	Income Tax Returns submitted for the Financial year 2020-2021
			Income Tax Returns submitted for the Financial year 2021-2022
			Income Tax Returns submitted for the Financial year 2022-2023



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6.3. Financial Bid

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

Details of the Service to be provided:

Sl. No.	Service Details	Nos of students (Per Semester)	Rate (INR) per Student	GST amount @... %	Amount (INR)
1	confidential work (evaluation process) of semester examinations of this University for a period of 5 years	16000 (Approx.)			

For any query please write to jc@knu.ac.in & controller@knu.ac.in

7. Online submission of documents:

The tenderers are not required to submit hard copies of the Technical File (Statutory Cover) or My Documents (Non-Statutory Cover). Submission of a hard copy of the Financial Bid is strictly prohibited and only be submitted through online via the NIC portal.

8. Evaluation of the tenders:

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 Tenderers failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the service to be provided is found suitable and as per the tender specifications will only be selected (Bidders are advised to carefully go through the specification of each service before quoting). Final selection of the lowest bidder in respect of the Financial Bid is subject to further verification. The Financial Bids of only those tenderers who have been considered Technically Qualified will be opened. If found suitable in the context of the above pre-qualification etc., the Tenderer quoting the lowest rate will be considered for technical presentation (if required) as successful.

9. Terms & Conditions of Tendering Authority:

9.1. Bid Information:



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

9.2. Evaluation of Quotation: The University will evaluate and compare the quotations 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 the selection of vendors.

9.3. Award of Contract: The University will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. The University 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.

9.4. Adequate infrastructural facility: The bidder should have a registered establishment set up in Kolkata/Asansol/Durgapur or its adjacent locality. Representatives of the bidder must be made available within 24 hours after making calls from Kazi Nazrul University. Documents in support of the establishment and service must be uploaded in the “TECHNICAL DETAILS” folder.

9.5. Credentials: Documents of previous experience of the job in an Institute of Higher Learning or any Govt. department must be submitted along with the tender.

9.6. DSIR Certification: Kazi Nazrul University does not possess the privilege of availing the facility of procuring service at Concessional Customs Duty and without incurring any excise duty as per DSIR certification at present.

9.7. Time Schedule: Fresh work order will be issued at the beginning of every semester examination before the starting of the work but the rate will be fixed for a period of 5 years from the date of receipt of the first work order.

9.8. Validity of offer: The service as per the scope of work to be provided for a period of 5 years from the date of receipt of the first work order as fresh work order will be issued at the beginning of every semester examination before the starting of the work and during this period, the bidder shall not be entitled to revoke or cancel its offer.

9.9. Place of delivery: Kazi Nazrul University, Asansol, Nazrul Road, Kalla More, P.O. –Kalla C. H. Asansol – 713340.



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9.10. Payment Schedule: Payment will be made semester-wise after satisfactory completion of work.

9.11. Quantity Changeability: The scope 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.

9.12. Requisite Documents to be submitted: Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, GST, Audited Statement of Accounts and other documents as sought for under Clause 6.3. of this tender.

9.13. Disposal of Disputes: 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.

9.14. The bidders are required to quote for the service to be provided in terms of basic price and all other charges. Prices can be quoted in Indian Currency only.

Discretion of the University:

9.15. University may take a decision for not taking the service as mentioned in the tender document, even after the selection of a vendor due to internal reasons.

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

9.17. University reserves the right to relax any clause as stated hereinabove for the selection of a responsive vendor.

10. Important dates:

Sl. No	Particulars	Date & Time
1	Date of publication E-tender	28.08.2024 (17.00 hrs.)
2	Document download start date & time	28.08.2024 (17.00 hrs.)
3	Document download end date & time	23.09.2024 (12.00 hrs.)
4	Bid submission start date & time	28.08.2024 (17.00 hrs.)
5	Last date & time of online submission of Technical Bid & Financial Bid	23.09.2024 (17.00 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



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9	Date of uploading of list of Bidders along with the approved rate	To be notified later
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11. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

A financial bid can be seen & accessed by the bidder through the NIC Portal online after the opening of the financial bid online. 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.

12. During the scrutiny, if it comes to the notice the University that the credential or any other paper found 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.

13. The Tender Selection Committee reserves the right to cancel the tender due to unavoidable circumstances and no claim in this respect will be entertained.

14. 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 bidder.

15. 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.

16. Prospective applicants are advised to carefully note the minimum qualification criteria as mentioned in the tender document before bidding.

17. 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.

18. 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.



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Sd/-

Estate Officer (Additional Charge)





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Annexure-1

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

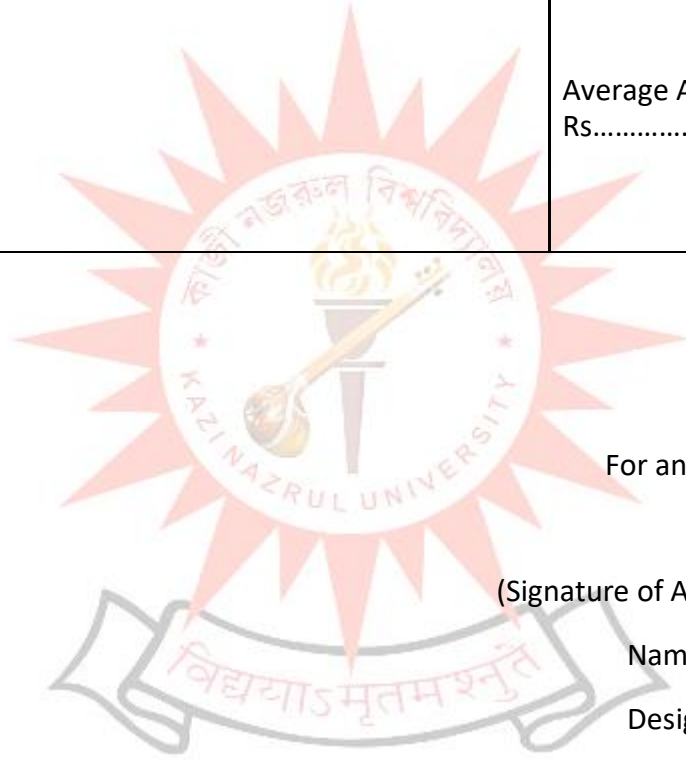
1	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose a copy of the Trade License)	
6	PAN (Please enclose a copy of PAN Card)	
7	GST No. (Please enclose a copy of GST)	
	Professional Tax Registration No. (Please enclose a copy of the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



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			2021-22: Rs
			2022-23 Rs.....
			Average Annual Turnover: Rs.....



For and on behalf of

(Signature of Authorised Signatory)

Name:

Designation:

Seal:



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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 Registrar,
Kazi Nazrul University, Asansol

Sub: Confidential work (evaluation process) of semester examinations of the Kazi Nazrul University for a period of 5 years.

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

Madam,

Having examined the pre-qualifications & 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 and declare that we shall abide by it throughout the tender period including its extensions, if any.
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 the Corrigendum/Addendum as published from time to time.
4. We are offering rate/s for the scope of work as mentioned in this tender document and assure to complete the said work within the time frame as prescribed by the Kazi Nazrul University, Asansol from time to time.
5. In the event of being selected, we will make to provide the service within the stipulated period as prescribed by the Kazi Nazrul University, Asansol.

Date:

Signature and name of applicant

Including title and capacity in which



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Application is made.

Contact no:

E-mail address:

Postal Address:

Annexure III

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

(To be furnished in the company'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), an employee of this organization as (Official Designation) is hereby authorized to submit tender online, Vide Ref. No., dated on behalf of the Organization.

Name In the capacity of

Signed

Duly authorized to sign the authorization for and on behalf of _____

Dated on _____ day of _____ 2022

Note: This letter of authority must be on the letterhead of the Manufacturer and duly signed by an authorized signatory.



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ANNEXURE IV

(Affidavit Performa)

(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 provide Service 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/Equipment or provide any Service 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 is subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per the 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.



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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)

ANNEXURE V (Affidavit Performa)

(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 with 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 Kazi Nazrul University for such non-observance related to the tender.

Full signature of the Person (Designation with Seal)

Date:

Place: