

# Maulana Abul Kalam Azad University of Technology, West Bengal

formerly known as West Bengal University of Technology

## Tender Form for conducting Entrance Test PGET 2017

Notice No :  
Date of Issue : 18-05-2017

D.D. No. for the Tender Price :

D.D. No. for the Earnest Money :

Address:  
BF-142, Sector-I,  
Salt Lake City,  
Kolkata-700064

Tele-Fax No:  
(033) 2321-8775  
Phone No.:  
(033) 2321-8771

1) Name & Address of the Firm:

a) Telephone No:

b) Mobile No:

c) Fax No:

2. Name of the items for which the Firm is interested:

3. Name of the Proprietors/Partners/Directors etc:

4. Trade License No (With Photocopy):

5. PAN No:

6. Service Tax/GST Registration No (With Photocopy):

7. Additional Information if the party wants to include:

8. Copies of Testimonials/credentials/certificates regarding services/experience in the respective area (essential)

9. Rate for the entire work (For minimum 2500 applicants)

Signature with Stamp

Sealed Tenders are invited for conducting of Post Graduate Entrance Test (PGET 2017)

### **Scope of work:**

1. Facility for uploading of brochure prepared by MAKAUT,WB and publication of notices as and when required.
2. Creation of mechanism for on-line submission of Application Forms by creating PGET website.
3. Cross verification of the hard copies of the Application Forms & processing of demand drafts submitted along with the application forms.
4. Arranging venues in at last six different locations through out West Bengal and conducting the examination.
5. Printing & distributing printable tamper proof admit card through website.
6. Printing of Question Booklet.
7. Supplying the answer scripts (OMR) and their evaluation.
8. Preparing the Rank Cards & Merit list.
9. Preparing Software for Counselling as per the requirements of the University.
10. Preparing the Final allotment card for the Examinees after the Counselling process.

### **Mandatory Criteria:**

The vendor who will be selected for the order are bound to follow the following criteria-

1. Experience of conducting Turnkey project involving 5,000 or more candidates in a single project/Examination system.
2. Experience of working in University systems.
3. Agency is to maintain utmost confidentiality.
4. Updating of the software should be done as per the requirements of the University.
5. The responsibility for ensuring smooth conduction of entire process rests with the selected vendor.
6. The vendor should have valid licence to perform such type of activity.

### **General Conditions:**

1. The tenderers are required to deposit the tender forms along with the relevant papers (mentioned in the form) in a sealed cover.
2. The University reserves the right to accept or reject any tender without showing any reason.
3. An earnest money (refundable) of Rs. 20,000/- (Twenty thousand) only shall have to be deposited by all the vendors along with the tenders.
4. Non refundable tender fee of Rs 500/- has to be deposited along with the tender papers.
5. All payments should be made through demand drafts drawn in favour of 'MAKAUT,WB' payable at Kolkata.
6. The proposal should be submitted within 5 pm of June 1, 2017 at the office of the Finance Officer.
7. Incomplete tenders will be summarily rejected.
8. Subcontracting in any form shall not be allowed by the University.
9. All legal disputes shall be subject to jurisdiction of Calcutta High Court.