

Tender Notice

Sealed quotations are invited from competent agencies / parties located at K.M.D.A area for processing of Examination related works for students admitted in class XI in July 2011 and pass out XI on June, 2012 and pass out XII on June 2013 of HS (Vocational) Stream of West Bengal State Council of Vocational Education & Training. Interested parties are requested to submit sealed quotations within 16.01.12 (4.00 p.m.) at the office of WBSCVE&T, superscribing "Tender for Exam Processing" to the Secretary, WBSCVE&T, Kolkata Karigori Bhaban, (3rd floor), 110, S.N. Banerjee Road, Kolkata-700 013.

Sl. no.	Scope of Work (Approximate no. of students 40,000-50,000)
1.	Registration of Candidates for class XI a) Processing of Registration Forms including photo scanning b) Generation of unique Registration numbers. c) Printing of Registration certificate stationary d) Printing of Registration certificate
2.	Examination Form Processing for class XI & XII
3.	Roll number generation for newly registered candidates for class XI
4.	Printing of Admit Cards with photograph of the candidates for class XII; checking of proper subjects during time of issuing of Admit card with Registration done.
5.	Segregating & Packaging of Registration certificate & Admit cards Institute wise, Discipline wise.
6.	Computer data entry (double entry) of practical (for internal & external marks) & theory Exam (External marks) for both class XII as per requirement.
7.	Preparation of promoted list of class XI. Processing of Results & Preparation of Grades/Percentages etc. for class XII.
8.	Printing of Grade cards / Mark sheet in pre printed stationary (In 100 GSM paper) using Laser printer for class XII.
9	Printing of certificates (in 120 GSM Tri colour paper)
10.	Corrections, if required, should be done within stipulated time, as well as fresh printing of Admit cards, Registration certificates, Mark sheets, Certificates (if required) and to follow up time to time.
11.	Supply of Result CD for internet publication after result publication; different summary of published results as needed by the Council for producing towards the Board of Examination before publication of result; detailed list of passed out candidates of class XII for circulation to different departments of the Government and Universities.
12.	Preparation of pre printed stationery for tabulation; printing of 3 copies of tabulation sheet component wise/subject wise/institute wise/roll no. wise and packing the same institution wise i.e. roll no. & all details will be printed on tabulation sheet where the examiner will write the marks only.
13	Supply of Source Book of all items (like Registration Certificates, Admit Cards, Grade Cards etc.)
14	Supply of statistical data for this level as per Registration and Examination records basis.
15	Supply of database (as per Registration & Examination documents)
16	Handling & Processing of PPS application & remit publication in collaboration with the Nodal for this purpose for class XII
17	Packing of Question Paper – subject-wise/ Institution-wise / away centre-wise (for class XII & Home centre-wise for class XI) / date wise for both class XI & XII, each & every packet will be labeled with proper identification slip containing examination schedule, packing code and all other details as required and packet will be covered with tamper proof signature slip so that once any packet is opened that can not be re-packed.

18	Delivery of examination related documents (Question papers, Answer books & Loose sheets etc.) to 20 Nodal centers all over West Bengal as per delivery schedule provided by the Council <u>with due insurance coverage.</u>
19	Any other relevant work pertinent to the aforesaid scope of work, as & when felt necessary.

Terms and Conditions

1. The tenure of validity of order for examination related work is for those students who are admitted in July 2011 and pass out XI on June, 2012 and pass out XII on June 2013).
2. The soft copies related to the above mentioned work, any data or information regarding the academic or examination related matter are to be submitted to the Council when required.
3. The job is to be completed within the stipulated time period as fixed & intimated by the Council in the interest of Public Service and examination urgency.
4. Proper and sufficient credentials for the similar type of work, as listed above, in Board / Council / University will considered as a major criteria for selection.
5. Copy of all type of documents like trade license / P. Tax & I. Tax clearance etc. are to be attached with the quotation.
6. An EMD amounting Rs.40,000/- (Rupees forty thousand only) is to be deposited by demand draft in favour of WBSCVE&T (Gen) along with the quotation. Unsuccessful bidder will be refunded the D.D within one month from last date of submission.
7. Council reserves the right to accept / reject any of the applications partly / fully and to alter /amend the terms & conditions without assigning any reason thereof.