



# COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Vivekananda Street, Cooch Behar-736101

Ph.: 03582-230218/230833

E-mail :- [cbpbuniversity@gmail.com](mailto:cbpbuniversity@gmail.com)

Website:- [www.cbpbu.ac.in](http://www.cbpbu.ac.in)

Ref. CBPBU/REG/QN/1035-17

Date: 17.07.2017

## **SEALED TENDERS ARE INVITED FOR CONDUCTING OF PG ADMISSION TEST, 2017**

### **Scope of work:**

1. Facility for uploading of brochure prepared by COOCH BEHAR PANCHANAN BARMA UNIVERSITY, and publication of notices as and when required.
2. Arranging venues in Cooch Behar and conducting the examination with the help of COOCH BEHAR PANCHANAN BARMA UNIVERSITY
3. Printing & distributing printable tamper proof admit card through website.
4. Printing of Question Booklet.
5. Supplying the answer scripts (OMR) and their evaluation.
6. Preparing the Merit list.

### **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. The responsibility for ensuring smooth conduction of entire process rests with the selected vendor.
5. The vendor should have valid ISO 27001 to perform such type of activity.
6. The vendor has not been blacklisted by any Govt. Department/PSU/ Universities/ Academic Bodies or any other firm for unethical conduct or fraudulent practices during its tenure of operation (self declaration to be attached).
7. Annual Turnover Certificate by a Chartered Accountant
8. The bidder's average annual turnover should not be less than INR 1 crore in last three financial years 2014-2015, 2015-2016, 2016-2017 (CA certificates to be attached)
9. The bidder should have experience of working in similar projects with Universities/Academic Bodies/ Councils for their regular examinations. (Work order or credential certificates to be attached). It's Mandatory.
10. Solvency Certificate from a scheduled Commercial Bank to prove the Financial



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Credibility to undertake the assignment.


## 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. Incomplete tenders will be summarily rejected.
4. The proposal should be submitted within 24.07.2017 at Office of the Registrar, Cooch Behar Panchanan Barma University
5. Subcontracting in any form shall not be allowed by the University.
6. All legal disputes shall be subject to jurisdiction of District Court of Cooch Behar.
7. Non refundable tender fee of Rs. 5000/- has to be deposited along with the tender papers.
8. All payments should be made through demand drafts drawn in favour of 'COOCH BEHAR PANCHANAN BARMA UNIVERSITY' payable at Cooch Behar.

  
Registrar (Actg.)

Copy forwarded for information with the request to display the Notice in his office Notice Board for wide publicity to:-

1. The District Magistrate, Cooch Behar.
2. The Sub-Divisional Officer, Cooch Behar.
3. Office Notice Board.
4. University Website.

  
Registrar (Actg.)

Registrar (Actg.)  
Cooch Behar Panchanan  
Barma University

# COOCH BEHAR PANCHANAN BARMA UNIVERSITY

## Tender Form for conducting PG Admission Test, 2017

Notice No : \_\_\_\_\_

Date of Issue : \_\_\_\_\_

1) Name & Address of the Firm:

a) Telephone No:

b) Mobile No:

c) Fax No:

d) E-mail id :

F) Website :

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

3. Trade License No (With Photocopy):

4. PAN No:

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

6. Additional Information if the party wants to include:

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

8. Rate for the entire work (For minimum 1500 applicants)

Signature with Stamp and date