



सत्यमेव जयते

Government of West Bengal  
OFFICE OF THE PRINCIPAL :: TAKI GOVERNMENT COLLEGE  
P.O. Taki, North 24 Parganas, Taki-743429, West Bengal  
Phone: (03217)-234474; Fax: (03217)-234566; Website: http://www.tgc.ac.in/



REF:NIT/66/G-51

DATE: 15.03.2024



**NOTICE INVITING TENDER**

Tender is hereby invited by the Office of the Controller of Examination, Administrative Board, Taki Government College and the Office of the Principal, Taki Government College from reputed, registered, and professional agencies for *management of confidential works related to pre and post examination through a reliable software system and storage of student database in the server, including generation of DR List and Admit Card, Codification Process, Entry of marks by evaluators in portal, Award List Generation, Marksheet and Certificate Generation of the PG Departments at Taki Government College.* Prequalifying documents in a separate cover and Bid documents in another cover are to be submitted by the eligible bidders who satisfy the terms and conditions detailed below. The pre-qualifying and bid documents duly filled in all respects should be submitted in the College Office **within office hours of 23.03.2024.** The College Authority at Taki Government College does not take any responsibility for the delay caused by unprecedented or unavoidable circumstances.

1.	Name of the Work	Management of confidential works related to pre and post examination through a reliable software system and storage of student database in the server, including generation of DR List and Admit Card, Codification Process, Entry of marks by evaluators in portal, Award List Generation, Marksheet and Certificate Generation of the PG Departments at Taki Government College.
2.	Name and Address of the Office where the Service to be provided	Taki Government College, Taki, P.S.- Hasnabad, Dist- North 24 Parganas, West Bengal; Pin- 743429.
4.	Company/Agency eligible for submitting Quotations	Vendors must have extensive experience and expertise in developing, implementing and managing end-to-end Examination Management Systems service through ERP software system in at least <b>THREE</b> reputed educational institutions of higher education in India with a minimum <b>03 (THREE)</b> years of such working relationship.

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Taki, 24 Parganas (N)



### 1. General Instructions:

- a. **Selection of agency will be made on the basis of quoted rate (in INR) only.** No enhancement of rate is admissible during the contract period. The agency will not be entitled to withdraw the agreement without serving a three months' notice.
- b. The Online System to operate the Controller of Examination must be able to handle more than 1,000 simultaneous session without any lag in server processing or bandwidth issues.
- c. No additional allowance charges will be entertained for the persons engaged for implementation. Any additional cost not mentioned in the tender will be borne by bidder.
- d. Incomplete and/or Conditional Bids will be summarily rejected without assigning any reasons thereof. In case of any dispute, the decision of the Office of the Controller of Examination, PG Administrative Board, Taki Government College and the Office of the Principal, Taki Government College shall be final and binding on the bidders.
- e. Vendors shall be entirely responsible for all taxes, duties, and license fees etc., incurred until completion of the contracted Services.
- f. On successful completion of User Acceptability Test, receipt of deliverables etc., and after the satisfaction with the working of the system, the necessary approval the Controller of Examinations will be issued.
- g. Payment of bills will be made after successful completion of requisite services within reasonable timeframe and for continuing necessary support services on a given deadline.

### 2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently by the Company personnel at the College Office **within office hours of 23.03.2024**. The Technical Bid, if found suitable to meet the specifications noted above, will be followed by opening of the Financial Bid. All papers must be submitted in English language. The tender inviting authority shall verify the technical documents along with the credentials which are mandatory for the participation before issuance of the Award of Contract (AOC).

### 3. The eligibility criteria are given below: -

- a. Vendors must have extensive experience and expertise in developing, implementing and managing end-to-end Examination Management Systems service through ERP software system in at least THREE reputed educational institutions of higher education in India with a minimum 03 (THREE) years of such working relationship.

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- b. Copy of form of Income Tax return for the last three financial year, GST Registration certificate, PAN No., Current Trade license, Govt. of West Bengal, other related licenses and registration certificates, if any, other credentials have to be submitted.
- c. The tender bid will be outrightly rejected if it comes to the notice of the tender inviting authority during scrutiny that the credential or any other paper of a bidder is false or have been fabricated etc.
- d. The undersigned reserves the right of accepting or cancelling the tender without assigning any reason.



#### 4. Statutory Documents:

##### Technical Folder:

Sl No.	Category	Sub-category	Sub-category Description
1.	Certificates	Certificates	PAN Card of the Bidder 1. GST Registration Certificate & GSTR 3B of last 3 months. 2. IT Returns for the Last 3 Years i.e. (2020-2021, 2021-2022, 2022-23)
2.	Company/Firm Details	Company Details	1. Latest Trade License for Proprietorship Firm/Partnership Firm & Certificate of Incorporation for Private Limited Company.
3.	Credential	Credential 1	Copy of the order for having experience in similar nature of work in at least THREE reputed educational institutions of higher education in India with a minimum 03 (THREE) years of such working relationship.
4.	Technical	Technical 1	A detailed description of the proposed Examination Management Systems service through ERP software system, including key features and technical specifications.

##### Financial Folder :

Sl No.	Category	Rate (in INR)	Taxes (in %)	Total Amount
1.	Design and Development Cost			
2.	Server/ Database Cost			
3.	Any other miscellaneous expenses			
<b>Total Expenditure (in INR)</b>				
4.	<b>Recurring Expenditure (in % and in absolute terms)</b>			

15/03/2024

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Taki, 24 Parganas (N)

## 5. General functional requirements:

- a. Software should be highly customisable through a user-friendly administrative front-end, so that any system level rule configuration updating / modification regarding the following data hierarchy can be maintained through the secure administration front-end.
- b. 100% Secure and reliably tamper-proof data storage and management.
- c. Integration with the College's existing online portal systems.
- d. System generated Broadcast SMS and email alerts shall help candidates and users to retrieve present updates.
- e. Generation of any report in .PDF, .DOC/.DOCX format and .XLS/.XLSX file format.
- f. User-friendly interface for students, faculty, and administrators.
- g. Managing information for Program, Subject, and Paper.
- h. Securely modification of student details e.g.: correction of paper mapping and correction of registered phone number etc. should be done by administrative users.



## 6. Disposal of Disputes:

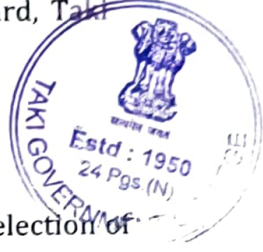
In case of any dispute, the College's decision will be treated as final and conclusive.  
All legal issues are subject to Kolkata jurisdiction only.

## 7. Confidentiality:

- a. The Vendor shall not, without prior written consent of the Office of the Controller of Examination, PG Administrative Board, Taki Government College and the Office of the Principal, Taki Government College, disclose the Contract, or any provision thereof, or any specification, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person assigned by the Office of the Controller of Examination, PG Administrative Board, Taki Government College and the Office of the Principal, Taki Government College in performance of the Contract. Disclosure to any such assigned person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- b. The Vendor shall not, without prior written consent of the Office of the Controller of Examination, PG Administrative Board, Taki Government College and the Office of the Principal, Taki Government College, make use of any document or information except for purposes of performing the Contract.
- c. Any document, other than the Contract itself, shall remain the property of the College and shall be returned (in all copies) to the Office of the Controller of Examination, PG

*Handwritten signature and date:* 15/03/2024  
*Printed text:* Officer-in-Charge  
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Administrative Board, Taki Government College and the Office of the Principal, Taki Government College on completion of the vendor's performance under the Contract if so required by the Office of the Controller of Examination, PG Administrative Board, Taki Government College and the Office of the Principal, Taki Government College.



#### 8. Discretion of the College:

- College may take decision about non-hiring of the said services even after selection of vendor due to fund constraints, change in Government policy etc.
- College may seek documents from the bidder in addition to the documents sent by them at the time of submitting technical bid for verification and evaluation of tender.
- College reserves the right to relax any clause as stated herein above for selection of responsive vender.

#### 9. Date and Time Schedule of the E-tender:

Sl. no.	Particulars	Date & Time
1	Start of Submission of Bid at College Office	From publication of NIT on 15-03-2024
2	End of Submission of Bid at College Office	23-03-2024 Till 1.30 PM
3	Bid opening date for evaluation of Technical Proposals at the College	27-03-2024 11:30 AM
4	Demonstration by Qualified Bidders in Technical Bid at the College	28-03-2024 11:30 AM
5.	Bid opening date for evaluation of Financial Proposals at the College	28-03-2024 3:00 PM

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**Taki Government College**  
**and**  
**Controller of Examination, PG Administrative Board,**  
**Taki Government College**

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