

**WEST BENGAL STATE COUNCIL OF TECHNICAL &
VOCATIONAL EDUCATION AND SKILL DEVELOPMENT**
(Technical Education Division)

Karigari Bhavan, 4th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

Abridged Notice Inviting E-Tender

E-tenders for Post Examination Processing Work and Conduct of Online Counseling are hereby invited from eligible bidders. *Tender ID is 2016_DTET_73959_1*. Detailed NIT along with the BOQ template for submission of digitally signed online bids will be available at <https://wbtenders.gov.in>. and in the Council's website www.webscte.org. Last date of submission of bids is 24.05.2016.

SAO (TE)
WBSCT&VE&SD (TED)

Notice Inviting Tender (NIT)

***“Conduct of Post Examination processing
Work & Online Counseling for JEXPO, VOCLET & CET
2016 using Web based dedicated Portals”***



WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION & SKILL DEVELOPMENT (Technical Education Division)

***Erstwhile: - West Bengal State Council of Technical Education
(A Statutory Body under Government of West Bengal Act XXVI of 2013)***

***Karigari Bhavan, 4th Floor, Plot No. B/7, Action Area-III,
Newtown, Rajarhat, Kolkata-700 160***

Vide Memo no. WBSCTVESD/TED/2015-2016/435

Dated : 10.05.2016

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Introduction:
Key Requirements

Introduction: Key Requirement

1. Brief Description

Notice inviting e-Tender for Post examination processing work & Online Counseling for admission through i) JEXPO , VOCLET to Diploma in Engineering / Technology courses affiliated to the Council in the State ii) CET to Govt. ITIs / ITCs/Jr. Polytechnics in West Bengal for the Academic Session 2016-2017

(Through Pre-qualification
Online submission of Bids)

The Council conducts competitive Entrance Examinations (JEXPO & VOCLET) to merit-list the applicants for admission to polytechnics for pursuing Diploma in Engineering and Technology courses & Entrance Examination (CET) for admission to Govt. ITIs / ITCs/Jr. Polytechnics. The Council has decided to outsource the jobs detailed below for efficient and timely discharge of procedural formalities related to admission of students in different categories of Institutes in the State of West Bengal for the academic session 2016-2017.

In its endeavor to conduct Online Counseling for different modes of admission as Stated above, Competent authority of this Council invites e-tender for Post examination processing work and Online Counseling as detailed below in conformity with the job listed in BOQ (Bills of Quantity).

2. Memorandum

- (A) *Earnest-Money* : 2,00,000/- in DD (Demand Draft) in favour of “West Bengal State Council of Technical and Vocational Education & Skill Development” Payable at Kolkata
- (B) *Performance Bank Guarantee* : 10% of total work value.
- (C) *Performance, if any to be Deducted from bills* : T.D.S. as per I.T. rules in force.
- (D) *Validity Period* : 2 years from the date of issuing of Work order along with the provision of extension for another one year

3. Abstract Scope of Work:

| Sl. No. | Name of Work (all work / services as a single package work) | Details of Work | Cost of Tender Form | Earnest Money |
|---------|---|------------------------------|---------------------|---------------|
| 1 | Post Examination Processing work & Conducting of online counseling using web-enabled user-friendly software for admission through JEXPO & VOCLET to 1st year and 2nd year respectively of Diploma in Engg/Tech. & Pharmacy courses affiliated under this Council in the State for the academic session 2016-2017. | As per Section A of Annexure | Nil | Rs.2,00,000/- |
| 2 | Post Examination Processing work & Conducting of online counseling using web-enabled user-friendly software for admission through CET to Govt. ITIs / ITCs /Jr. Polytechnics in West Bengal for the session 2016-17. | As per Section B of Annexure | | |

N.B.: Three (3) separate fully dedicated portals are to be designed for JEXPO, VOCLET & CET.

4. Information Regarding e-Filing:

For e-filing, the bidders are required to download the tender documents from the website: <http://wbtenders.gov.in> directly using Digital Signature Certificate and submit the duly signed copy of the NIT along with EMD, a scanned copy of which is to be uploaded online at the time of submission of the bid. The bidders shall have to submit the hard copy at " **Karigari Bhavan, 4th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160** " as per the time schedule mentioned. **Failure to submit the hard copy within the time period prescribed for the purpose shall invalidate the bid. Organization/Company having SSI (Small Scale Industry)/NSIC registration etc. on similar kind of projects shall be allowed EMD exemption.**

1. Both Technical Bid and Financial Bid duly digitally signed are to be submitted concurrently in the website <http://wbtenders.gov.in>.
2. The time schedule for obtaining the bid documents, pre bid meetings, registration with the tendering authorities, submission of bids and other documents etc. Will be as per the list provided in serial no 15 below.

5. Eligibility for Quoting:

A. Project Execution Requirements:

The firms should have experience of executing similar projects having value not less than Rs.1.5Crore/Annum for at least two years over the period of last 4 financial years.

B. Other Requirements:

- i) The Bidder must have working experience in handling turnkey projects (e.g. Creation of Database with necessary software, Evaluation of answer script, Merit panel preparation & On-Line counseling) in the area of selection for admission / recruitment for at least three years from 01.04.2012 to 31.03.2015 in any Govt. / Semi Govt. organization.
- ii) The bidder should have successfully completed at least 5 turnkey projects related to Development of web based portal, Pre & Post examination processing work and conduct of On-line Counseling for Govt. / Semi Govt. organization over the last 4 years of which at least one project should be of value not less than 75 Lakhs.
- iii) The bidder should have experience of establishing/creation of Help Desk Centers consisting of Internet connectivity & providing Manpower .
- iv) The Bidder must have facilitated/established call center facility for handling admission related tasks for any Govt. / Semi Govt. organization .
- v) The bidder should have its own/hired functional data center (since last 3 months) with minimum of 3 high end servers and dedicated bandwidth minimum of 100 mbps speed to host the website.
- vi) The agency must have been registered under the Companies Act, 1956.
- vii) The bidder shall be ISO 9001 and ISO 27001 certified compliance as well as CMMI 3 level certified. For confirmation of CMMI 3 level certification the Name of the bidder must be enlisted in PARS list on CMMI URL <http://seir.sei.cmu.edu/pml/> and can be verified through <https://sas.cmmiinstitutes.com/pars/> on the date of bidding. In case of any other basis for confirmation of the CMMI 3 level certification exist, the appropriate URL must be indicated along with the proof of legitimacy of the mentioned URL which should be provided with the 'Bid A' documents. Failure to do so would render the bid infructuous ,

if the bidder is not enlisted in aforementioned PARS list.

- viii) The bidder should have online integrated grievance management module to facilitate student queries.
- ix) The bidder should not have been blacklisted by any Govt. / Semi Govt. organization in the last five years.

C. Submission of Hard Copies:

- i) Hard copies of documents in support to all the eligibility requirements under 5A & 5B duly authenticated by the bidder are to be submitted with the EMD.
- ii) Each document should be marked against the eligibility requirements [eg. B(iii)] mentioned in 5A & 5B.

6. Mandatory Disclosure:

i) Tenderer has to participate for performing all work / services as a single package work, the developed web based Software for online Counseling & Database of the aspiring candidates should be handed over to the Council & it will be the sole property of the Council. Rate should be quoted per candidate appeared in the entrance examination basis.

ii) Ensure Data Integrity & Security along with post entry signature & Photo identity verification with provision of IP Addressing / Tracking of data. The candidature with the photograph should be manually checked by the successful vendor before final processing.

7. Submission of the Tenders:

All tenders must be submitted online as provided in Table below in compliance with Annexures detailing the scopes of work. Tenders will be opened in presence of such bidders, or their authorized representatives.

The tender is to be submitted in a Two Bid System.

“BID A”:

One folder for “Essential Requirements of the Tendering Firm for participation” shall contain all papers related to the essential requirements of the Bidder for participation in the tender viz.

Prequalification doc/ Statutory Documents:

| | |
|----|---|
| 1 | <i>Demand Draft/Pay Order of Rs.2,00,000/- (Rupees Two lakh only) favouring “West Bengal State Council of Technical and Vocational Education & Skill Development” payable at KOLKATA as Earnest Money</i> |
| 2. | <i>Application form duly signed in the Letter Head of Company</i> |
| 3. | <i>Copy of Tender document signed on each page signifying acceptance of terms & conditions</i> |

**** A folder will contain only one file. A file may contain multiple pages.**

Non statutory documents/my documents to be attached with the Technical Bid:

| Sl. No. | Category Name | Sub Category Name | Sub Category Description |
|---------|---------------------------------------|-----------------------------------|--|
| A | CERTIFICATES | A1. CERTIFICATES | PAN Card, Professional Tax Registration, Service Tax/VAT Registration, as applicable |
| B | COMPANY DETAILS | B1. COMPANY DETAILS 1 | TRADE Licence/Enlistment, Registration with the Registrar of Companies as applicable |
| | | B2. COMPANY DETAILS 2 | BIS certification/I.S.I. certificate as applicable |
| C | CREDENTIAL | C1. CREDENTIAL 1 | Current Non-conviction certificate or affidavit of non conviction affirmed before a First Class Judicial Magistrate (affidavit sworn after 1st Jan. 2016); Copies of the related work orders |
| | | C2. CREDENTIAL 2 | |
| D | FINANCIAL INFORMATION | D1. P/L & BALANCE SHEET 2012-2013 | P/L & Balance sheet 2012-2013 |
| | | D2. P/L & BALANCE SHEET 2013-2014 | P/L & Balance sheet 2013-2014 |
| | | D3. P/L & BALANCE SHEET 2014-2015 | P/L & Balance sheet 2014-2015 |
| E | DECLARATION WITH SUPPORTING DOCUMENTS | E1. DECLARATION 1 | Last return of Income Tax |
| | | E2. DECLARATION 2 | Last return of VAT (As applicable) |
| | | E3. DECLARATION 3 | Last return of Service Tax (As applicable) |
| F | LEVEL OF CERTIFICATION | QUALITY CERTIFICATION | ISO 9001 along with ISO 27001 and CMMI 3 Level (Copy of snapshot of CMMI level certification from PARS list on CMMI URL http://seir.sei.cmu.edu/pml/ should be uploaded in Bid-A) |

**** The above Statutory Documents as well as the NSD (Non Statutory Documents) are Compulsory for qualification under Technical BID.**

BID B":

1. Another folder as "Financial Bid" shall contain the financial bid (Item-Rate BOQ) with the base rate per accounting unit i.e. Per candidate appearing in entrance examination basis, inclusive of all charges, taxes, duties, freights etc but exclusive of VAT ,Service Tax & cess or Surcharge as admissible as per rule. However Evaluation will be made on the basis of Base Rate.
2. During the tender evaluation process, the "Bid A" will be opened first. Bidders having qualified for the essential requirements will be identified on the basis of the supplied documents. The Tender Evaluation Committee / Purchase Committee will assess the capability of the bidders for executing the deliverable service of the Council during the tender period.
3. The Bidder quoting the **lowest rate** in the item of work of "Bid B" will be considered as **successful**, if otherwise eligible.

4. The decision of the TENDER EVALUATION COMMITTEE/ PURCHASE COMMITTEE will be final in this matter.

All above documents/papers as applicable should be submitted with Bid -'A'

8. Testing: A test run is to be done at the cost of the bidder before final delivery

9. Withdrawal/Cancellation & Purchase Policy of Tendering Authority:

- i) The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Bidder, shall be treated as cancelled.
- ii) The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason thereof. Withdrawal of tender or any revision after submission of tender by the Bidder will not be allowed.
- iii) The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason.

10. Penalty Clause:

- (A) Debarment from participation in next tender processes of the Technical Education & Training Department: The Tender Evaluation Committee / Purchase Committee reserves the right to declare a firm/ Company blacklisted for five years of starting to the following reasons:

If the supplier

- i) withdraws from agreement after being the "Lowest Quoted Bidder"
- ii) Failure in execution within stipulated period.
- iii) For providing of substandard services within tender period as determined by the Competent Authority.
- iv) In consequence of submission of false or fabricated documents by any firm/ company for participating in the tender, if proved later on.
- v) Bidder who have quoted absurdly high or low rate in the opinion of Tender Evaluation Committee, with the intention to vitiate the tender process.
- vi) Submission of tender for the services for which the concerned company has been blacklisted either by the State Government other State / Central Government Organization.
- vii) Submission of tender during the period of blacklisting of Concern / Company either by Tender Inviting Authority or by any State Government or by other State/Central Government.

(C) **Key Performance Indicators (KPIs) :**

a) **Scanning of OMR Answer Script:-**

- i) Manual corrections for valid Answer sheet.
- ii) Preparations of merit list : Category wise.

- iii) Cent percentage verification of signature & Photograph in merit list.
- iv) Submission of merit list in Hard/Soft copy.
- v) Providing training to the personnel for operations of Help Desk.

b) *Online Counselling:-*

- i) 3 fully dedicated separate webportal for JEXPO, VOCLET & CET .
- ii) Provision for registration /Choice filling & other related activities.
- iii) Provision for auto up gradation of allotment based on priorities Choice.
- vi) Printing of provisional & final allotment letters.
- vii) Online validation of provisional seat booking & admission.
- viii) Preparation of vacancy seat matrix for subsequent phases.
- ix) Processing of allotment for subsequent phases.
- x) Submission of all allotment data (Institute-wise & Branch-wise) in soft and hard copies.

c) *Tele Call centre:-*

- i) Arrangement of dedicated 10 toll free telephone lines.
- ii) 24 hours manning by trained personnel to handle all queries and troubleshooting.
- iii) Provision of dedicated e-mail for receiving and reply of queries.
- iv) Submission of all data related to troubleshooting (data wise).

(D) Non-supply/Risk Purchase

- i) If Bidder fails to execute within the stipulated period, the Tender inviting authority is at liberty to make alternative purchase of item/ items/services for which orders have been placed from any other source, following provisions of the existing Acts/ Rules/ Orders.
- ii) For the situation as enumerated in points i), ii), under Clause 7(B), the supplier will be imposed penalty apart from forfeiture of Performance Guarantee. The excess expenditure over and above contracted prices incurred by the Tender inviting authority in making such services from any other sources or in the open market or from any other money due and will become due to the default supplier/service provider and in the event of such amount being insufficient, the balance will be recovered personally from the supplier or his pending bills, if any.

11. Penalty for formation of cartel or furnishing of fraudulent/misleading documents:

If during the tender process or at any stage during the validity of the tender period, it is found that a Bidder(s) has formed a cartel in whatsoever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those bidders who have submitted false/ misleading/ fraudulent documents or made incorrect declarations. The penal measure will be -

- i) Forfeiture of Earnest Money
- ii) Forfeiture of Performance Bank Guarantee.
- iii) Cancellation from the approved list of suppliers and debarment from further work orders
- iv) Black listing from all Departmental tenders (called by the TET or others) of the Bidder, the Principals of the firm(s) and the concerned distributor(s) for a period of five years

12. Appeal:

Appeal against the decision to impose such a penalty will lie with the TENDER EVALUATION COMMITTEE/ PURCHASE COMMITTEE. Review against the decision of the Tender Selection Committee/Purchase Committee will lie with appropriate authority of West Bengal State Council of Technical & Vocational Education and Skill Development . The Chief Administrative Officer (CAO) will be the appellate authority. Before imposing any penalty as per clauses mentioned above, the concerned supplier/service provider may appeal to the authority citing the proper reasons justifying for non-imposing the penalty as stated.

13. Agreement:

On a tender being accepted Letter of intimation (LOI) will be forwarded to the Bidder by the tendering authority. After communication of the same, the Bidder will have to execute agreement in the prescribed form with the tendering authority or his nominee. This present document and the tender forms filled in by the Bidder or copies thereof in so far as they are not inconsistent with these terms & Conditions will be incorporated as part of the agreement. Such agreement will be binding on the Bidder.

14. Validity period of agreement:

The contract period will be for a period of **2 Years which may be extended for another one year with the prior approval of appropriate authority**, which may be extended with prior approval of the appropriate authority of the Council, if necessary.

15. Order & Providing Services:

- i) **All Orders** for providing services in this tender will be placed **with one of the successful bidders** after the execution of the agreements, and such supply shall have to be made in such instalments as may be fixed or spread over the period to be specified in the work orders to be made in pursuance of the agreements,

An idea as to provide different services that may be required should be obtained by getting in touch with the WBSCT&VE&SD(TED), if the bidders so desire.

16. Performance Bank Guarantee:

- i) The performance bank guarantee will be mandatory for all service providers and will not be waived in any case.
- ii) The successful bidders shall be required to furnish the 'Performance Bank Guarantee' equal to **10%** of the value of the order shall be kept with the procuring office as Performance Bank guarantee.
- iii) 'Performance Bank Guarantee' should be submitted within three working days from the date of issue of work order.
- iv) The Performance Bank Guarantee will be liable to forfeiture as enumerated in penalty clauses above.

17. Payment Terms:

Payment will be made after execution of deliverable services as ordered subject to:

- i) Submission of Performance Bank Guarantee and penalty if required as mentioned in relevant clauses.
- ii) Supply of the services as per specification & period as provided in the tender documents and the work order
- iii) Installation and Commissioning, if needed, up to the satisfaction of the competent authority
- iv) Successful passing of the test conducted on the supplied service by the Expert Committee of this Council.
- v) All deliveries under the contract are to be made based as per direction of Council.
- vi) Approval of Proofs for all printing documents/works has to be approved from the appropriate authority of the Council before final delivery.
- vii) Supply of All services which will be supplied from the Council for the purpose of furnishing information and all materials/services which will have to be supplied by the firm to the Council under the contract.

18. Modality of Payment:

JEXPO & VOCLET:

- i) 40% of Total Bill amount will be paid after publication of merit panel for JEXPO & VOCLET.
- ii) 50% of Total Bill amount will be paid after successfully completion of all phases of Online Counselling for JEXPO & VOCLET.
- iii) 10% of Total bill amount will be paid after successful completion of admission process for all Polytechnics.

CET :

- i) 40% of Total Bill amount will be paid after publication of merit panel for CET.
- ii) 50% of Total Bill amount will be paid after successfully completion of all phases of Online Counselling for CET.
- iii) 10% of Total bill amount will be paid after successful completion of admission process for all Govt. ITIs.

19. Other related Information:

1. WBSCT&VE&SD(TED) reserves the right to change the above schedule in case of any exigency after putting up a notice in the website www.webscte.org and www.wbtenders.gov.in.
2. All the Technically qualified willing bidders are requested to be present during opening of the financial bid, venue to be notified later in the website www.webscte.org and www.wbtenders.gov.in.
3. No objections in this respect will be entertained raised by any Bidder who will be present during opening of financial bid, or from any Bidder who will be absent at the time of opening of Financial Bid.
4. During the scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the tender and that application will be summarily rejected without any prejudice.
5. Prospective bidders may mail their queries in the following e mail addresses : report.webscte@gmail.com
6. Any litigation in this connection is to be settled in Kolkata.
7. The **Tender Evaluation Committee/Purchase Committee** reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

8. For assistance on procedure of e-tendering, contact NIC helpdesk (033-2337-6098) OR Ms. Sangeeta Mall 9831899991 .

Sd/-
(S. Mukhopadhyay)
Senior Administrative officer (Tech Edn),
WBSCTVE&SD (TED)



***Key Dates
&
Instruction to Bidder***

Key Dates:

| <i>Sl. No.</i> | <i>Items</i> | <i>Publishing Date(s)</i> |
|----------------|--|------------------------------------|
| 1. | <i>Date of uploading of N.I.T. Documents (online)</i> | <i>10.05.2016 at 4.00 P.M.</i> |
| 2. | <i>Documents download start date (Online)</i> | <i>10.05.2016 at 4.30 P.M.</i> |
| 3. | <i>Date of Pre-Bid Meeting with the intending bidders on Karigari Bhavan, 4th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160</i> | <i>14.05.2016 at 12.00 Noon</i> |
| 4. | <i>Bid Submission start date (On line)</i> | <i>10.05.2016 at 5.00 P.M.</i> |
| 5. | <i>Bid Submission closing (On line)</i> | <i>24.05.2016 up to 5.00 P.M.</i> |
| 8. | <i>Last Date of submission of Earnest Money Deposit (Off line)</i> | <i>24.05.2016 up to 05.00 P.M.</i> |
| 9. | <i>Bid opening date for Technical Proposals (Online)(Bid A)</i> | <i>25.05.2016 at 11.00 A.M.</i> |
| 10. | <i>Date of uploading list for Bid A Qualified Bidder</i> | <i>25.05.2016 at 3.00 P.M.</i> |
| 12. | <i>Bid opening date for Financial Proposals (Online)(Bid B)</i> | <i>25.05.2016 at 4.00 P.M.</i> |
| 13. | <i>Date of uploading of list of bidders along with the approved rates</i> | <i>To be notified later.</i> |

General guidance for e-Tendering

Instructions/ Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the prospective Bidders to participate in e-Tendering.

1. **Registration of Bidders:**

Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>. The prospective Bidder is to click on the link for e-Tendering site as given on the web portal.

2. **Digital Signature certificate (DSC)**

Each Bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) from NIC for submission of tenders, from the approved service provider of the National Information's Centre(NIC) on payment of requisite amount details which are available at the Web Site Stated in Clause-2 of Guideline to Bidder DSC is given as a USB e-Token.

3. The Bidder can search & download NIT & Tender Documents electronically from computer by logging on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. **Participation:**

A prospective bidder shall have to offer rate for all items subject to fulfillment of conditions laid down hereinabove and conforming to production capacity to be laid down in the tender paper.

5. **Submission of Tenders.**

Tenders are to be submitted through online to the website in two folders at a time for each work, one in Technical Proposal & the other as Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

6. **Technical proposal**

The Technical proposal should contain scanned copies of the following in two covers (folders) containing Statutory Documents (SD) & Non statutory Documents (NSD).

7. **Financial proposal**

Another folder as "Financial Bid" shall contain the financial bids (BOQ) .

8. Bidders may mail their queries to any of the e-mail-ids: registrar_i@webscte.org; registrar_ii@webscte.org, report.wbscte@gmail.com.

Application Form

Application Form

(Duly signed scanned copy to be uploaded under
Prequalification Folder in the letter Head of Company)

To

S. Mukhopadhyay

Senior Administrative Officer (Technical Education),
Technical Education Division,
West Bengal State Council of Technical &
Vocational Education and Skill Development.
Karigari Bhavan, 4th Floor, Plot No. B/7, Action Area-III,
Newtown, Rajarhat, Kolkata-700160

Sub: NIT for Post Examination and On Line Admission Counseling Process.

Ref: N.I.T. No. _____ dated _____

Sir,

Having examined the pre-qualification documents (N.I.T.), I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of _____
_____ in the capacity of _____
_____ duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of Firms for Application and for completion of the contract documents is attached herewith.

We are interested to provide the services mentioned in the Bill of Quantities.

We understand that:

- (a) Tendering Authority can amend the scope & value of the contract bid under this project.
- (b) Tendering Authority reserves the right to reject any application without assigning any reason thereof

Date : _____

*Signature of applicant including title
& capacity in which application is made.*

Scope of Work

Scope of Work

(All Work / Services as a Single Package Work)

Annexure-A (JEXPO&VOCLET)

Basic features of the Post Examination Work:

- (a) Scanning of OMR Answer scripts for both JEXPO-2016 and VOCLET-2016 at Siliguri and Kolkata simultaneously.
- (b) Development of software for preparation of merit list of eligible candidates (institute wise, category wise, district wise etc. as per requirement of the Council) for JEXPO-2016 and VOCLET-2016 separately and display in website of the service provider. Preparation of portal facility so that applicant can see their rank position as well as get a print copy of merit rank.
- (c) Supply of Merit lists in hard and Soft copy to the Council.
- (d) Capturing PIN code from applicant's address before pre-counseling and provide provision in the portal so that any applicant can choose any pre-counseling venue located as per his/her PIN code.

Basic features of the Online Counselling Software: line mode

1. A user-friendly, dynamic, web-enabled software has to be in place for Online Counseling for **different modes of admission into Diploma** in Engg./Tech. courses affiliated to this Council in the State for the **academic session 2016 – 2017**.
2. Critical Variables to be considered for enabling the dynamic reporting by the software are ~
 - a. Modes of admission [JEXPO, VOCLET, Pharmacy etc]
 - b. Institute as well as Discipline- wise intakes with confirmation of AICTE approval of intakes (year/academic-session-wise)
 - c. Category-wise distribution of intakes
3. The Provision of the Following Modules are Obligatory in The Web-Enabled Software.
 - A)
 - i) Preparation of Merit List.
 - ii) Printing of Rank Card by the Candidates
 - iii) Login for Registration
 - B) Payment Provision & Confirmation Of Registration;
 - C) Login & Choice Filling
 - D) Login & Choice Modification
 - E) Auto Saving of Entered Choices
 - F) Auto Up gradation facility with provisional Seat Booking fees.
 - G) Saving & Locking of Choices.
 - H) Login & Re-Registration
 - I) Up Loading of Pop up menu.
 - J) Processing For Allotment of Seats In Conformity With The Seat-Matrix;
 - K) Payment Provision for Allotment & Confirmation Of Payment;

- L) Online Generation of Allotment Letter
 - M) Auto-Up gradation, as per Requirement, for next round of Counseling;
 - N) Online Confirmation of the Admission by The Institutes.
 - O) Preparation of Vacancy Seat Matrix for next phase of Seat allotment.
4. Controls are to be incorporated in the web-enabled software through different categories of users e.g. Administrator, Operator, Institute, Applicant having Different User-Rights Towards Cross Verification Data
 5. Sample Data Shall Be Provided By The Council During Pre-Bid Meetings As Scheduled;
 6. Details Of The Process Shall Be Made Available To The Bidders Attending The Pre-Bid Meetings As Scheduled.

Basic features for conduct of the Online Counselling:

- A. Execute the above process for each round of counseling;
- B. Hiring of an accessible web-site/portal for independent functioning through dedicated web-server;
- C. Approximate 100000 registration for online counseling to be considered for different round of counseling
- D. Approximate 35000(+/- 10%) allotment to be processed
- E. Different reports to be presented with soft-copy as well as hard copy
- F. Processing to be conducted in presence of Council's Expert Committee by the Vendor/Service Providers /Programmer;
- G. In the first stage of conduct, during the 1st round of counseling, the programmer is to remain present in the control room at the Council's Office premise.
- H. Printing of Provisional and Final allotment letter cum money receipt.

Basic features for maintenance of a Tele-call centre:

- i) Maintain a 24 hours tele-call-center to help & guide the applicants to undergo the process online counseling. only BSNL service should be availed.
- ii) The tele-call center should be based in Kolkata
- iii) The tele-call center should have 10 supporting lines are to be manned by duly trained personnel.
- iv) No Telephone bill above the quoted rate will be paid from the Council. If any telephone bill is received from the service provider after completion of work, the same should be paid by the vendor.
- v) Help Line numbers have to be submitted to the Council prior to the start of online counselling.

For further clarification & other minute details shall be available in the scheduled Pre-bid meeting.

Annexure-B (CET)

Basic features of the Post Examination Work:

1. Scanning of OMR Answer scripts for both 'M' & 'E' Group of trades at Siliguri , Kolkata for Evaluation of answer sheet.
2. Development of software for preparation of merit list of eligible candidates (institute wise, category wise, district wise etc. as per requirement of the Council) for 'M' & 'E' Group of trades separately and display in website of the service provider. Preparation of portal facility so that applicant can see their rank position as well as get a print copy of merit rank.
3. Supply of Merit lists in hard and Soft copy to the Council.
4. Delivery of admitted trainee data base institute wise including photograph as per NCVT-MIS Format.
5. Capturing PIN code from applicant's address before pre-counseling and provide provision in the portal so that any applicant can choose any pre-counseling venue located as per his/her PIN code.

Basic features of Conduct of Online Counselling & Allied Work:

- i) Development of software for conducting online counseling and actually conducting the same (institute wise), issuance of trade confirmation slip mentioning all particulars of the intending candidates both for 'M' & 'E' Group, supply of detail list in excel sheet stating all particulars of the selected candidates (institute wise) along with soft copy of scanned application form to individual institutes.
- ii) Admission to be taken by the concerned institutes on the basis of trade confirmation slip/allotment letter.

Basic features for maintenance of a Tele-call centre:

- i) Maintain a 24 hours tele-call-center to help & guide the applicants to undergo the process online counseling. only BSNL service should be availed.
- ii) The tele-call center should be based in Kolkata
- iii) The tele-call center should have 10 supporting lines are to be manned by duly trained personnel.
- iv) No. Telephone bill above the quoted rate will be paid from the Council. If any telephone bill is received from the service provider after completion of work, the same should be paid by the vendor.
- v) Help Line numbers has to be submitted to the Council prior to the start of online counselling.

For further clarification & other minute details shall be available in the scheduled Pre-bid meeting.

Tender Inviting Authority: WBSCT&VE&SD (TED)

Name of Work: Notice inviting e-Tender for Conduct of Post Examination Processing & Online Counseling for Admission

Contract No:

| | |
|---------------|--|
| Bidder Name : | |
|---------------|--|

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

| NUMBER | TEXT # | NUMBER # | TEXT # | NUMBER # | NUMBER # |
|-----------------------------|---|----------|----------------------|---|----------------------------|
| Sl. No. | Item Description | Quantity | Units | Single basic rate in figure per candidate basis excluding VAT & Service Tax in terms of Clause 1 under Bid-B Rs. P | TOTAL AMOUNT Without Taxes |
| 1 | 2 | 4 | 5 | 13 | 53 |
| 1 | JEXPO 2016, VOCLET 2016 & CET 2016 (Integrated Package of Work) | | | | |
| 1.01 | <p>Conduct of Post Examination & Online Admission Counseling Processing for admission through JEXPO & VOCLET into 1st year and 2nd year respectively of Diploma in Engg./Tech. courses affiliated under this Council in the State for the academic session 2016-2017 and admission through CET into Govt. ITIs / ITCs /Jr. Polytechnics in West Bengal for the session 2016-17.</p> <p>JEXPO & VOCLET:(a) Scanning of OMR Answer scripts for both JEXPO-2016 and VOCLET-2016 at Siliguri , and Kolkata.(b) Development of software for preparation of merit list of eligible candidates (institute wise, category wise, district wise etc. as per requirement of the Council) for JEXPO-2016 and VOCLET-2016 separately and display in website of the service provider. Preparation of portal facility so that applicant can see their rank position as well as get a print copy of merit rank.(c) Supply of Merit lists in hand and Soft copy to the Council. (d) Conduct/processing the online applications for counselling for admission using a suitable user-friendly, dynamic & web-enabled software operated through a dedicated portal and web server for Online Counseling for different modes of admission into Diploma courses affiliated to this council in the state for the academic session 2016-17. (e) Maintain a 24 hours toll free tele-call-center with 5 supporting lines for necessary support to the prospective applicants of counseling</p> <p>CET: (a) Scanning of OMR Answer scripts of CET-2016 for both 'M' & 'E' Group of trades at Siliguri , & Kolkata for Evaluation of answer sheet.(b) Development of software for preparation of merit list of eligible candidates (institute wise, category wise, district wise etc. as per requirement of the Council) for 'M' & 'E' Group of trades separately and display in website of the service provider. Preparation of portal facility so that applicant can see their rank position as well as get a print copy of merit rank.(c) Supply of Merit lists in hand and Soft copy to the Council.(d) Delivery of admitted trainee data base institute wise including photograph as per NCVT-MIS Format.(d) Conduct/processing the online applications for counselling for admission using a suitable user-friendly, dynamic & web-enabled software operated through a dedicated portal and web server for Online Counseling for different modes of admission into ITI academic session 2016-17. (e) Maintain a 24 hours toll free tele-call-center with 5 supporting lines for necessary support to the prospective applicants of counseling</p> | 1.000 | Nos | | 0.00 |
| Total in Figures | | | | | 0.00 |
| Quoted Rate in Words | | | INR Zero Only | | |