



UNIVERSITY OF GOUR BANGA



Established under the West Bengal Act XXVI of 2007

[Recognized U/S 2(f) & 12(B) of the UGC Act and NAAC accredited University with 'B' Grade (2016)]

P.O.: Mokdumpur, District: Malda, West Bengal, PIN- 732 103

Mr. Binay Krishna Halder

Convener,

Tender & Purchase Committee

URL: www.ugb.ac.in Phone: 03512-252339

E-mail: audit.ugb1@gmail.com

Ref. No.: NIQ-09/BOOKS –CLIB(2nd Call) /UGB/C-19

Date: 13.06.2019

Notice Inviting Rate Quotation For the supply of Books to the Central Library of the University of Gour Banga, Malda

Sealed Rate Quotations/Applications (mentioning discount rate on catalog price) are invited from the established bonafied publishers/vendors/suppliers to quote their lowest possible rate (in sealed envelope) with their credential for the supply of books to the following terms & condition for the various departments and Central Library of the UGB.

Sl. No.	Name of the Item	Quantity (Pieces)	Last Date of submission of Quotation	Earnest Money (Rs.)	Opening Date and Time of Quotation	Time of supply of Item
01	BOOKS	As per Table below	21.06.2019 by 05.00 p.m	10000/-	25.06.2019 at 1.00 p.m.	Within 10 days from the issuance of Work Order.

Terms and Conditions:

1. The quotations should be made by the vendors in their original letterheads clearly indicating the aforesaid articles in details.
2. Bidders have to submit the Quotation in sealed envelope. And Issue **Demand Draft in favour of Unniversity of Gour Banga, Payable at Malda.**
3. SGST /CGST, if applicable, shall be payable extra. Rate of SGST/CGST is to be specified in the quotation.
4. Taxes shall be deducted as per Govt. norms.
5. Price quated should be inclusive of all taxes & delivery charges up to UGB.
7. Quotationers must as far as possible, arrange to supply the materials within the stipulated time mentioned in the purchase order. This delivery time must be strictly adhered to. Failure to supply within the specified time will lead to cancellation of the order without notice.
8. **N.I.Q. No. should be written on the envelope otherwise tender will not be considered valid.**
9. The sealed quotations are to be submitted along with valid PAN, Trade License, GST registration Certificate, Current GST Return, Last 3 Years Income Tax Return documents and other necessary documents in the office of the Convener from 11 a.m. to 5:00 p.m. Tender paper should be addressed to: The Convener, Tender and Purchase Committee, University of Gour Banga, Malda – 732103, W.B., India
10. 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.

11. In all cases of disputes, the decision of the University shall be final & binding on you.

Quotations should be sent in a sealed envelope containing the superscription **“Quotation for Books to be Opened by the Addressee”** to:

**The Convener,
Tender & Purchase Committee,
University of Gour Banga,
P.O.: Mokdumpur, District: Malda,
West Bengal, PIN- 732 103.**



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URL: www.ugb.ac.in Phone: 03512-252339 E-mail: audit.ugb1@gmail.com

Ref. No.:NIQ-13/CAR(2nd Call)/UGB/C-19

Date: 13.06.2019

TENDER NOTICE FOR INVITING RATES FOR HIRING OF VEHICLE ON DAILY BASIS

The University of Gour Banga invites sealed Tenders from owner /Agency for providing motor vehicle on daily hired basis for the **period of two years, i.e., up to 31.03.2021.**

The commercial bids of the bidders will be evaluated based on the criteria of offering the lowest rate for hiring charges as per Govt Notification **vide No-3564- WT/3M-81198 Dated 24.11.2008.**

Bidders are requested to submit the rate on daily and monthly basis separately along with vehicle documents like Commercial Registration Number, Insurance, Road Tax and Permit related to the vehicles.

Tender will be opened in presence of bidders who desires so. Opening date may be changed due to some unforeseen reason, if arises.

The Tender Committee reserves the right of cancellation, adding, reducing or deferring the tender in total or in partial without assigning any reason thereof.

Sl. No.	Name of the Item	Quantity (Pieces)	Specifications	Earnest Money (Rs.)	Last Date of submission of Quotation	Opening Date and Time of Quotation	Time of supply of Item
01	VEHICLE	(FIVE)	Maruti Suzuki Swift Desire or Equivalent AC car	10000/-	21.06.2019 by 5.00 p.m	25.06.2019 at 1.00 p.m.	Within 10 days from the issuance of Work Order.

TENDER NOTICE FOR INVITING RATES FOR HIRING OF VEHICLE ON DAILY BASIS

PRE-QUALIFICATION CRITERIA: Intended bidders should fulfill the following Pre-Qualification Criteria.

1. The Bidder should have at least 5 (Five) years experience in work of similar nature preferably with Govt. /Public Sector or reputed private sector companies.

2. The Bidder are requested to quote the rates of cars on (i) daily basis (including all charges), (ii) Monthly basis (including all charges).
3. The Bidder should have a Permanent office in Malda who will provide the cars in Malda & Bidder should have a Permanent office in Kolkata who will provide the cars in Kolkata with telephone and mobile connection (To provide documentary evidence).
4. The bidders have options to quote separately for Malda and Kolkata.

SPECIAL TERMS AND CONDITIONS:

1. **The quoted rate should not exceed the RTO rate of Government of West Bengal in any circumstances.**
2. The successful Bidder is required to provide the vehicle within 15 days after receiving the order.
3. In case of non-reporting of the vehicles the contractor shall provide replacement of an equally good vehicle immediately, failing which the University will treat the vehicle not on duty for the aforesaid period and will deduct from his bill at the rate of Rs.2000/- (Rupees Two Thousand) per day for the absent period without prejudice to any other rights under the contract including termination and other consequences.
4. Car driver shall report at the place/time as instructed by the Officer-In-charge of the University of Gour Banga.
5. Driver of the car shall be properly dressed and he should be having of good antecedents and must have valid driving license.
6. The bidder should have the capacity to supply 1/2 cars at a time in case of necessity.
7. Providing drivers, fuel, lubricant, maintenance of car, any statutory taxes, fees, insurance etc shall be responsibility of the successful bidders.
8. Parking fees and Toll taxes are initially to be paid by the bidder, which shall be reimbursed at the end of every month.
9. Gour Banga University will not pay any overtime to the driver.
10. Night Halt payment – Rs.100/- per night.
11. The car provided by the bidder shall be on the University duty on full time basis during the contract period. As and when any maintenance work is involved, an alternative vehicle of equivalent standard need to be provided by the bidder for temporary use.
12. The selected bidder will be required to provide Mobile Phone with local connectivity to the driver of the hired vehicle.
13. For vehicle provided on fixed monthly charges basis is to be in service/operation for 12 (Twelve) hours daily excluding Sundays and Holidays. The car shall operate as per instructions of Officer-in- Charge or his authorized representative or by the officer with whom the vehicle is attached/ put on exclusive duty.
14. The vehicle shall be kept in good running condition at all times by the contractor. The contractor at his own cost will arrange procurement of fuel, lubricants / spares etc. Maintenance/ repair, frequent check up servicing overhauling, payment of wage to driver, supply of uniform to driver and cleaning the cars etc, will be contractor's responsibilities and no claim, whatsoever on these accounts will be entertained at any time.

15. Contractor has to make his own arrangement for procurement of tyres & tubes, spare parts on account of repair etc. No resoled tyre will be allowed to fit in the car.
16. The contract includes provision of outstation duty as per requirement of the University.
17. The monthly rental shall be based on the market rate of petrol/ liter prevailing on the date of execution of the agreement/ issue of work order and this rate is to be specified in the agreement.
18. If the car is required by the University on Sunday / holiday, the rate shall be charged on pro-rata basis (i.e. Monthly Rate / 26 = Rate for each Sunday / holiday).

GENERAL TERMS AND CONDITIONS:

1. **Validity:** The bid offer shall be valid for our acceptance for a period of 45 days from the date opening of the tender.
2. **Security Deposit:** Successful bidder shall have to deposit an amount equivalent to 5% of one year's rental value quoted by the party by way of Demand Draft/ Banker's cheque from any commercial Bank favouring University of Gour Banga, payable at Malda towards Security Deposit which shall be returned after successful completion of the contract. No interest is payable on **SD** amount. EMD of successful bidder will be refunded after deposit of Security Deposit amount.

The University reserves the right to forfeit the security deposit in case of breach of terms and conditions of the work order on the part of the contractor, and also in case the contractor fails to execute the job to the satisfaction of the Officer-in Charge. Any loss suffered by the University due to negligence of the contractor or his men or any other dues, penalty etc. will be recoverable from the security deposit. Decision of the Officer-in- Charge in this regard will be final and binding on the contractor. The security deposit will however be released within 1 (one) month after the successful completion of contract without any interest after necessary deduction, if any.

3. **Sub-contract** will not be allowed in part or whole under any circumstances.
4. **Security measure :** The tenderer will abide by the rules and regulations of the Security Regulations.
5. **Rates:** The quoted rates shall remain firm and fixed during the currency of the contract.
6. **Period of Contract:** The contract shall be valid for a maximum of 2 (Two) years from the date of commencement of the work. During this contractual period any deviation of the terms and conditions shall not be entertained.

TAXES/ INSURANCE/ PERMITS

1. All taxes and insurances presently in force or to be enforced in future by the Govt. during the contractual period in respect of the vehicle shall have to be paid/ borne entirely by the contractor.
2. Contractor shall furnish to the Officer- in Charge the proof of payment of taxes, insurance etc. on a regular basis.
3. Contractor shall have valid permit as per applicable statutory provisions.
4. Contractor shall comply with all relevant rules and regulations of **Motor Vehicles Act** applicable at present and may be enforced from time to time in future. Any violation of the provisions of the said Act will be at his risk and cost and may lead to termination of the contract.

5. Driver driving the vehicle must have valid professional driving license as provided in the **MV Act** and should have at least 2 years experience and well conversant with the city of Kolkata.
6. During the contract period if the vehicle is seized or detained or requisitioned by the Govt. Authorities for non-compliance of the relevant Acts/ statutory provisions or for any other reason, whatsoever, penalty/ compensation as per **clause 2 of special terms and conditions** will be payable by the Contractor if the liability to provide for alternative vehicles is not fulfilled immediately. The contractor is also liable for any penalty and / or any consequence on account of traffic violence / accident etc.

APPLICABLE ACTS

The successful tenderer will abide by all laws governing employment and safety of labor and particular the provisions of the Minimum Wages Act, 1856 and Workmen Compensation Act, 1948, Provident Fund Act, 1952, Motor Vehicles Act (WB), 1988 and other Acts as applicable from time to time. If any amount becomes payable by the University as a result of any claim application etc. in terms of the provisions of the said Act(s) and regulations and / or any other Act not specifically mentioned thereof, such amount shall be recovered from the successful bidder.

INDEMNITY

The successful bidder will be liable to indemnify the University against any loss with regard to its property / interest / reputation while executing the work order.

MAINTENANCE OF VEHICLES AND LOG BOOK TO BE PROVIDED ON FIXED MONTHLY BASIS

1. Log book should be maintained by the contractor to record the details of movement of vehicle which is to be countersigned by the Officer- in Charge or his authorized representative of the University.
2. Log Book shall have to be produced to the Officer- in Charge or his authorized representatives every day for verification.

VEHICLES TO BE PROVIDED IN PERFECTLY MINT AND GOOD RUNNING CONDITION

TERMINATION OF CONTRACT

In the event of any failure/ negligence from the part of the contractor the University reserves its right to terminate the contract either in full or in part at any time/ stay during the course of the contract by serving 1 (One) month advance notice in writing.

BILLING AND PAYMENT

Bill shall be made out in the name of University of Gour Banga to be submitted once in every month. Payment shall be made by University of Gour Banga within 15 days of receipt of bill provided it is in order and complete in all respect.

INSURANCE

The Contractor at his own expenses shall ensure comprehensive insurance coverage for his vehicles, drivers and indemnify Gour Banga University from any liability whatsoever.

DEDUCTION OF TAX AT SOURCE (TDS)

Income Tax and other taxes at the rates applicable from time to time shall be deducted from the bills of the Contract at the source, if any.

FORCE MAJEURE: As applicable under the law.

ARBITRATION

All questions, dispute or differences of any kind whatsoever arising out of or relating to the contract shall be referred by the parties to this contract within 30 days from the date of dispute for decision to the Sole Arbitrator who shall be the **Vice Chancellor or any person nominated by the Vice Chancellor on his/her behalf**. In the event of such an Arbitrator to whom the matter is originally referred, is transferred or vacates his/her office by resignation/ superannuated or gets separated from the University for any reasons whatsoever, or otherwise or refused to act or is incapable of acting for any reasons whatsoever, the Vice Chancellor shall appoint another person to act as arbitrator in his/her place in accordance with the terms of this contract. Such, person shall be entitled to proceeds from the stage at which it was left by his / her predecessor.

There shall be no objection to such appointment that the Arbitrator appointed is an Officer of the University or that he / she had any occasion to deal with the matter to which this contract relates or that in the course of his /her duty as such officer he / she had expressed views on all or any of the matters in dispute or difference. No person other than the Vice Chancellor or his / her nominee can act as an Arbitrator. The venue of Arbitration shall be Gour Banga University Malda. The awards of the Arbitration shall be final and binding on the parties of this agreement.

Subject to the above, the provisions of Arbitration and Conciliation Act, 1996 and all of the rules/ and amendments there under and such other similar enactment for the time being in force and all statutory modification there of shall govern such Arbitration proceedings.

JURISDICTION OF COURT:

The contract shall be governed by the laws of India and subject to the exclusive jurisdiction of courts in **Kolkata** only.

ACCOUNTABILITY:

The contractor will be fully responsible for safe custody of Car/ Driver/ Materials.

ADDITIONAL GENERAL TERMS AND CONDITIONS:

1. The University of Gour Banga (UGB) reserves the right to amend or cancel the scope of the job as well as to cancel or modify the terms and conditions of the quotation without showing any reason. In this regard, the decision of the Vice Chancellor, UGB is final.
2. Bidders have to submit the Quotation in sealed envelope. And Issue **Demand Draft in favour of Unniversity of Gour Banga, Payable at Malda**.
3. 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. Taxes shall be deducted as per Govt. norms.
4. Payment will be made on account payee cheque on the basis of successfully completion of the work.
5. Documents like PAN, GST registration, Current GST return, Professional Tax, Trade License, 3 years IT Returns etc. are to be submitted (on demand).
6. Earnest money will be forfeited if any problem found from the Agency/ Firm/Company part. Moreover, University Authority can take action against Agency/ Firm/Company if negligence, non-cooperation or any problems found in the entire process.
7. The Quotations received after the stipulated date and timing will not be considered.
8. Packaging and delivery of finished items to designated location are responsibility of the Agency/ Firm/Company/ Supplier.
9. The number of Items may increase or decrease by the demand/decision of the authority of UGB.

10. If any agency submits fraud or false documents, the university has all the rights to take action against the agency.
11. No Conditional/ Incomplete Quotation will be accepted under any circumstances.
12. During scrutiny, if it is come to the notice to quotation 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.

Quotations should be sent in a sealed envelope containing the superscription “**Quotation for Vehicles**” to be opened by the Addressee to:

**The Convener,
Tender & Purchase Committee,
University of Gour Banga,
P.O.: Mokdumpur, District: Malda,
West Bengal, PIN- 732 103.**

Annexure-1
BIDDER'S
PROFILE

Tender Notification No.....for Hiring of Car with full time Driver on monthly Rental basis and daily Rental basis

1. Name & Address of the Firm/ Proprietor with Phone No./ Fax No./E-mail

2. Status of the Firm _____
(Proprietorship/Partnership/Company) Please furnish documents in support.

3. Sales Tax/ Service Tax Registration No. _____
(Please furnish a photocopy of the documents in support.)

4. Income Tax PAN No. _____
(Please furnish a photocopy of the documents in support.)

5. Experience (in years) in work of similar nature (Appropriate proof to be provided)

6. No. of Cars owned / operated on hire (photocopy of Registration Certificates of cars to be provided)

7. List of major customers i.e. Govt./PSU/ Reputed Private sector Company (Please furnish a photocopy of the documents in support)

9. Name(s) of contact person(s) and His/Her office /Residence Phone No. & Mobile Nos.

10. Any other information useful for consideration.

11. Names) person(s) authorize to sign documents on behalf of the bidder with specimen signature(s):-

I/We confirm that we have read the terms & conditions of the tender and that the information furnished above is correct to the best of my knowledge and I/We agree to comply with all conditions stipulated in the bid documents. I/We have furnished / attached all required documents along with this Technical Bid documents.

Signature of the Authorised Signatory of the Bidder

Full Name & Designation

Sealed/ Rubber Stamp of the Firm.

Date:

Place



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Ref. No.:NIQ-14/UGB-R (2nd Call)/C-19

Date: 13.06.2019

Notice Inviting Quotation for the supply of Printers to the University of Gour Banga, Malda

Sealed Quotations are invited from the established bonafied Company/vendors /suppliers to quote their lowest possible rate (in sealed envelope) with their credential for the supply of Printer cum Scanner to the following terms & condition for the department of Registrar of the UGB.

Sl. No.	Name of the Item	Quantity (Pieces)	Specifications	Earnest Money (Rs.)	Last Date of submission of Quotation	Opening Date and Time of Quotation	Time of supply of Item
01	HP Laserjet M1136 MFP (Copier, Scanner and Printer)	3 (Three)	HP Laserjet M1136 MFP (Copier, Scanner and Printer)	2% of Quoted Amount	21. 06.2019 by 05.00 p.m	25.06.2019 at 1.00 p.m.	Within 10 days from the issuance of Work Order
02	HP Colour Leserjet Pro MFP- M476nw(Copier, Scanner and Printer)	1 (One)	HP Colour Leserjet Pro MFP- M476nw(Copier, Scanner and Printer)	2% of Quoted Amount	21. 06.2019 by 05.00 p.m	25.06.2019 at 1.00 p.m.	Within 10 days from the issuance of Work Order.

Terms and Conditions:

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2. Bidders have to submit the Quotation in sealed envelope. And Issue **Demand Draft in favour of Unniversity of Gour Banga, Payable at Malda.**
3. 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 been entertained. Taxes shall be deducted as per Govt. norms.
4. Payment will be made on account payee cheque on the basis of successfully completion of the work.

5. Documents like PAN, GST registration, Current GST return, Professional Tax, Trade License, 3 years IT Returns etc. are to be submitted (on demand).
6. Earnest money will be forfeited if any problem found from the Agency/ Firm/Company part. Moreover, University Authority can take action against Agency/ Firm/Company if negligence, non-cooperation or any problems found in the entire process.
7. The Quotations received after the stipulated date and timing will not be considered.
8. Packaging and delivery of finished items to designated location are responsibility of the Agency/ Firm/Company/ Supplier.
9. The number of Items may increase or decrease by the demand/decision of the authority of UGB.
10. If any agency submits fraud or false documents, the university has all the rights to take action against the agency.
11. No Conditional/ Incomplete Quotation will be accepted under any circumstances.
12. During scrutiny, if it is come to the notice to quotation inviting authority that the credential or any other papers found incorrect/ manufactured/ fabricated, that renderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

Quotations should be sent in a sealed envelope containing the superscription “**Quotation for Printer to be Opened by the Addressee**” to:

**The Convener,
Tender & Purchase Committee,
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P.O.: Mokdumpur, District: Malda,
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