



Baba Saheb Ambedkar Education University

(Erstwhile The West Bengal University of Teachers' Training,
Education Planning and Administration)

25/2 & 25/3, Ballygunge Circular Road, Kolkata – 700019

E-Tender No.: BSAEU/TN/01/2023

Date: 19.01.2023

Tender ID: 2023_DHE_449172_1

Notice inviting E-Tender for providing semester based examination services that will include all components as listed below. Rate to be quoted online on the total work in two bid system i.e. (i) Technical bid & (ii) Price bid (Separately) from eligible and qualified Indian Bidders as per Script basis.

The entire examination process will be conducted in online/ offline / blended mode as per requirement and directives received from competent authority.

Bid Sheet and Key Dates:-

Sl. No.	Information	Remarks / Date
1.	About the Assignment	Computer based evaluation of answer scripts for Odd / Even Semester Examinations for the eligible B.Ed. students of colleges affiliated under BSAEU Per Semester
2.	Name of the Tender Inviting Authority	Registrar, BSAEU
3.	Earnest money Deposit(EMD)	The amount of Earnest Money of Rs.80,000/- should be paid online through NEFT/RTGS or Net-Banking as per Order No -> 3975 – F(Y) Dated : 28th July,2016 of Finance Department Government of West Bengal
4.	Date of Release of Request for proposal	19.01.2023
5.	Contact person for queries	Registrar BSAEU Tel. No.: (033) 4088-3403 Email-id: wbutteparegistrar@gmail.com , bsaeuniv@gmail.com
6.	Pre-Bid Meeting (Venue and Time)	31.01.2023 at 2:00 PM Venue: Office of the Registrar, BSAEU
7.	Date of Closure of submission of tender	10.02.2023
8.	Addressee and address of which bid is to be submitted	https://wbtenders.gov.in
9.	Opening of Technical Proposal	16.02.2023
10.	Opening of Financial Proposal	To be communicated after opening of Technical bid.



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Broad scope of the work:

Examination Related work

Pre Examination

1. Eligible List Generation and Creation with all Information of each examinee from Registration Data
2. Eligible File Validation Checking and Updation
3. Examination Application Form Unique ID Generation and College Wise Soft Copy of Examination Application Form Generation for B.Ed.
4. Validation and Check List Printing and Updation
5. Roll No. Generation and Descriptive Roll File Creation
6. Final descriptive Roll Generation with actual appearing candidates for each course
7. College / Paper wise statistics print which may be used as a guideline for the number of question papers to be printed and for other records.
8. Examination Centre Allotment on Final Descriptive Roll.
9. Examination Centre wise Attendance Cum Signature List with Photo in LJ Printer
10. Centre by College List Report Generation
11. Top sheet Generation and Printing
12. Uploading and Validation of Eligible Data
13. Creation and Validation of all Required Master Data
14. Examination / Application Form Fill Up of each student with his or her photo and signature submitted as per the Application Form
15. Examination / Application Form Generation and Download
16. Examination Fees Summary Generation and Download
17. Admit Serial No. Generation
18. Admit Card Generation and Download
19. Enrollment Data Updation and Validation to Offline System



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20. Question Paper Statistics Count Generation for Different Exams (Subject Wise)

Coding and De-Coding of Answer Scripts of Examination Sheets

1. Visit of our personnel at the University premises or spot evaluation Centres at different districts on such dates as informed and receive the answer scripts from the University authorized person(s).
2. Do the needful to put the Code in each answer script including extra sheets as received from the University for Various Streams and subject-wise
3. Verify the Dummy Code with their respective Roll Nos. before returning the answer scripts to the University authorized person.
4. Tear the portion of answer scripts with detail of information including Roll Numbers of each candidate (duly coded by us) and bring such slips to our computer centre.
5. Do the needful for necessary decoding / coding followed by verification.
6. Generate final award slips with dummy code numbers and delivery of the same within required time from code marking done at the University.
7. Give copies of final code generated with respective Roll Numbers to University authorized person.

Post Examination

1. Award List Generation and Validation
2. Uploading and Validation of Award List
3. Unique Foil No. Generation and Validation
4. Component Wise Marks Entry by Colleges with following components:
 - a. Award List Generation and Download
 - b. Marks Entry
 - c. Marks Verification
 - d. Statement of Marks
5. Marks Entry Status Generation and Download
6. Incomplete Marks Summarized and Detailed List Generation and Download
7. Abridge Master Creation for marks process and rejection
8. Paper Marks Master Creation for final marks process



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9. Marks Entry Data Upload and Validation
10. Marks Posting to Layout Master
11. Marks Posting from Layout Master to Abridge Master
12. Printing of Error/Rejection List of Posted Marks.
13. Marks Posting from Abridge Master to Paper Marks Master
14. Award Generation on Posted Marks
15. Marks Posting in respect of RA and RW Candidates
16. Marks Matching with Online Marks Entered Data and Offline Posted Marks Data and printing of Error List
17. Processing of Marks Wanting on Posted Marks and matching with Online Marks Wanting List
18. Syncing of Online Marks Entered Data and Validation to Offline System
19. Grade Data Processing and Testing
20. Calculation of Final Result
21. Grade Data Audit Run
22. Provisional Report College Wise Generation and Printing
23. Result Statistics Generation and Printing
24. Top 20 Candidates List Generation and Printing
25. Gazette Report Generation, Printing and Binding
26. Provisional Report College Wise PDF generation
27. District Wise Overall Statistics Generation and Printing
28. Overall Statistics Generation and Printing
29. OTP Generation for E-Mail Authentication
30. Soft Copy of Web File Generation for Publication of Result
31. CD Creation

Marks Sheet Printing

32. Printing of Marks Sheets on Laser Printer for each appeared candidate of Different examination
33. Mark Sheet printing of dispatch list for College wise each appeared candidate of Different



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examination

Reviews and Reports

Pre Examination Review / Re-Assessment

1. Data file creation from review application form
2. Validation for eligible and non-eligible candidates for review examination
3. Detailed list printing for eligible candidates
4. Detailed list printing for non-eligible candidates

Post Examination Review

1. Paper wise award list printing with original marks obtained for all the candidates
2. Marks Entry for all candidates with original and marks after review
3. Marks calculation for all candidates with original and reviewed marks for actual marks obtained after review.
4. Marks posting on original tabulation file.
5. Result processing with review marks
6. Provisional Report College wise Generation and Printing
7. Top 20 candidates list Generation and Printing
8. Gazette Report Generation and Printing and Binding
9. Provisional Report College wise PDF Generation
10. District wise overall statistics generation and printing
11. Overall Statistics Generation and printing
12. Offline Soft Copy of Web File Generation for Publication of Result
13. CD Creation
14. Mark Sheet printing for those candidates whose marks are changed after review
15. Maintain the result database (Student wise in details) and handover the same to the University as and when required.
16. Supply database for NAD & Academic Bank of Credit according to the need of the University and GOI



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Others

1. Other Reports as and when required.
2. Blank Stationeries of admit card and grad card will be provided by the University.
3. Logistics support.
 - Distribution and Collection of Answer Script from different authorised centre.
4. The party has to deploy personal at each spot Evaluation Centre.
5. Logistic support for the “Pre-Examination Process” will be borne by BSAEU.
6. Logistic support for the “Post-Examination Process” will be borne by Vendor.
7. Tentative number of answer scripts in each semester examination to be handled: **6,00,000 (Six Lakh)**

- **Tentative Number of Students admitted and to be registered in one session is 54000 approx.**

Eligibility Criteria:

The invitation for bids is open to all entities registered in India who fulfil the criteria as specified below:

Sl. No.	Mandatory Eligibility Criteria for the Bidder	Documentary Evidence to be Attached with the Bid
01.	The Bidder should be registered with appropriate tax authorities such as income Tax, Service Tax etc.	<i>Last three Years ITRs and other relevant documents</i>
02.	The Bidder should submit the following documents: <ol style="list-style-type: none">1. Valid & Relevant Trade License (Latest)2. PAN Card3. GST Registration Certificate4. Professional Tax Registration Certificate with Latest Challan5. Bank A/c details	<i>Self attested copy of the mentioned document to be attached</i>
03.	Company registered in India with minimum of 10 years of existence with profitability during last 5 financial year onwards continuously.	<i>Letter of incorporation along with Audited balance sheet.</i>
04.	The Bidder should be a profit making entity after all tax paid, for preceding Five financial years with minimum net worth of Rs.5 lakhs at the end of last financial year.	<i>1) Auditor certificate 2) The balance sheet/audited report for the last three financial years should be submitted.</i>
05.	The Bidder should have executed computer based Examination solution for a minimum of one Government University / Board from past three financial years from the date of publishing Tender.	<i>Purchase Orders / MoU / Completion Letter clearly indicating the value of the total project.</i>
06.	The Solution and Software proposed to be used by Bidder should have been successfully implemented in similar project and should be capable of transferring all data from the earliest Vendors.	<i>Purchase Orders / MoU along with completion letter along with list of centers.</i>

Note:

- Relevant supporting documents should be furnished without fail otherwise the bid is liable to be treated as “non responsive”.



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- The bidder should upload all the required documents with clear visibility
- BSAEU, WB may disqualify the service provider for the bidding mistakes, missing documents and for the documents that are not clear.
- In the .pdf document to be attached with BOQ within the cover no 2 (Finance) as mentioned in the 1st page of “Tender details”, the following details are to be mentioned :-

• Rate of Examination process:	
• Tentative no of answer-script in semester to be handled :	600000
• Rate quoted per answer-script :	Rs.....

- EMD of Rs.80,000/- should be paid online through NEFT/RTGS or Net banking as per order no. 3975-F(Y) dt. 28.05.2016 in the A/C no. mentioned in Challan auto-generated in the Portal.
- Any bidder who has legal litigation with the University need not apply.

General Terms and conditions:

- 1) Contract will be for 2 year and reviewed & renewed thereafter as per terms and conditions acceptable to the University Authority.
- 2) The firm should have the main office within Greater Kolkata and must produce relevant certificate regarding his enlistment.
- 3) The authorised person of the University reserves the right to inspect the premises, infrastructure and necessary arrangements for maintaining the security and secrecy finalizing the work order and/or afterwards to ascertain the terms and conditions of the tender documents.
- 4) The party has to deploy four/five personal at University campus during marks entry (if the University required to do) and for this Particular job no extra charge will be claimed.
- 5) University may ask the bidder for presentation on COMPUTER BASED Examination related work with previous work experience.
- 6) The Price should be inclusive of all duties, charges and levies etc. as applicable. TDS as per rules will be deducted. GST no. has also to be quoted.
- 7) Any conditional bid or making counter offer would be rejected.
- 8) Amendment of Tender Document: At any time before deadline for submission of bids, BSAEU may amend, modify and/or supplement the same with any conditions to the tender document without assigning any reason for it. The prospective bidders are advised to periodically browse this website to find out any further corrigendum/addendum/notice published with respect to this tender. In event of any amendment, BSAEU reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their bids.
- 9) A refundable Security Money of Rs.90,000/- (Ninety Thousand only) has to be submitted to the University by the L1 Party in the form of Demand Draft while receiving the order.
- 10) Reference, information and certificates from the respective clients certifying technical and execution



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capability in Computer based Evaluation of the bidder should be signed and the contact number of all such Client should be mentioned. The University may also independently seek information regarding the performance from the client and visit referred customers in India.

- 11) Even though bidder may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work or blacklisted earlier by any institutions in any earlier assignments.
- 12) Notwithstanding anything else contained to contrary in this document. Registrar, BSAEU, WB reserves the rights to accept or reject any Bid or to nullify the bidding process fully or partially or modifying the same and to reject all Bids at any time prior to the award of work, without incurring any liabilities in this regard.
- 13) Any form of sub-tendering of the job in part or full is strictly prohibited.
- 14) The firm will abide by all the conditions/terms declared in the tender by executing an AGREEMENT through authorised representative between the firm and the University on a non-judicial stamp paper of Rs. 100/-.
- 15) The party will maintain absolute secrecy. The party should understand that this clause is Basic to the entire agreement.
- 16) All specified jobs must be done strictly on time-bound basis to be decided by the University. Bill may be raised per script basis. One person should be maintained liaison with the University on daily basis.
- 17) JURISDICTION:
Any dispute which may arise between the parties hereto in respect of this AGREEMENT shall be referred to the Vice Chancellor of the University whose decision shall be final and irrevocable.
- 18) PAYMENT:
 - i) Payment will be subject to the Approval of the Appropriate Authority of the University based on the quality of service provided. Payment will be made after making necessary statutory deduction(s). For seeking any exemption in the above deduction(s), necessary documents should be duly produced to the University along with the bill / invoice. The vendor should produce GST-complied bill(s).
 - ii) Rates, GST and any other applicable Taxes have to be quoted. Taxes have to be charged as per existing Government Rules.



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UNDERTAKING

I/We agree to abide by all the Terms and Conditions mentioned in the Tender documents and all pages have been signed in token of acceptance of the same.

Signature of Tenderer

Agency Name.....

Address.....

.....

Year of Establishment.....

Telephone No. / Mobile No.

E-mail ID :

.....
Signature and seal of Authorised Person



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INSTRUCTIONS TO BIDDERS

Instructions / Guidelines for Electronic Submission of Tenders have been annexed for assisting the contractors to participate in e-tendering:

- I.** Registration of Bidder:- Any bidder willing to take part in the process of e-tender will have to be enrolled and registered with the Government e-procurement system through logging on to <https://wbtenders.gov.in>. The bidder is to click on the link for e-tendering site as given on the web portal.
- II.** Digital Signature Certificate:- Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service order.
- III.** Collection of Tender Documents:- The bidder can search and download NIT and Tender Documents electronically from computer, once he logs into the website mentioned in Clause-I using the Digital Signature Certificate. This is the only mode for collection of tender documents.
- IV.** Submission of Tenders:-
 - a.** General process of submission:- Tenders are to be submitted through online to the website <https://wbtenders.gov.in> including a sealed folder (Financial Bid) within the prescribed date and time using the Digital Signature Certificates.
 - b.** Online bid submission (Bidder / Contractor) process:-
Log into: <https://wbtenders.gov.in> portal and download the pdf file.
- V.** ***Intending Bidders are requested to generate NEFT / RTGS challan from the website <https://wbtenders.gov.in> and make the EMD payment in his bank before 3 - 4 Banking Working Days earlier from the Last Date of Bid Submission.***
- VI.** Financial Bid:- BOQ in INR (in excel sheet)
 - i)** The Financial Bid should contain the following documents in one cover (folder), i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through online in the space marked for quoting rate in the BOQ.
 - ii)** Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor.
 - iii)** Financial rate quoted should not be mentioned anywhere else other than within Financial Bid folder.
- VII.** Opening & Evaluation of Tender:
 - a.** Opening of Technical Bid:
Technical Bid will be opened by the Officials of BSAEU, WB. Intending bidders may remain present if they desire so.
 - b.** Opening of Financial Bid:
Financial bid of bidders declared technically eligible by the Committee will be opened electronically from the web portal on the prescribed date and time.
- VIII.** **During evaluation the committee may summon of the tenderer & seek clarification / information or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.**