



Sidho-Kanho-Birsha University

Ranchi Road, P.O.- Sainik School
District - Purulia, PIN – 723104, W.B.
Phone : 03252- 202419 Website-www.skbu.ac.in

Ref No: FO/308 /SKBU/17

Date: 18/05/2017

E-TENDER NOTIFICATION

Interested parties are requested to submit their rates per candidate for different works relating to Student Registration, Examination and other allied works for academic session 2017-2018 and Examination year 2018. The work will cover following illustrative sub-works and more

- Generation of Registration Certificate and Registrar/ Graduate registrar/ Form List /Roll Printing /Admit Card /Award List
- Processing of results from Confidential OMR Sheets having bar code and/ or conventional award lists
- Printing of Gazette/ Mark Sheet / Diploma Certificate
- and other allied works.

Rates per candidate must be quoted following the guidelines mentioned below

- There will be two broad head: Pre Examination and Post Examination. Tenderers are required to mention the steps involved under the broad heads and their costing per student.
- If there is any other necessary steps with cost involvement for jobs related to examination data processing must be mentioned separately.
- The rates be quoted excluding required paper stationery.

Eligibility and Essential Credentials of the Parties:

- A) The parties must have at least **Ten Years** of experience in the following areas
- Experience in fully computer based results processing work i.e. from Student Registration to Printing of Diploma certificate.
 - Experience in result processing for postgraduate as well as undergraduate courses having different combinations of Honours /General subjects.
 - Experience of successful Result Processing for atleast three Universities in West Bengal
- B) The tenderers must have following Capabilities
- Experience in handling of CBCS and Grade Cards

- Capability of website Hosting and offering online services for Examination related jobs and Registration viz. Online Form Fill up and Internet payment of the applicable fees which may vary time to time as per requirement of SKBU.
- Capability to execute Online Student Registration process based on data and images received from admission portals of the colleges.
- Expertise in adopting and implementing changes in result processing as and when required.

Necessary credentials as mentioned in (A) and (B) with documents of the same must be submitted. The credentials which are not supported by valid documents will not be considered at the time of decision making.

Acceptance of the lowest quoted rate is not mandatory. The University authority reserves the right to select the firm based on proven credentials at the university level.

The tender papers must be submitted **online (www.wbtenders.gov.in)** positively by 12/06/2017 up to 1.PM addressing the Registrar, SIDHO-KANHO-BIRSHA UNIVERSITY with supporting documents. Any other mode of submission will not be accepted.

General Terms & conditions:

- Contract will be for 4 years and reviewed & renewed thereafter as per terms and conditions acceptable to the University Authority.
- This is strictly confidential work and hence the selected party must maintain the confidentiality.
- All sorts of problems of Registrations as may arise from time to time will be discussed with the Registrar.
- All sorts of problems of Examinations as may arise from time to time will be discussed with the Controller of Examinations.
- Methodology for entry of mark/mismatch etc. must be executed so that error free results can be achieved.
- Results must be prepared in hard copies like College-wise Gazette /full Gazette / Marks Sheet / Tabulation Roll etc. within stipulated days after supplying of last filled in Incomplete Result List by the University. Designing of the Mark sheet / Grade Card to be done by the party, as approved by SKBU.
- 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 Party.

- Examinations will be governed as per rules and regulations of the University as framed time to time.

Jobs related to UG & PG Examination at SKBU means

- UG Semester examinations following CBCS pattern to be introduced newly from session 2017-2018
 - UG Part-I Examination (yearly)
 - UG Part-II Examination (yearly)
 - UG Part-III Examination (yearly)
- } for back log students as well as regular students
- Post Graduate semester Examinations with and without CBCS
 - B.Ed. and other semester based and/or yearly examinations of the University

An agreement will be signed between both parties i.e. the University and selected vendor. Parties should clearly mention the Payment terms and conditions in the submitted tender.

The selected vendor shall have to deposit Rs 10,000 as security deposit.

Incomplete tender, if any, as decided by the competent authority will be rejected.

Detailed offer with credentials are to be submitted online by due date only.

The Registrar

Sidho-Kanho-Birsha University