

# UNIVERSITY OF GOUAR BANGA

(Established under West Bengal Act XXVI of 2007)

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## **NOTICE INVITING ELECTRONIC TENDER No. UGB/Conv/T and P/eNIT-02/2021-22, Dated 05-08-2021**

The *Convener, Tender & Purchase Committee, University of Gour Banga, Malda* invites **e-Tender in two bid system i.e. Technical bid and Financial bid** from eligible, reputed Agency /Firm/ Proprietorship or Company for **Post Graduate Admission for the year 2021-22, 2022-23 and 2023-24 along with Printing and Delivery of Identity Cards services** of the University of Gour Banga, Malda. Interested bidders may obtain bidding documents by registering themselves to the e-tendering portal (<https://wbtenders.gov.in>).

**Rate be Quoted Including all Taxes. Submission of Bid through online only:**

<http://www.wbtenders.gov.in>)

Sl. No.	Description of Work	Earnest Money	Period of Completion
	<b>On Line Post Graduate Admission for the year 2021-22, 2022-23 and 2023-24 along with Printing and Delivery of Identity Cards services of the University of Gour Banga.</b>	<b>Rs. 15,000/-</b>	<b>45 days from the date of issuance of Work Order.</b>

**Post Graduate Admission for the year 2021-22, 2022-23 and 2023-24 services under CBCS System along with Printing and Delivery of Identity Cards services of the University of Gour Banga, Malda.**

### **Detailed Specification / Scope of Work for online PG Admission System:**

The agency has to design a new responsive Website with Online PG Admission System for three consecutive years for online PG Admission process (2021-22, 2022-23 & 2023-24). This system must have dynamic Multilingual Student Registration facility with two types of payment modes to pay registration fee including Challan, Online Payment Gateway integration and Mobile OTP verification (**the use of payment gateway facility is subject to the decision of the authority**). This system must be hosted in highly secured server with security certificate. Automatic Short listing of merit list (MS Word, MS Excel, PDF and data file format simultaneously) will be generated and successful candidates then get admitted through this system with necessary payment submission. The company also has to provide - **A user Friendly Dynamic Multilingual Admin Console Management System** with student Registration, Payment Collection and Admission facility. The agency will have to do:

- I. Scrutiny of application forms.
- II. Generate category wise provisional merit list for **80% & 20% separately** for (2021-22) candidates applying from home and other universities (University of Gour Banga candidates for 80% seats and remaining 20% of seats is open for the students of other Universities and those of Gour Banga University who are not selected within 80%). The admission portal must contain separate TAB like- 'Home', 'Key dates', 'Instruction/Notification', 'Check list', 'Merit List', 'Download Admit Card', 'Fees Structure', 'Prospectus' and 'Payment Method' .
- III. Publication of merit list after correction etc.
- IV. Generation of list of willing candidates.
- V. Conduction of counseling & provisional admission of candidate (Home and others).
- VI. Capacity to complete whole admission process within 45 days from the date of issuance of work-order.
- VII. The agency need to design, print and supply of Student Identity Cards of the admitted students with the following specifications.
  - a. Size. 90mm x 55mm.
  - b. Multi Colour Printing with photograph of the student printed on 300 micron teslin material.
  - c. Coloured & Printed ribbon.
  - d. PVC Jacket.

The content and the design of the Identity Cards will be approved by the competent authority of the University of Gour Banga

## **DESIRED TERMS & CONDITIONS**

- I. At least 3 Years working experience of online admission process in any UGC/MHRD recognized University/Institutes in West Bengal.
- II. The agency should have to prove their credential by providing successful work done/completion certificate from the University/Institutes.
- III. Agency should ensure that a student should not face any server related disputes/issues during the entire course of admission and the agency should have sufficient server capacity to conduct the whole online admission process.
- IV. The company has to design a new responsive and secured website with online Admission system for PG.
- V. Agency should have own payment gateway which will be connected to their admission portal.
- VI. The website of the agency (admission portal) will be connected to our UGB website.
- VII. The selection of the agency is based on two bid selection processes (Technical Bid & Financial Bid, Technical bid include online demonstration / presentation and statutory & non statutory documents).
- VIII. Technical qualification is of two distinct methods. Firstly, the agency has to qualify by their official papers required for the Tender process. Then they have to qualify as per their credential (by providing work completion certificate from different UGC recognized University) along with

technical detail presented in the **ONLINE** seminar in the presence of the members of the Purchase & Tender Committee and UGB PG admission committee 2021-22. The agency will be qualified for financial bid opening based on their technical qualification, credential and other detail presented in the seminar.

- IX. The contact/responsible person should be present at the time of seminar presentation who will be contacted throughout the process of admission.
- X. The agency should prepare a user-friendly 'format for online application form'.
- XI. The agency should have to provide backup files (excel, doc and pdf format) in all points of admission process to the University.
- XII. The agency has to ensure 100% data security and confidentiality of all the data of the candidates.
- XIII. The admission website should have complete list of current vacancy status (subject wise and category wise) separately.
- XIV. The website should have students' helpdesk which contains at least 2 different telephone/mobile numbers and emails. If any student faces any admission related problems (e.g. server down, inability to document uploading, bank link/Challan generation etc.), they will avail the helpdesk phone and email. The agency should fix the problem instantly.
- XV. The agency should ensure the SMS and email facility to the candidates at any steps [e.g. merit status/merit panel publication, counseling date, admission date, notification, date change (if any)] of the admission process.
- XVI. The agency will have to do- Scrutiny of application forms, Challan generation for payment in Bank, Conduction of counselling of candidates (Home and Others), Publication of merit list of candidates from home and other universities (University of Gour Banga candidates for 80% seats and remaining 20% of seats is open for the students of Other Universities and those of Gour Banga University who are not considered within 80%), and publication of list of willing candidates.
- XVII. The admission portal must contain separate TAB like- 'Home', 'Key dates', 'Instruction', 'Check list', 'Merit List', 'waiting list (if any)', 'Fees Structure', 'Prospectus' and 'Payment Method' etc.
- XVIII. This system must have dynamic Multilingual Student Registration facility with 3 types of payment modes to pay registration fee including Challan printout and cash payment in bank, Debit/Credit card, Online Payment Gateway integration and Mobile OTP verification (**in case the agency is engaged with payment gateway facility**).
- XIX. This system must be hosted in highly secured server with security certificate. Automatic Short listing of merit list (MS Word, MS Excel, PDF and data file format simultaneously) will be generated and successful candidates then get admitted through this system with necessary payment submission.
- XX. The company also has to provide - A user Friendly Dynamic Multilingual Admin Console Management System with student Registration, updating student's successful payment report and online admission facility & 24 x 7 help desk support.

- XXI. Agency has to prepare Challan consisting of Mobile Number, Application Number, and Name of the applicant (**in case the agency is engaged with payment gateway facility**).
- XXII. The bidders are requested to **quote their rate inclusive of all taxes** as applicable in a lump sum mode. Further request regarding price will not be entertained.
- XXIII. The company has to provide all support until the end of entire admission process.
- XXIV. The agency will be responsible for all modalities of merit list preparation, verification, merit list publication, online counseling, preparation of list of admitted candidates and all other online processes. They will be accountable for dispute or problems if found in the above processes.
- XXV. The agency will publish a subject wise combined merit list and category wise (SC, ST, OBC- A, OBC-B, PH) merit list separately with aggregate marks out of total applicants [for 80% and 20%].
- XXVI. Helpdesk should be launched and maintained in the university campus for assisting the students who will face problem relating to PG admission for the entire period of admission (from start of work to till last date of counselling). Helpdesk will also help to bridge between university authority/ admission committee and admission control room.
- XXVII. Earnest money will be forfeited if any problem found from the agency part. Moreover, university authority can take action against agency if negligence, noncooperation or problems found in merit list preparation, cooperation with students by sending information in time by SMS and email or any part of the entire admission process.

**Note:**

- 1. Modifications of all the above mentioned conditions/inclusion of more conditions may apply for the process of online admission by mutual discussion between vendors and the university as and when required for the sake/benefit of students and University of Gour Banga.**
- 2. The eligibility of a bidder will be ascertained on the basis of the attested documents in support of the minimum criteria as mentioned 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.**
- 3. In occasion of unsatisfactory service/ breach of contract/ violation of terms and conditions on the tender, the University Authority reserves the right to discontinue/ terminate the agreement. The decision of the Hon'ble Vice-Chancellor / University Authority will be final in this regard.**
- 4. The Purchase and Tender Committee, UNIVERSITY OF GOUR BANGA, 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 GOUR BANGA also reserves the right to withdraw or reject the tender as a whole without assigning any reason.**

**TERMS & CONDITIONS**

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 Gour Banga**, payable at **Malda**. & same may be documented along with scan copy of the EMD through e-Filling. 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 Gour Banga, Malda and the EMD of the successful bidder will be refunded after the successful completion of the works without any interest. 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**).
  - a. Payments will be made on account pay in cheque on the basis of actual measurement on finished work.
  - b. Total Payments shall be divided into three equal instalment and payment will be made after successful completion of works in each year.
  - c. Taxes shall be deducted as per Govt. norms
  - d. Documents like PAN, GST and Trade License are to be submitted with the tender paper. The University of Gour Banga 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 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.
  - e. The scope of work may increase or decrease by the demand/decision of the authority of UGB.
  - f. Damage to goods or any other loss due to accident etc. during transit shall be the Responsibility of the supplier.
  - g. Price shall be quoted in Indian Rupees (INR).
  - h. Tools and tackles for any installation work as required shall have to be arranged by the agency at their own cost.
  - i. Agency shall maintain & comply with all standard/relevant safely norms and measures at their own cost.
  - j. 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 Gour Banga is final. And for any court cases the jurisdiction will be Calcutta High Court.

**Date & Time Schedule:**

Sl. No.	Particulars	Date and Time
1	<i>Date of uploading of NIT Tender Documents. (online)</i>	<b>05-08-2021</b>

2	<i>Tender Document sale / download start date and time (online).</i>	<b>05-08-2021 AT 10.00 HRS.</b>
3	<i>Start Date of Bid Submission (Technical and Financial) (online).</i>	<b>05-08-2021 AT 10.00 HRS.</b>
4	<i>Closing date and time of sale / download of Tender Document (online).</i>	<b>12-08-2021 AT 12.00 HRS.</b>
5	<i>Closing date of Bid submission (Technical and Financial) (online).</i>	<b>12-08-2021 AT 12.00 HRS</b>
6	<i>Date and time of opening of Technical Proposals (online).</i>	<b>14-08-2021 AT 12.00 HRS.</b>
7	<i>Date of uploading of list of Technical qualified bidders.(online)</i>	<b>14-08-2021</b>
8	<i>Date of opening of Financial Proposal (online).</i>	<b>14-08-2021</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.**

Technically Qualified Bidders have to Present Demonstration regarding PG Admission 2021 through online on 14.08.2021 at 4.00 p.m. for the technical Demonstration before the members of the Tender and Purchase Committee and P.G. Admission Committee-2021 of the UGB.

*k. No Conditional / Incomplete Tender will be accepted under any circumstances.*

- l. 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.
- m. 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.
- n. Bidders should upload their documents from the original copies. Uploaded copies which are not clearly visible will not be accepted.
- o. 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 work order.
- p. For a particular work, in 2<sup>nd</sup> Call, Bonafide bidders may be allowed to participate along with other categories if that tender in 1<sup>st</sup> call cannot be finalized due to shortage of successful bidders. The bidders will be disqualified if all necessary documents as required in eNIT are not produced by those bidders.

O. 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>.**

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

Q. 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.

R. 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.

S. 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.

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

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

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

W. 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 out rightly rejected without any prejudice and forfeiture of earnest money.

**X. List of "Technically Qualified Bidders" will be published in the web portal only.**

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

Z. The competent authority of the Gour Banga 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 Gour Banga University reserves the right to withdraw full or part of the tender without assigning any reason whatsoever.

AA. 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**

xvii. The Tenderer must have at least three years of experience in executing of PG Admission services for Central/State- Aided Universities/Institutions, preferably in West Bengal State- Aided Universities.

xviii. The Tenderer should be a registered company under prevailing rules and will provide essential registration numbers like GST, PAN, Trade License, P. Tax etc.

xix. The Tenderer should submit **Income Tax Acknowledgement** Receipt for the last three (03) financial years (i.e., 2017-2018/2018-2019/2019-2020).

**xx. 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. 2017-2018/2018-2019/2019- 2020 ).**

xxi. The Tenderer must produce a solvency certificate issued from any nationalized bank in support of their financial stability.

xxii. Any Tenderer, declared insolvent and/or black listed in connection with admission 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.

xxiii. The Tenderer should be extremely competent in handling such type of admission work maintaining highest level of security, accuracy & precision.

xxiv. The Tenderer should have a registered office in West Bengal with proper infrastructure, facilities, and experienced manpower. Also, the Tenderer must have an operational set up in Kolkata to execute the entire job.

xxv. 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 Gour Banga University on a non-judicial stamp paper of Rs. 100/-, to be authenticated by 1<sup>st</sup> Class Judicial Magistrate.

xxvi. Outsourcing of any part of the job at any point of time is strictly prohibited in this Tender.

xxvii. The Tenderer will submit rates which will be part of the memorandum of understanding (Agreement) along with terms and conditions of the tender.

**xxviii. 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. d) In case of exigencies, the selected party will also have to undertake work not explicitly mentioned in the scope of work.**

xxix. Any mistake(s) in delivery and entire logistic support shall also attract penalty as decided by the University.

xxx. The Tenderer will maintain absolute secrecy, accuracy & precision understanding the fact that, this clause is basic to the entire agreement.

xxxi. 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.

xxxii. The payment towards the work will be made in as per terms of the agreement will be paid to the Tenderer by crossed cheque or through RTGS/NEFT.

**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 the works or 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 Gour Banga before opening date of the eNIT. 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**

- i. Contract will be for this current year Admission - 2021 as per terms and conditions acceptable to the University Authority.
- j. This is strictly confidential work and hence the selected party must maintain the confidentiality without compromising the essence of the job.
- k. Any problem, as may arise from time to time should be discussed with the Joint Convener of the P.G Admission Committee, UGB.
- l. 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.
- m. 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.
- n. Admission will be governed as per rules and regulations of the University as framed from time to time.
- o. 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.
- p. 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 one work***

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.3 Technical proposal**

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

- iv. Scan copy of AFFIDAVIT
- v. FORM I,II
- vi. Scan copy of Technical Specifications (i.e. Credentials, Experience)

**E.4 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 to the office of the Convener, University of Gour Banga, 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. (if any).
- xxiv) Registered Deed of partnership Firm/ Article of Association &Memorandum.
- xxv) Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- 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 of the 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 BE ARRANGE 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 Technical Documents.

<i>Sl. No.</i>	<i>Category</i>	<i>Sub-Category Description</i>	<i>Details</i>
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A.	<i>CERTIFICATES</i>	<i>CERTIFICATES</i>	13. <i>GST Registration Certificate &amp; Acknowledgement.</i> 14. <i>PAN, I. Tax Return (up to date)</i> 15. <i>P. Tax (Challan and Number, Current FY.</i>
B.	<i>COMPANY DETAILS</i>	<i>COMPANY DETAILS 1</i>	7. <i>Proprietorship Firm (Trade License).</i> <i>Partnership Firm (Partnership Deed, Trade License).</i> 11. <i>Ltd. Company (Incorporation certificate, Trade License).</i> 12. <i>Co-operative Society (Society</i>
			<i>Registration copy, Renewal copy, NOC from ARCS, Up to date meeting resolution copy.</i> 8. <i>Power of Attorney.</i>
C.	<i>CREDENTIAL</i>	<i>CREDENTIAL -1</i> <i>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. Financial proposal***

- i. The financial proposal should contain the following documents in one cover (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.

***15. 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.

***16. 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 Contact 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:-***

## **7. 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 web portal.
- 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.

## **8. 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 in the name of Authorized Representative of the Organization (Firm). It is stored in and given as a USB e-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

## **9. 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.

## **10. 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.

## **11. 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 fulfilment of credential criteria and financial capability to be assessed by the Tender & Purchase Committee (TPC).
- The Tenderer is to use log in 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.

**12. 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 2017-2018 = FY 2018-2019= FY 2019-2020 =
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 Gour Banga,**  
**Malda – 732103**

**Copy Forwarded for information:**

1. The Hon’ble Vice Chancellor , University of Gour Banga
2. The Registrar (Addl. Charge), University of Gour Banga
3. The Finance Officer, University of Gour Banga
4. The Convener of UGB M. Phil. & Ph. D. Admission Committee -2021.
5. The Convener of UGB PG Admission Committee- 2021
6. Office File.

