

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SCIENCE AND TECHNOLOGY AND
BIOTECHNOLOGY**

**Vigyan Chetana Bhavan
26/B, Block-DD, Sector - I
Salt Lake, Kolkata - 700064**

**Tender Document for Conduct of Written Examination using
Digital / Paperless Technology**

Contents

**Terms and Conditions
Work Specification**

1. INVITATION

Sealed Tenders are invited by the **Principal Secretary, Department of Science and Technology and Biotechnology, Government of West Bengal, Bikash Bhavan (4th Floor), Salt Lake, Kolkata – 700 091**, *for conduct of written examination using digital / paperless technology for selection of Project Personnel (Senior Research Fellow and Junior Research Fellow) for various projects of Geoinformatics and Remote Sensing Cell of the Department.*

2. FOR SPECIAL ATTENTION

All Bidders are to note that tenders containing any deviation from the terms and conditions, specifications and other requirement are liable to be rejected. The inviting authority reserve all right to reject any or all the tenders without assigning any reason whatsoever. Invitation of this tender shall under no circumstances create any right, legal or otherwise in favour of the Bidder in case the tender is closed, withdrawn or cancelled before issuance.

3. LANGUAGE OF TENDER

The tender shall be submitted in English. All papers and correspondences in connection with tenders shall be in English.

4. VALIDITY

- a) **The validity of the offer should be upto six months from the date of opening of the tender.**
- b) Any unsolicited correspondence after the last date for receipt of tenders is liable to render the tender as invalid. Tendering parties are, therefore, advised in their own interest to desist from filing any uninvited correspondence after the notified time.
- c) No alteration or amendments shall be allowed after opening of the tenders.
- d) Offers submitted by telex, telegram, fax or email will not be considered.

5. SUBMISSION OF TENDER

Tender must be submitted to **The Commissioner, Department of Science and Technology and Biotechnology, Government of West Bengal, Bikash Bhavan (4th Floor), Salt Lake, Kolkata - 700 091** duly sealed and superscribed "**Tender for Conduct of Written Examination using Digital / Paperless Technology**" in bold letters.

The tender has to be submitted in two bid system.

- a) Technical Bid
- b) Price Bid

Both the bids should be sealed in separate envelopes superscribed clearly as "Technical Bid" and "Price Bid". Both the envelopes should be put inside a bigger envelope which should have details of the tender.

All the tenders must be accompanied by current:

- (a) GST certificate
- (b) Professional Tax clearance certificate
- (c) Trade License &
- (d) Past experience for conduct of digital / paperless examination.

If the cover is not sealed and marked properly as above no responsibility will be assumed for any misplacement of the tender or premature opening of the envelope or parcel.

All papers submitted with the tender must be serially numbered. Quotations submitted are to be written in ink neatly or to be typed without overwriting / illegible writing. Words and figures must be sufficiently clear in the quotation paper. No change in the Tender schedule will be accepted. Literatures / Catalogues etc. should be enclosed. However, if necessary, Bidder may attach supplementary information. Correction or any other changes must be initialed by the person signing the tender document. Tenders received late for any reason will not be considered. Telephonic tender will not be entertained.

The complete tenders should be submitted on or before **11th November, 2019 (Monday) within 3.00p.m.**. This Department will not be responsible for any postal or courier delays.

TENDERS RECEIVED AFTER DUE DATE SHALL NOT BE ENTERTAINED.

Tenders will be opened on 13th November, 2019 (Wednesday) at 3.00 p.m. in the Conference Hall of this Department at Bikash Bhavan. Bidders, if they so desire, may remain present during the opening of the tenders.

6. ELIGIBILITY CRITERIA

Interested organisations with the wherewithal and previous experience to conduct examination with digital / paperless technology may submit their bid in hardcopy.

7. PRICE

Prices and taxes should be mentioned separately. Unit price (per candidate) should also be indicated. The prices quoted shall be written both in figures and in words. Correction, if any, shall be made by crossing and initialing with date and re-writing. In case of conflict between the figures and words, latter shall prevail.

8. PAYMENT

- a) No additional charges will be paid other than that mentioned in the purchase order
- b) 100% payment will be made to the successful Bidder on completion of the exam process including publication of results.

9. SPECIAL TERMS AND CONDITONS

While tenders are under considerations, Bidders and representatives or other interested parties shall refrain from contacting by any means any persons or representative(s) of the buyer on matters related to the tender under study. This Office, if necessary, may request for clarification of tender in writing.

10. DISPUTES - In case of any disputes the area of jurisdiction will be within High Court at Calcutta.

Work Specification

- 1) 100 nos. of Multiple Choice Question (MCQ).
- 2) Each question of 1 mark, total marks hundred.
- 3) Questions to be in two sections A and B of 50 questions each.
- 4) 4 sets of same questions in varying sequence will have to be generated.
- 5) Negative marking @ 1 mark for 5 wrong answers
- 6) Medium of Examination will be in English.
- 7) Examination will be of two hours duration.
- 8) Venue of Examination will be in Kolkata.
- 9) Number of Candidates : 300 (approx.)