

THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES



DD – 36, Sector – 1,
Salt Lake,
Kolkata 700 064
West Bengal, India.

Dial 2334-6602
2321-3461

www.wbuhs.ac.in www.wbuhsexams.in

Memo. no. COE/UHS/ 175 /2017

21.02.2017

Quotations are invited from the agency associated with the job of examinations related matters. Specifications of the job are giving below : -

Pre-examination tasks:

1. Designing on-line application form (to be supplied in Microsoft Word)
2. Hoisting of Information booklet and on-line application form which is to be designed in consultation with concerned official of Controller of Examinations.
3. Down-loading the filled in application and matching with receipt of hard copy of the applications from the University by phases.
4. Generation of Acknowledgement number during filling up forms.
5. Checking on –line application forms with cross- checking of respective downloaded hard copy.
6. Confirmation of the receipts of bank drafts/bank pay order in proper format with proper check of denomination and payee in the bank draft with its proper mentioning in the on-line application form .
7. Preparation of Detailed Data base from the on line application with name, date of birth, gender, employment status, caste status, qualifications, Research paper, status of period of Research/ faculty/Services, period other than Govt. Service rendered, bank draft /pay order details . Data base be prepared in consultation with the officers attached to the Controller of Examinations.
8. Preparation of Roll number and Randomization of roll numbers for sitting arrangements in different examination centres and halls . Capacity of centre and rooms/halls will be intimated prior to generation of Admit cards.
9. Allowing applicants to upload digitized photograph with signature in the application form.
10. Generation of admit cards with signature and details of form number, address, mobile number, caste particular.
11. Generation of lists on the basis of roll number, caste status and details regarding information as sought from the candidates.
12. Prior to every stage the University officers are required to be discussed and in case of emergency successful bidder will contact and will be contacted at any time through land line, cell and internet.
13. Acknowledgement of successful on-line application and hard copy with bank draft to be forwarded to applicant's E-mail Id/sms.
14. Ensuring correction and completeness of data in form through feed back to applicant by SMS/e-mail as and when necessary.
15. Arrangement to display status of application forms and Admit card to be available at the University Website after specific date as specified by the University.

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16. Arrangement of down loading of admit cards by the candidates as well as by the University (Controller of Examinations section).format of the Admit card will be supplied.
17. Submission of centre-wise room-wise attendance sheet with photograph and signature of the candidate, Centre-wise number of candidates.
18. Hoisting of instruction and related information before , during and after each examination.
19. Prior to two days before examinations and on the date of examinations , one person equipped with knowledge and expertise be posted by the successful quotationer at the University to solve on-the – spot problem as and when required.

Post examination tasks:

1. Post examination function to be completed by 7 days after holding examination.
2. Scanning of OMR sheets and delivery of raw result and fine-tuned result with specific data, delivery of hard copy and soft copy
3. Software to be made in such a way that it would provide result with all variables as following :-
 - i) Roll number-wise, category-wise candidate wise, right answer, wrong answer, non-attempted answers and total marks.
4. The date and time schedule for each job (or sub-units of job) will be conveyed to the successful quotationer and successful quotationer should fulfill the requirement within time schedule. During the process of examination period, the successful bidder will always keep in touch and be made available personally or by authorized competent representative round the clock for any kind of normal task or other eventualities.
5. All the soft ware with data based information should be user- friendly so that the University officials handle these at ease and solve on the spot problem.
6. Handing over forms scanned OMR sheets in ordered manner so that petitions at any court of law or queries under RTI are handled properly.
7. There are overlapping areas in the pre examinations and post-examinations tasks. During the process of examinations, contact with officials of Controller of Examination Sections consistently.
8. Soft copies of all the information be provided time to time.

Quotations must be submitted in sealed cover and addressed to Asstt. Finance Officer by 28 February , 2017. The West Bengal University of Health Sciences, DD-36, Sector – I, Salt Lake City, Kolkata – 700 064 and quotation must reach to the above office alongwith

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- i) Credential certificates
- ii) Service tax other statutory tax clearance certificate.
- iii) Trade license

Quotationer be ready to start work immediately on its receipt of letter of selection. Any vendor meet COE's section for details.

Controller of Examinations, WBUHS