

# UNIVERSITY OF GOUR BANGA

(Established under West Bengal Act XXVI of 2007)

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Convener,  
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**P.O.: Mohanpur, Dist.: Malda, West Bengal - 752 103**

**NOTICE INVITING ELECTRONIC TENDER No. UGB/Conv/T and P/eNIT-04/2018-19, Dated 08-03-2019  
Of THE CONVENER, TENDER & PURCHASE COMMITTEE, UNIVERSITY OF GOUR BANGA, MALDA**

The *Convener, Tender & Purchase Committee, University of GourBanga, Malda* invites **e-Tender in two bid system i.e. Technical bid and Financial bid** from eligible, reputed Agency or Company for **Confidential Examination Service in the Department of Controller of Examinations** of the University of GourBanga, Malda. Interested bidders may obtain bidding documents by registering themselves to the e-tendering portal (<https://wbtenders.gov.in>).

(Submission of Bid through online only: <http://www.wbtenders.gov.in>)

Sl. No.	Description of Equipment / Materials	Earnest Money	Period of Completion
	Confidential Examinations Services of University of GourBanga	Rs. 2,00,000/-	For Three years from the date of issuance of work order, strictly subject to satisfactory execution of the Work Order

## Detailed Specification:

### Confidential Examination Services for UG students of University of GourBanga, Malda.

#### 1. A) Pre Examination: Part-A

- Design and develop of Online Examination Forms containing details of the students along with subject/papers they are supposed to appear in the examinations.
- Filling up Online Examination Form.
- Allocation of centre's to the students as per direction of the University.
- Generation of Roll No. and uploading of admit cards after verification by College / University.
- Generation of DR sheets, Allotment Charts and delivery of the same to the college domain.
- Generation of Question Paper as required, subject wise / centre wise.
- Preparation and printing of HDPE Envelopes for collection of used Answer Books after the examination.

#### 2. Post Examination :

- Collection of the used answer books of the theoretical examinations from the examination centers on day-to-day basis after completion of the test.
- Coding of the used Answer Booklets.
- Data entry (double entry) of the code-slips of the examinees.
- Labelling the packets of answer books with proper bar-coded serial number for future retrieval.
- Packaging of Coded answer books along with marks award sheets/slips.

- f) Preparation of Master database of Examiners of all subjects.
- g) Schedule for delivery of coded answer books to be fixed in consultation with the Controller as per his/her convenience.
- h) Delivery of packets containing coded answer books to the Examiners at the locations as desired by the Examiners such as College premises/University within the jurisdiction of Malda, Uttar Dinajpur & Dakkhin Dinajpur districts.
- i) Use Computer based Application to track delivery and receipt of used answer booklets to and from the Examiners along with access of the same by Vice Chancellor and Controller of Examinations.
- j) Follow-up with the Examiners to find out progress of the evaluation and if required, to make alternate arrangement so that unevaluated answer books can be evaluated through another Examiner in consultation with the Controller of Examinations/the Vice-Chancellor.
- k) The entire process should be monitored through customized software for evaluation.
- l) Collecting all the evaluated answer books (*of theory papers*) along with marks award slips sealed in plastic cover/envelopes from Examiners after evaluation.
- m) Arrange delivery and collection of coded answer books multiple times in order to meet the deadline of publication of results.
- n) Collection of Practical marks from University/Colleges/Examiners.
- o) Data Entry of all the filled in marks award sheets/slips is done with 100% accuracy.
- p) Once marks are collated component-wise/subject-wise, the same to be processed to submit reports for missing marks, abnormal marks or any other discrepancies.
- q) After preparation of results, the same should be checked manually on sample basis to ensure correctness of the processing software.
- r) Preparation of various reports and statistics for declaration of results.
- s) Printing of Mark-sheets.
- t) Uploading results on the Web as desired by the University within the announced time-frame. University will strive to declare results within 45 days from the date of last examination held.
- u) Packaging of Mark-sheets College-wise for delivery as per the requirement of the University.
- v) Delivery of Mark-Sheets.
- w) Processing of review forms online and keeping record thereof.
- x) Re-evaluation of answer books (*under review*) through Examiner.
- y) Publication of Review results and printing of mark sheets.
- z) Submission copies of examination data to the University.

The agency will entrust competent persons who will liaison between the University, Affiliated Colleges and Agency in smooth conduction of the examination process.

Question papers and results for every examination will be put in the standard examination publication website.

**10) Period of Contract:**

The Contract Period is for Three (03) years for the date of issue of Work Order. However, this validity may be extended further if relevant Terms & Conditions are mutually agreed upon.

If any dispute arises, the local jurisdiction of the Court will be the competent Court for deciding the matter in dispute.

### 11) Qualification Criteria:

The Tender Inviting & Accepting Authority through a 'Purchase & Tender Committee' will determine the eligibility of each bidder. The bidders shall have to meet all the minimum Criteria regarding:-

- a) Financial Capacity
- b) Technical Capability comprising of personnel & equipment capability.
- c) Experience.

The eligibility of a bidder will be ascertained on the basis of the attested documents in support of the minimum criteria as mentioned in a), b) and c) as above and the declaration executed through prescribed affidavit in non-judicial stamp paper of Rs.100.00 duly notarized. If any document submitted by a bidder is either concocted or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice and forfeiture of earnest money forthwith or will be debarred from participation in any tender within the jurisdiction of the University.

**The Purchase and Tender Committee, UNIVERSITY OF GOURBANGA, reserves the right to accept or reject the tender and/or negotiate by way of revised and/or improved offer from all the tenderers for the concerned job. The Hon'ble Vice Chancellor, UNIVERSITY OF GOURBANGA also reserves the right to withdraw or reject the tender as a whole without assigning any reason.**

### TERMS & CONDITION

#### A.

1. Intending bidders have to download the tender document from the website directly by the help of Digital Signature Certificate & necessary cost of tender document may be remitted through **demand draft only** issued from any nationalized bank in favour of **University of GourBanga**, payable at **Malda**. & same may be documented along with earnest money through e-Filling. EMD of unsuccessful bidder will be returned subsequently. No interest shall be paid on EMD.
2. During Online submission of Bid only scan copy of **EMD (Earnest Money Deposit)** should be submitted. Only successful L1 Bidder will have to submit the EMD in original (same as submitted during online bidding) to the office of the Convener, University of GourBanga, Malda. However department (Tender Inviting Authority) will not be held responsible for late delivery or loss of the DD so mailed through post / courier. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the Website <https://etender.wb.nic.in>. Tender documents may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender time schedule sated in **(Date & Time Schedule)**.
3. Payments will be made on account pay in cheque on the basis of actual measurement on finished work.
4. Taxes shall be deducted as per Govt. norms
5. Documents like PAN, GST and Trade License are to be submitted with the tenderpaper.  
The University of GourBanga reserves the right to amend or cancel the scope of the job as well as to modify the terms and conditions of the tender. Dispute, if any, arising out of the supply of Items shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Vice Chancellor UGB as per the provisions of the Indian arbitration and Conciliation CIS\_Tender\_Supply and installation of Wi-Fi Connectivity"  
- Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.
6. The number of Items may increase or decrease by the demand/decision of the authority of

UGB.

7. Damage to goods or any other loss due to accident etc. during transit shall be the Responsibility of the supplier.
8. Price shall be quoted in Indian Rupees (INR).
9. Tools and tackles for any installation work as required shall have to be arranged by the agency at their own cost.
10. Agency shall maintain & comply with all standard/relevant safety norms and measures at their own cost.
11. University authority has the liberty to take administrative/legal steps as deem fit against the successful bidder at their discretion if the warranty/guarantee/services are not provided properly and in time by the agency/service provider. For any discrepancies, decision taken by the Vice Chancellor, University of GourBanga is final. And for any court cases the jurisdiction will be Calcutta High Court.

### **Date & Time Schedule:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date and Time</b>
1	<i>Date of uploading of NIT Tender Documents. (online)</i>	<b>09-03-2019</b>
2	<i>Tender Document sale / download start date and time (online).</i>	<b>09-03-2019 AT 17.00 HRS.</b>
3	<i>Start Date of Bid Submission (Technical and Financial) (online).</i>	<b>09-03-2019 AT 17.00 HRS</b>
4	<i>Closing date and time of sale / download of Tender Document (online).</i>	<b>23-03-2019 AT 18.00 HRS.</b>
5	<i>Closing date of Bid submission (Technical and Financial) (online).</i>	<b>23-03-2019 AT 18.00 HRS.</b>
6	<i>Date and time of opening of Technical Proposals (online).</i>	<b>26-03-2019 AT 10.00 HRS.</b>
7	<i>Date and time of uploading of list of Technical qualified bidders.(online)</i>	<b>26-03-2019 AT 13.00 HRS.</b>
8	<i>Date and time of opening of Financial Proposal (online).</i>	<b>26-03-2019 AT 14.00 HRS.</b>

**NOTE : Any complain / grievance will have to submit in writing only before the date & time of opening of tender / tenders. No complain / grievance will be entertained after opening of this / these tenders.**

12. No Conditional / Incomplete Tender will be accepted under any circumstances.
13. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/ manufactured/ fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
14. Before issuance of the work order, the tender inviting authority may verify the necessary documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture or false in that case, work order will not be issued in favour of the tenderer under any circumstances and the earnest money will be forfeiture duly without any prejudice.
15. Bidders should upload their documents from the original copies. Uploaded copies which are not clearly visible will not be accepted.

16. If proportionate progress with time is not maintained in any work then any work can be rescind without any further reminder and NO TIME OF EXTENSION will be entertained in any circumstances unless this Department sought for it and submission of tentative bar-charts within three days of date of issue of workorder.
17. For a particular work, in 2<sup>nd</sup>Call, Bonafidebidders may be allowed to participatealongwithothercategoriesifthatenderin1<sup>st</sup>callcannotbefinalizeddueto shortage of successful bidders. The bidders will be disqualified if all necessary documents as required in eNIT are not produced by those bidders.

B.Both Technical bid and Financial bid are to be submitted duly digitally signed in the website <http://wbtenders.gov.in>. Tender documents may be downloaded from the website and submission of Technical Bid and Financial Bid will be done as per Date & Time Schedule as stated. **The Financial Offer of the prospective tenderer will be considered only for those tenderer who have successfully qualified technically i.e., Technical Bid is found suitable in all respect. The decision of the ‘University’ will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website <http://wbtenders.gov.in>.**

C. There will be no Provision of Arbitration in this contract.

D. The Bidder, at the Bidder’s own responsibility and risk is encouraged to visit the concerned University Office and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice inviting Tender, the cost of visiting the site shall be at the Bidder’s own expense.

E. If the bidder is found to have applied severally in a single job, all of his/ their bids will be considered as nonresponsive for that job, without assigning any reason thereof.

F. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the University.

G. No **CONDITIONAL/ INCOMPLETE TENDER** will be accepted under any circumstances.

H. In the event of multiple lowest rate submitted by the bidders, University’s discretion will prevail.

**I. The University reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.**

J. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and the application will be outrightly rejected without any prejudice and forfeiture of earnest money.

**K. List of “Technically Qualified Bidders” will be published in the web portal only.**

L. Before issuance of the work order, the tender inviting authority will verify the credential & other documents in original of the lowest tenderer.

M. The competent authority of the GourBanga University reserves the right to accept the full or part of tender or reject any/ or all tenders and / or negotiate by way of revised and /or improved offer from all the tenderers for the concerned job. The GourBanga University reserves the right to withdraw full or part of the tender without assigning any reason whatsoever.

N. Submission of tender submitted by Telex/Fax/Telegraph is not acceptable. Incomplete tenders, i.e. illegible and /or submitted with qualifications with condition at variance with the terms and conditions of the tender, i.e. combined offer/conditional offer/ counter offer are liable to be rejected.

### **3) Eligibility & Essential Credentials for participation in the Tender**

- i. The Tenderer must have at least FIVE YEARS of experience in executing examination services for Central/State-Aided Universities having affiliated colleges under it's jurisdiction.
- ii. The Tenderer should be a registered company under prevailing rules and will provide essential registration numbers like GST, PAN, Trade License, P.Tax etc.
- iii. The Tenderer should submit **Income Tax Acknowledgement** Receipt for the last three (03) financial years (i.e., 2015-2016/2016-2017/2017-2018).
- iv. **The Tenderer should have an average annual turnover more than INR 5.00 Cr (Five Crore) in last 3 financial years (i.e. 2015-2016/2016-2017/2017-2018). The bidders should submit the certified copies of their company Balance Sheet and Profit & Loss Account duly audited for the last 3 financial years (i.e. 2015-2016/2016-2017/2017-2018).**
- v. The Tenderer must produce a solvency certificate issued from any nationalized bank in support of their financial stability.
- vi. Any Tenderer, declared insolvent and/or black listed in connection with confidential examination work is not allowed to participate in this tender. An affidavit as per enclosed format to that effect must have to be submitted by the Tenderer during tender submission.
- vii. The Tenderer should be extremely competent in handling such type of examination work maintaining highest level of security, accuracy & precision.
- viii. The Tenderer should have sufficient experience of doing confidential work of such nature and quantity (minimum one lakh students per year), especially in State-Aided Universities in West Bengal.
- ix. The Tenderer must have done similar work (i.e., **Pre Examination Process Part A, Pre Examination Process Part B and Post Examination Process**) for State-Aided Universities in West Bengal for at least 2 consecutive semesters / year in last 5 years. Capability and Experience documents should be uploaded.
- x. The Tenderer should have provision to encrypt data and the corresponding image should be printed on the mark sheet / grade card.
- xi. The Tenderer must have customized software to monitor the progress of evaluation process. University may ask for a presentation of the same before finally declaring the agency as technically qualified in respect to this point.
- xii. The Tenderer should have a registered office in West Bengal with proper infrastructure, facilities, confidential data centre and experienced manpower. Also, the Tenderer must have an operational set up in Kolkata to execute the entire job. The authorized person of the University reserves the right to inspect the premises, infrastructure and necessary arrangements for maintaining the secrecy toward finalizing the work order and / or afterwards to ascertain the terms and conditions of the tender documents and proper execution of the Work Order.
- xiii. The Tenderer will abide by all the conditions / terms declared in the tender by executing a memorandum of understanding through authorized representatives of the Tenderer and the GourBanga University on a non-judicial stamp paper of Rs. 100/-, to be authenticated by 1<sup>st</sup>Class Judicial Magistrate.

- xiv. Outsourcing of any part of the job at any point of time is strictly prohibited in this Tender.
- xv. The Tenderer will submit rates which will be part of the memorandum of understanding (Agreement) along with terms and conditions of the tender.
- xvi. **a) In the event of any serious mistake(s) or deviation from the given data resulting in discarding the partial or entire procedure, the University shall be at liberty to impose a penalty on the Tenderer on account of such loss caused due to the mistake(s). The decision of the University in such case(s) shall be final. b) If the Tenderer is found guilty of leakage of any information, they shall have to recoup all losses suffered by the University on account of Tenderer's negligence.**
- c) The Tenderer when selected by the University for execution of Work must have to submit a Bank Guarantee amounting to Rs. 50.00 Lac in favor of 'University of GourBanga' issued from any Nationalized Bank with validity for the entire contract period. Amount held against Bank Guarantee will be utilized to recover partially or fully, as the case may be, in the event of any instance of breach of Security / Confidentiality and Contract / M.O.U. as a whole by the University.**
- d) In case of exigencies, the selected party will also have to undertake work not explicitly mentioned in the scope of work.**
- xvii. Any mistake(s) in packing, delivery and entire logistic support shall also attract penalty as decided by the University.
- xviii. The Tenderer will maintain absolute secrecy, accuracy & precision understanding the fact that, this clause is basic to the entire agreement.
- xix. After printing and before packing of the question papers, a thorough check must be done.
- xx. Any dispute which may arise between the parties hereto in respect of the **AGREEMENT** shall be referred to the Vice Chancellor of the University whose decision shall be final and irrevocable.
- xxi. The payment towards the work will be made in part intermittently during the work but the final payment will be cleared on completion of examination and on submission of final bill by the Tenderer. The payment as per terms of the agreement will be paid to the Tenderer by crossed cheque or through RTGS/NEFT.
- xxii. **The rate should be quoted on per student per semester and per student per examination basis separately as per applicability (for approx 40,000 students). However this number is indicative only and may vary substantially (increase or decrease) during actual execution of Work.**

**The University may fix up more than one examination on a particular day and in different centre/s. The selected bidder shall ensure and provide required soft copy as well as hard copy of the entire data base of the students after completion of each semester examinations, as per requirement of the University. Necessary credentials mentioned in the eNIT with supporting documents of the same must be uploaded and also submitted Hardcopy of the same with the Technical Bid Documents and submitted at the Office of the Convener, University of GourBanga. The credentials not supported by valid documents will not be considered at the time of decision making. Acceptance of the lowest quoted rate is not mandatory. The University authority reserves the right to select the Tenderer based on proven credentials.**

#### **4. Other General Terms & Conditions for participating in the Tender**

- a. Contract will be for 3 years and reviewed / renewed thereafter as per terms and conditions acceptable to the University Authority.
- b. This is strictly confidential examination work and hence the selected party must maintain the confidentiality without compromising the essence of the job.

- c. Any problem, as may arise from time to time should be discussed with the Controller of Examinations.
- d. The order will be terminated if it is found that the Tenderer has provided false or fabricated information during submission of tender document or later on.
- e. The order will be terminated for any sorts of malpractices detected at any point of time and a penal measure will be taken against the Tenderer.
- f. Examinations will be governed as per rules and regulations of the University as framed from time to time.
- g. An agreement will be signed between both parties i.e., the University and selected Tenderer. Incomplete tender, if any, as decided by the competent authority will be rejected.
- h. Detailed offer with credentials are to be submitted ONLINE ONLY by due date and time shortage of successful bidders. The bidders will be disqualified if all necessary documents as required in eNIT are not produced by those bidders.

## **INSTRUCTION TO BIDDERS**

### ***1. General guidance fore-Tendering***

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

### ***2. Registration of Contractor***

Any contractor 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 web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.

### ***3. Digital Signature certificate(DSC)***

Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre(NIC).

### ***4. Downloading of Tender Documents***

The Bidders can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

### ***5. Participation in more than onework***

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

### ***6. Submission of Tenders.***

General process of submission, Tenders are to be submitted through online the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other is 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).

#### ***a. Technical proposal***

The Technical proposal should contain scanned copies of the following further two covers (folders).

### **A-1. Statutory Cover Containing**

#### **E.1 Technical proposal**



The Technical proposal should contain scanned copies of the following further two covers (folders).

- i. Scan copy of AFFIDAVIT
- ii. FORM I, II
- iii. Scan copy of Technical Specifications(i.e. Credentials, Experience)

## **E.2 Financial proposal**

The financial proposal should contain the following documents in one cover(folder) i.e. Bill of quantities (BOQ), the vendor is to quote the rate online through computer in the space marked for quoting rate in the BOQ.

**Note- The original part of online submission of copies of Tender Fee Payment(Hardcopy), EMD Payment(Hard Copy), Technical Specification(Hard Copy) and other submitted documents(Hard Copy) should be submitted at the Convener, University of GourBanga, at least before the date of opening of the bid, falling which, the submission will treated as cancelled.**

### **A-2. Not statutory Cover Containing**

- xxii) Professional Tax (PT), deposit receipt challan, Pan Card, GST Registration Certificate and Acknowledgement.
- xxiii) Registration Certificate under Company Act. (ifany).
- xxiv) Registered Deed of partnership Firm/ Article of Association &Memorandum.
- xxv) Power of Attorney (For Partnership Firm/ Private Limited Company, ifany)
- xxvi) Tax Audited Report in along with Balance Sheet & Profit & Loss A/c for the last three years, (year just preceding the current Financial Year will be considered as year –1).
- xxvii)List of Technical staffs along with structure &organization.

**Note: Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected for both statutory & non statutory cover.**

### **THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BEARRANGE IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents’ to send the selected documents to Non-Statutory Folder. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the TechnicalDocuments.

<i>Sl. No.</i>	<i>Category</i>	<i>Sub-Category Description</i>	<i>Details</i>
<i>A.</i>	<i>CERTIFICATES</i>	<i>CERTIFICATES</i>	<p>10. GST Registration Certificate &amp; Acknowledgement.</p> <p>11. PAN, I. Tax Return (up todate)</p> <p>12. P. Tax (Challan and Number, Current FY.</p>
<i>B.</i>	<i>COMPANY DETAILS</i>	<i>COMPANY DETAILS I</i>	<p>7. Proprietorship Firm (Trade License).</p> <p>Partnership Firm(Partnership Deed, Trade License).</p> <p>9. Ltd. Company (Incorporation certificate, TradeLicense).</p> <p>10. Co-operative Society (Society Registration copy, Renewal copy, NOC from ARCS, Up to date meeting resolutioncopy.</p> <p>8. Power ofAttorney.</p>

C.	<i>CREDENTIAL</i>	<i>CREDENTIAL -1 CREDENTIAL – 2</i>	<i>credential of similar nature of job without any reservation for any particular class of contractors</i>
D.	<i>P/L AND BALANCE SHEET</i>	<i>P/L AND BALANCE SHEET LAST THREE YEARS</i>	<i>Profit and Loss and Balance Sheet (with Annexure in case of Tax Audit – Current F.Y.).</i>
E.	<i>MAN POWER</i>	<i>TECHNICAL PERSONNEL</i>	<i>List of Technical Staffs Along with Structures of Organization.</i>

**b. Financialproposal**

- i. The financial proposal should contain the following documents in onecover (folder) i.e. Bill of quantities (BOQ) the contractor is to quote the amount.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Bidders.

**13. Rejection of Bid**

The Employer (tender accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer’s (tender accepting authority) action.

**14. Award of Contract**

The Bidder, whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/ Letter of Acceptance / Work Order.

The notification of award will constitute the formation of the Contract.

The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & B.O.Q. will be the part of the Contract Document.

**#NOTE: Successful bidders (i.e. L1 bidders) are requested to submit self- attested hard copies of all documents which were submitted during bidding.**

**GUIDELINES TO THE TENDERER**

*Instruction / guidelines for the tenderer for Electronic Submission of the tenders online :-*

**1. Registration of the Contractor**

- Any contractor/Bidders willing to participate in the processes of e-Tendering is required to log on to <https://etender.wb.nic.in> with user ID (a valid e-mail ID with password) for enrolment and registration. The contractor/Bidders is to click on the link for e-Tendering site as given on the webportal.
- The registration page would appear where the contractor is to fill up the details asked for regarding basic organization information in that page.
  - Upon submission of such details online, registration would be done.

**2. Obtaining Digital Signature Certificate(DSC).**

- A Digital Signature is not a digitized form of signature. It is rather an identity proof for the tenderer, who is tendering electronically online, this may be used as the name of Authorized Representative of the Organization (Firm). It is stored in and given as a USB-token.

- Class- II and Class III Digital Signature Certificate can be procured from the approved Certifying Authorities recognized by the Controller of Certifying Authorities, Government of India on payment of requisite amount.
- The contractor/Bidders is again required to log on with the user ID and password to register the Digital Signature Certificate (DSC) without which he cannot participate in e-Tendering. Once registered, this DSC can be used for participating in any e-Tendering.

### **3. Uploading documents**

- The tenderer is to log in with Digital Signature Certificate (DSC), e-token password to upload scanned copies of various documents, as sought for in the NIT. This can be saved, edited and even deleted, if necessary, by the tenderers.

### **4. Downloading Tender Documents**

- By tender search, (by value, by location, and by classification) or from latest tender, the tenderer may download and view details of tenders after clicking on serial number.
- Such downloaded documents can be saved in computer as well.
- After downloading documents and before submission of tender online, it is to be ensured that the documents have properly been filled up and necessary scanned documents have been uploaded, virus scanned and digitally signed.

### **5. Tender Submission**

- The Tenderer is to read the NIT carefully.
- All corrigendum, addendum to the original NIT is to be considered as part of NIT.
- Each tenderer can submit tender for maximum 1 serial (package) in any particular NIT, but such tenders will be considered subject to fulfillment of credential criteria and financial capability to be assessed by the Tender & Purchase Committee (TEC).
- The Tenderer is to use login ID and password, followed by Digital Signature Certificate and to give e-token password to search the tender(s) he wants to participate from 'Search Active Tenders'.
- The selected tender may be added firstly in 'My favorite' and then 'My Tender'. A message would appear that the tender has been set as favorite.
- The Tenderer is to click 'View' to submit tender.
- The Tenderer is to further click 'I agree' and 'Submit', before opting for offline payment for cost of tender paper and Earnest Money Deposit (wherever applicable).
- Cost of Tender papers and Earnest Money Deposit (wherever applicable) are to be paid through Demand Draft (DD) or as may be prescribed, details of which are to be filed up subsequently for online information.
- Synopsis of credential in prescribed format and other documents as may be required are to be entered, verified, encrypted (transformation into non readable format) and uploaded.
- Financial Folder containing the Bill of Quantities (BOQ) for offering the rate for execution of works is to be submitted next online, by uploading scanned copies duly encrypted.
- Before freezing the submission, changes may be made, but these cannot be done after freezing.
- Technical and Financial Bids, both are to be submitted concurrently online, positively before the prescribed date and time of tender submission.

### **6. In case of any clarification / assistance required for the process of e-Tendering please contact during office hours to Convener, Tender & Purchase Committee, University of Gour Banga, Malda.**

**FORM – II**  
**PROFOMA FOR TECHNICAL BID**

Sl. No.	Description	Details
1	Name of the Bidder with full address, Corporate Office/Head Office etc. Website, E-mail ID, Telephone	
2	Status (Whether Government/PSU/Private/Others)	
3	Date & Year of Establishment/ Incorporation of Tenderer	
4	PAN No.	
	GST No.	
	Service Tax No	
	Trade License No. & date	
	P. Tax No.	
5	Number of years of experience in confidential for universities and other academic bodies. Ref. Clause the bid document	
6	Certificate from Chartered Accountant/ Cost Accountant with reference to the turnover during the last three financial years.	FY 2015-2016 = INR FY 2016-2017 = INR FY 2017-2018= INR
7	Name of the Authorized Person	
	Designation	
	Mobile No	
	E-mail	
8	Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data. <b>Note :</b> Application covers Proprietary Tenderer, Partnership, Limited Company or Corporation	

Signature of applicant including title  
and capacity in which application is made

**AFFIDAVIT – “Y”**

(To be furnished in Non – Judicial Stamp paper of Rs.100.00 (One Hundred only) duly notarized)

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our Tenderer M/S.....nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (five) years prior to the date of this eNIT.
3. The under-signed would authorize and request any Bank, person, Tenderer or Corporation to furnish pertinent information as deemed necessary and/or as requested by the University to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the University.
5. Certified that I have applied in the tender in the capacity of individual/ as a partner of a Tenderer and I have not applied severally for the same job.

.....  
Signed by an authorized officer of the Tenderer.

.....  
Title of the officer

.....  
Name of the Tenderer with Seal

Date: .....

*Sd/-  
The Convener,  
Tender & Purchase Committee,  
University of GourBanga,  
Malda – 732103*

Copy forwarded for information and wide publicity through Notice Board to...

1. The Hon'ble Vice-Chancellor, University of GourBanga-Chairman.
2. The Registrar (addl. Charge), University of GourBanga - Member
3. Prof. Siddhartha Ray, EC nominated Member.
4. Prof. Bikash Roy, University of GourBanga - Member
5. The Finance Officer, University of GourBanga –Member.
6. The Controller of Examinations, University of GourBanga –Member.
7. The Inspector of Colleges, UGB, -Member.
8. The Development Officer, University of GourBanga-Member.
9. Dr. GoutamBhowmik, Department of Commerce,UGB, -Member
10. Dr. BhaskarBagchi, Department of Commerce,UGB, -Member
11. The Convener, University of GourBanga- Tender & Purchase Committee, UGB.
12. Officefile.

*-Sd/-*

*The Convener,  
Tender & Purchase Committee,  
University of GourBanga,  
Malda– 732103*

PRE- QUALIFICATION APPLICATION

**To**  
**The Convener,**  
**Tender & Purchase Committee,**  
**University of GourBanga,**  
**Malda - 732103**

Ref:- Tenderfor.....

(Name of work).....

.....  
.....

[N.I.T.No.....(Sl.no.\_\_\_\_\_) .....

Dear Sir,

Having examined the statutory, Non statutory & NIT documents, 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.....duly authorized to submit the order.

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

We are interested in bidding for the work given in Enclosure to this letter.

We understand that :

(g) Tender Inviting and Accepting Authority can amend the scope & value of the contract bid under this project.

(h) Tender Inviting & Accepting Authority reserves the right to reject any application without assigning any reason:

**Encl:- e-filling of....**

**1. Statutory Documents**

**2. Non Statutory Documents.**

Date:-

Signature of applicant including title  
and capacity in which application is made