

# UNIVERSITY OF GOUR BANGA

(Established under West Bengal Act XXVI of 2007)

**Prof.Sadhan Kumar Saha**  
**Registrar (Addl. Charge)& Convener,**  
**Tender & Purchase Committee.**



Phone: 03512-252339

Fax : 03512-223568

**P.O.: Mokdumpur, Dist.: Malda, West Bengal – 732 103**

**Memo No. 09/UGB/ET/Reg.- 2017-18**

**Dated: 05/03/2018**

**NOTICE INVITING ELECTRONIC TENDER No.UGB/Reg./T and P/eNIT-09 / 2017-18  
Of The REGISTRAR, CONVENER, TENDER & PURCHASE COMMITTEE, UNIVERSITY OF  
GOUR BANGA, MALDA**

The *Registrar, 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 and OEM authorized dealers for **supply and installation of 700 no. of Fire Wall and 700 no. of Anti-Virus on behalf of the University of GourBanga**, The details work are given in the table below.(Submission of Bid through **online**).

Specifications	
1	Must offer comprehensive client/server security by protecting enterprise networks from viruses, Trojans, worms, hackers, network viruses, mixed threat attack from multiple entry points, and spyware.
2	Have the capability to detect all in-the-wild viruses and Antivirus Engine should be certified with reputed VB100%, OPSWAT.
3	Must have the capability to detect and block files with malicious executable content and embedded/compressed executables that use real-time compression algorithms.
4	Must have the capability to detect and remove rootkits.
5	Must have the capability to detect and quarantine suspicious files.
6	Must have the capability to detect malware by behavioral detection techniques.
7	Must have the capability to detect and remove rogueswares.
8	Must have the capability to detect and block ransomware attacks.
9	Must have the capability to backup and restore data so that in case of ransomware attack data can be easily retrieved.
10	Must have the capability to identify source of infection i.e. from where the infection has originated in the network.

11	Must have the capability to restore a file from quarantine if the file is deemed safe.
12	Must provide Virus Outbreak Prevention mechanism, which should be activated based on threshold of detected malware.
13	Should have anti malware protection and cleanup capability.
14	Ordinary Users should not be able to modify AV settings except for those in special groups as deemed necessary by the Administrators.
15	Update Managers: Should have the capability to create multiple update servers to distribute updates load in large network environment that reduce bandwidth consumed during definition updates.
16	Must have the capability to scan compressed, archived, and packed files.
17	Must have the capability to scan and disinfect infections from mobile phones.
18	Must have the capability to scan plug and play USB storage drives as soon as they are connected.
19	Must have the capability to terminate virus program threads in memory, repair registry, remove any malicious OS processes created by trojans.
20	Must have the capability to disconnect infected endpoints from the network.
21	Must have the capability to scan and repair OLE (Object Linking and Embedded) files.
22	Must have capability to disconnect endpoint from the network in case if virus/suspicious file is active in memory.
23	Must have the capability to exclude file types/extensions and folders from real-time scanning.
<b>Vulnerability Scan</b>	
1	Must have capability to scan and report vulnerabilities present in installed applications.
2	Must provide summarized view of vulnerabilities as per severity. i.e. High, Medium and Low.
<b>Device Control</b>	
1	Must have the capability to grant allow, block, read-only access to various devices.
2	Must have the capability to grant access rights for storage

	devices such as USB, CD/DVD, Card Reader, Floppy Drive etc.
3	Must have the capability to regulate the use of Wi-Fi and Bluetooth connections.
4	Must have the capability to retain control over interfaces such as Firewire Bus, Serial Port, SATA Controller, Thunderbolt, etc.
5	Must have the capability to control and regulate PCMCIA devices, MTD/SCSI Card reader devices etc.
6	Must have the capability to control and regulate the use of printers, scanners, web cameras, and network shares.
7	Must have the capability to allow or block the attachment of Windows Portable devices like Digicams, Smartphones etc.
8	Must have the capability to allow or block the attachment of Mobile Phones i.e. Android Phone, iPhone, iPad, & iPod, Blackberry etc. to the endpoints.
9	Must have the capability to allow or block Teensy Board devices.
10	Must have the capability to exclude any particular device from device control policies.
11	Must have the capability to exclude any particular devices based on Model Name.
12	Must have the capability to encrypt USB Pen Drive contents and make it accessible only on endpoints where EPS client is installed.
13	Must have the capability to allow access of USB Pen drives temporarily to some authorized users.
14	Must have the capability to completely block USB Interfaces to deny access to all USB devices(except Keyboard and Mouse and mass storage devices)
15	Must have the capability to support NTFS & FAT formatted devices for authorization.
<b>Asset Management</b>	
1	Must have the capability to collect system and hardware information related to remote endpoints.
2	Must have the capability to obtain a summary report of various software's/updates installed on endpoints.
3	Must have the capability to track software changes happening on endpoints i.e. applications installed/uninstalled.
4	Must have the capability to track hardware changes happening on endpoints. E.g. RAM Changed, Processor changed, etc.

5	Must have the capability to display Software license key for Windows OS and MS Office (last 4 digits)	
6	Must provide comprehensive asset management reports based on following parameters: Operating System, Application Name, System Manufacturer, Installed Physical RAM, Processor and Last Shutdown time.	
<b>ID S/IPS</b>		
1	Must have the capability to detect, and prevent network based and host based intruder attempts on the home networks.	
2	Must have the capability to prevent port scanning attacks.	
3	Must have the capability to prevent DDOS attacks.	
4	Must have the capability to generate reports for potential security breaches, policy violations, and suspicious traffic flow.	
<b>Web Security and Web Filtering</b>		
1	Must have the capability to block user access to malicious and phishing websites from configured endpoints.	
2	Must have the capability to block user access to websites based on their categories e.g. Social Networking, News, etc.	
3	Must have the capability to block entire domain or a particular website/URL	
4	Must have provision to exclude certain websites or entire domains.	
5	Must have the capability to block https sites.	
6	Must support safe banking feature to perform banking transactions.	
7	Must support sandbox browsing for safe and secure browsing.	
8	Must have the capability to schedule internet access time.	
9	Must have the capability exclude certain internal URL's from the internet restriction hours.	
<b>Fire wall</b>		
1	Must provide the flexibility to create firewall rules to filter connections by	

	IP address, port number, or protocol, and then apply the rules to different groups of users.
2	Must have the capability to examine and control all incoming and outgoing traffic per configured settings for ports, source, or origin or destination address.
3	Must have the capability to monitor Wi-Fi Networks and send alerts when a client connects to unsecured Wi-Fi Network.
<b>Email Protection</b>	
1	Must have the capability to block infected and spam mails.
2	Must have the capability to allow only trusted email clients to send mails.
3	Must have the capability to scan incoming emails encrypted over SSL/TLS protocol.
4	Must have the capability to block attachments in incoming emails having multiple extensions (ex -doc.exe).
5	Must have the capability to block emails which try to exploit vulnerabilities in the email client.
6	Must have the capability to block all or user specified attachments in incoming emails.
<b>Groups and Policies</b>	
1	Must have the capability to create multiple user groups as per organizational structure.
2	Must have the capability to assign different policy configuration to each group.
3	Must have the capability to import group structure from Active Directory.
4	Must have the capability to import/export groups and policies.
<b>Client Deployment</b>	
1	Must have the capability to deploy the Client software using the following mechanisms:
1.1	Client Packager (Executable & Microsoft Installer (MSI) Package Format)
1.2	Web install page
1.3	Login Script Setup
1.4	Remote installation on single endpoint or on entire IP range.
1.5	From a client disk image
1.6	Through Active Directory and by creating group policy object

2	Client uninstallation should only be done by administrator.	
3	Must have capability to create password protected client packager.	
<b>Server Deployment</b>		
1	Must have the facility to deploy the EPS Server on cloud based servers on Microsoft Azure and AWS Platform	
2	Must support installation of EPS server on dynamic (DHCP) IP address.	
3	Must have the facility to deploy the EPS Server on Public IP/FQDN	
<b>Management Features</b>		
1	Must provide a secure GUI or Web-based management console to give administrators access to all clients and servers on the network for client administration.	
2	Must have the flexibility to roll back updates if required via the management console.	
3	Should have role based administration capability.	
4	Must support plug-in modules designed to add new security features without having to redeploy the entire solution, thereby reducing effort and time needed to deploy new security capability to clients and servers across the network	
<b>Notification, Reporting and Logging</b>		
1	Must provide email and sms notification for various critical events such as virus outbreak, ransomware incidents, license getting expired.etc	
2	Must have the capability to generate a graphical as well as tabular reports.	
3	Must have capability to export reports in multiple formats such as PDF and CSV.	
4	Must have capability to automatically send the report to administrators email address as per configured schedule.	
5	Must have capability to automatically purge old reports after a preconfigured duration.	
6	Must have capability to log all activities of management server.	
<b>Roaming Client Support</b>		
1	Must have capability to configure policies for roaming clients even if it is out of network through cloud based management platform.	
2	Must have capability to get status, reports from roaming clients even if it is out of network through cloud based management	

	platform.	
3	Must have capability to install/uninstall EPS Clients on endpoints which are outside the corporate network.	
<b>Update Manager</b>		
1	Should have the capability to create multiple update servers to distribute updates load in large network environment that reduce bandwidth consumed during definition updates.	
2	Must have the capability to schedule the frequency of downloading the updates.	
3	Must have capability to allocate user-specified bandwidth to the Update Manager from the the total available bandwidth.	
<b>Other Features</b>		
1	Must have the capability to prevent a user from accessing the operating system in safe mode.	
2	Must have the capability to improve performance of endpoints by cleaning junk files and deleting invalid registry/disk entries.	
3	Must have the capability to manage mobile workforce when they moves out of the corporate network.	
4	Should have the ability to facilitate removal of 3rd party Antivirus solutions at the time of installation	
<b>Platform Support</b>		
	Windows, Linux, MAC	

**Technical Bid Part (II)  
Technical Specifications**

**ANNEXURE-I**

S.N.	Items Description	Model to be quoted	COMPLIANCE STATEMENT (Pls. give details of deviations, if any)
<b>01</b>	Renewal Quick heal UTM (Terminator T2M250) license for three years)	(Terminator T2M250)	
<b>02</b>	Web and Application Filter IPS Anti-Virus		

**NOTE:**

1. **Subscription:** The subsequent subscription for 3 years will be according to the need of **UGB**.
2. **Warranty:** The after Sales Service & comprehensive warranty along with support should be valid for 3 years.
3. **Deployment** document to be submitted at the time of deployment.

**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 GourBanga**, payable at **Malda**. & same may be documented along with earnest money through e-Filing. 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 Registrar, 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. **The tender is liable to be rejected if OEM Authorization is not given there-in, or if the particulars and data (if any) asked for.**
4. Payments will be made on account pay in cheque on the basis of actual measurement on finished work.
5. Taxes shall be deducted as per Govt. norms
6. Documents like PAN, GST and Trade License are to be submitted with the tender paper.

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 of Antivirus & renewal Quick heal UTM (Terminator T2M250) - 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.
7. The number of Items may increase or decrease by the demand/decision of the authority of UGB.
8. Damage to goods or any other loss due to accident etc. during transit shall be the Responsibility of the supplier.
9. Delivery is required to be completed within March' 2018.
10. The offer for the cost of the items **should be quoted in Indian Rupees** only.
11. **Tenders should be submitted OEM Authorization Letter without OEM Authorization will not be considered.**



12. **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>05.03.2018 at 05:00 PM</b>
2	<i>Tender Document sale / download start date and time (online).</i>	<b>05.03.2018 from 05:00 PM onwards.</b>
3	<i>Start Date of Bid Submission (Technical and Financial) (online).</i>	<b>05.03.2018 from 05.00PM</b>
4	<i>Closing date and time of sale / download of Tender Document (online).</i>	<b>19.03.2018 up to 6:00 PM</b>
5	<i>Closing date of Bid submission (Technical and Financial) (online).</i>	<b>19.03.2018 up to 06:00 PM</b>
6	<i>Date and time of opening of Technical Proposals (online).</i>	<b>22.03.2018 at 11.00 AM. at GOUR BANGA UNIVERSITY.</b>
7	<i>Date and time of uploading of list of Technical qualified bidders.(online)</i>	<b>Intimated later on.</b>
8	<i>Date and time of opening of Financial Proposal (online).</i>	<b>Intimated later on.</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.**

13. No Conditional / Incomplete Tender will be accepted under any circumstances.
14. 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.
15. 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.
16. Bidders should upload their documents from the original copies. Uploaded copies which are not clearly visible will not be accepted.
17. 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.
18. For a particular work, in 2<sup>nd</sup> Call, Bonafide outsider Contractors 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 NIT are not produced by those bidders.

## **INSTRUCTION TO BIDDERS**

### ***1. General guidance for e-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**

- i) Prequalification Application
- ii. Earnest Money Demand Draft of Rs. 50,000/- (Fifty Thousand) only.
- iii. Demand Draft towards cost of tender documents as prescribed in the NIT, against each serial of work in favor of **University of GourBanga**, payable at **Malda**.
- iv. Demand Draft towards earnest money (EMD) as prescribed in the NIT against each of the serial of work in favor of the **University of GourBanga**, payable at **Malda**.
- v. Special Terms, condition & specification of works.
  - vi. Certificate of revolving line of credit by the Bank (if required).
  - vii. **A letter of authorization from the Principal specific (OEM) as proof of manufacturing unit/dealership to the tender should be enclosed**

## A-2. Not statutory Cover Containing

- i) Professional Tax (PT), deposit receipt challan, Pan Card, GST Registration Certificate.
- ii) Registration Certificate under Company Act. (if any).
- iii) Registered Deed of partnership Firm/ Article of Association & Memorandum.
- iv) Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v) 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).
- vi) List of Technical staffs along with structure & organization.
- vii) Enlistment copy issued by Department.

**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>
A.	<i>CERTIFICATES</i>	<i>CERTIFICATES</i>	<ol style="list-style-type: none"><li>1. <i>GST Registration Certificate &amp; Acknowledgement.</i></li><li>2. <i>PAN, I. Tax Return (up to date)</i></li><li>3. <i>P. Tax (Challan and Number, Current FY.</i></li></ol>
B.	<i>COMPANY DETAILS</i>	<i>COMPANY DETAILS I</i>	<ol style="list-style-type: none"><li>1. <i>Proprietorship Firm (Trade License).</i></li><li>2. <i>Partnership Firm (Partnership Deed, Trade License).</i></li><li>3. <i>Ltd. Company (Incorporation certificate, Trade License).</i></li><li>4. <i>Co-operative Society (Society Registration copy, Renewal copy, NOC from ARCS, Up to date meeting resolution copy.</i></li><li>5. <i>Power of Attorney.</i></li></ol>
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.

### ***07. 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.

### ***08. 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 :-*

### ***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 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.

### ***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 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

### ***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 save, 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 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 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 Registrar, Convener, Tender & Purchase Committee, University of GourBanga, Malda.***

-

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

**Memo No. 09/UGB/ET/Reg.- 2017-18**

**Date: 05/03/2018**

Copy forwarded for information and wide publicity through notice board to.....

1. The Hon'ble Vice-Chancellor, University of GourBanga-Chairman.
2. Prof.Siddhartha Ray, EC nominated Member.
3. Dr. PradipChowhan, EC nominated Member, Asso.Prof, Dept. of Geography, UGB.
4. The Finance Officer, University of GourBanga – Member.
5. The Controller of Examinations, University of GourBanga – Member.
6. The Inspector of Colleges, UGB, - Member.
7. Prof. ManasChakraborty, Dept. of Commerce - Member.
8. The University Engineer, University of GourBanga- Member.
9. The Development Officer, University of GourBanga- Member.
10. Dr. Sougata Pal, Assistant Professor, Dept. of Chemistry, UGB- Member.
11. The Audit Officer,University of GourBanga- Member
12. Office file.

*-Sd/-*

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

# UNIVERSITY OF GOUR BANGA

(Established under West Bengal Act XXVI of 2007)

**Prof. Sadhan Kumar Saha**  
Registrar & Convener,  
Tender & Purchase Committee.



Phone: 03512-252339  
Fax : 03512-223568

*P.O.: Mokdumpur, Dist.: Malda, West Bengal – 732 103*

**Memo No. 10/UGB/ET/Reg.- 2017-18**

**Dated: 05/03/2018**

**NOTICE INVITING ELECTRONIC TENDER No.UGB/Reg./T and P/eNIT-10/2017-18  
OF THE REGISTRAR, CONVENER, TENDER & PURCHASE COMMITTEE, UNIVERSITY OF  
GOUR BANGA, MALDA**

The *Registrar, Convener, Tender & Purchase Committee, University of Gour Banga, Malda* invites **ITEMWISE RATE e-Tender** for the work detailed in the table below. (Submission of Bid through *online*).

**List of schemes:-**

Sl. No	Name of the Item	Earnest money (Rs.)	Price of, Tender Form & others Papers	Period of Completion	Eligibility of Bidders
01	Supply of Answer Scripts, Loose Sheet.	50,000.00	NA	20 Days	Open to all Bidders having credential of similar nature of job in university or Institution without any reservation for any particular class of contractors and through pre-qualification.

Sl.No.	Description
01.	<b><u>Specification of Blank Main Answer Scripts (32 Pages Each)</u></b> <b>Finished Size:</b> 8.25" x 10.25" Single Colour printing (Blue) <b>Total Quantity:</b> 6,00,000 (Six Lakh) Only Nos. <b>Packaging:</b> 2000 Blank Answer Scripts per strappack in sack. <b>Paper Quality:</b> 70 GSM White Maplitho UGB Logo perforation Punching on the top of the script. <b>Stitch:</b> Centre Stitch of two point.

02	<p><b><u>Specification of Blank Loose Sheets (8 Pages Each)</u></b></p> <p><b>Finished Size:</b> 8.25" x 10.25"</p> <p>Single Colour Printing (Blue)</p> <p><b>Total Quantity:</b> 8,00,000 (Eight Lakhs) Only Nos.</p> <p><b>Packaging:</b> 4000 Blank Answer Scripts per strappack in sack.</p> <p><b>Paper Quality:</b> 70 GSM White Maplitho</p> <p>UGB Logo perforation Punching on the top of the script.</p>
03	<p><b><u>Specification of Blank Main Answer Scripts (16 Pages Each)</u></b></p> <p><b>Finished Size:</b> 8.25" x 10.25"</p> <p>Single Colour Printing (Blue)</p> <p><b>Total Quantity:</b> 12,00,000 (Twelve Lakh) Only Nos.</p> <p><b>Packaging:</b> 2000 Blank Answer Scripts per strappack in sack.</p> <p><b>Paper Quality:</b> 70 GSM White Maplitho</p> <p>UGB Logo perforation Punching on the top of the script.</p> <p><b>Stitch:</b> Centre Stitch of two point</p>

*N.B.: Before submission of your tender quotation you may see or collect the sample copy from the office of the Controller of Examinations. The number of scripts may increase or decrease according to variable requirements of the University. Additional copies may be needed at 48 (Forty Eight) Hours notice in the same price. Delivery shall start within 5 (Five) Days from the issue of Work Order and to be completed within 1 (One) week from issue of Work Order.*

### **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 GourBanga**, payable at **Malda** & same may be documented along with earnest money through e-Filing. 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 Registrar, 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 stated in (**Date & Time Schedule**).



3. Payments will be made on account pay incheque on the basis of actual measurement on finished work.
4. Taxes shall be deducted as per Govt. norms
5. Documents like PAN, GST and TradeLicenseare to be submitted with the tender paper.
6. 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.
7. The number of Items may increase or decrease by the demand/decision of the authority of UGB.
8. Damage to goods or any other loss due to accident etc. during transit shall be the Responsibility of the supplier
9. Suppliers must have credential with the specific items otherwise submitted quotation will be rejected.
10. **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>05.03.2018 at 05:00 PM</b>
2	<i>Tender Document sale / download start date and time (online).</i>	<b>05.03.2018 from 05:00 PM onwards.</b>
3	<i>Start Date of Bid Submission (Technical and Financial) (online).</i>	<b>05.03.2018 from 05.00PM</b>
4	<i>Closing date and time of sale / download of Tender Document (online).</i>	<b>19.03.2018 up to 6:00 PM</b>
5	<i>Closing date of Bid submission (Technical and Financial) (online).</i>	<b>19.03.2018 up to 06:00 PM</b>
6	<i>Date and time of opening of Technical Proposals (online).</i>	<b>22.03.2018 at 11.00 AM. at GOUR BANGA UNIVERSITY.</b>
7	<i>Date and time of uploading of list of Technical qualified bidders.(online)</i>	<b>Intimated later on.</b>
8	<i>Date and time of opening of Financial Proposal (online).</i>	<b>Intimated later on.</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.**

11. No Conditional / Incomplete Tender will be accepted under any circumstances.
12. 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.
13. Before issuance of the work order, the tender inviting authority may verify the credential & other 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.

14. Bidders should upload their documents from the original copies. Uploaded copies which are not clearly visible will not be accepted.
15. 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.
16. For a particular work, in 2<sup>nd</sup> Call, Bonafide outsider Contractors 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 NIT are not produced by those bidders.

## **INSTRUCTION TO BIDDERS**

### ***1. General guidance for e-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**

- viii. Prequalification Application
- ix. Demand Draft towards cost of tender documents as prescribed in the NIT, against each serial of work in favor of **University of GourBanga**, payable at **Malda**.
- x. Demand Draft towards earnest money (EMD) as prescribed in the NIT against each of the serial of work in favor of the **University of GourBanga**, payable at **Malda**.
- iv) Special Terms, condition & specification of works.
- v) Certificate of revolving line of credit by the Bank (if required).

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

- i) Professional Tax (PT), deposit receipt challan, Pan Card, IT Saral, GST Registration Certificate.
- ii) Registration Certificate under Company Act. (if any).
- iii) Registered Deed of partnership Firm/ Article of Association & Memorandum.
- iv) Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v) 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).
- v) Credential documents within last 5 (five) years from date of issue of NIT.
- vi) List of Technical staffs along with structure & organization.
- vii) Enlistment copy issued by Department.

**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>
A.	<i>CERTIFICATES</i>	<i>CERTIFICATES</i>	1. Vat Registration Certificate & Acknowledgement. 2. PAN, I. Tax Return (up to date) 3. P. Tax (Challan and Number, Current FY.
B.	<i>COMPANY DETAILS</i>	<i>COMPANY DETAILS 1</i>	1. Proprietorship Firm (Trade License). 2. Partnership Firm (Partnership

			<i>Deed, Trade License).</i> 3. <i>Ltd. Company (Incorporation certificate, Trade License).</i> 4. <i>Co-operative Society (Society Registration copy, Renewal copy, NOC from ARCS, Up to date meeting resolution copy.</i> 5. <i>Power of Attorney.</i>
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 2013-2014/2014-2015/2015-2016.</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***

- ii) 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.

### ***07. 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.

### ***08. 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 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 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.

**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 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

**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 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 filled up subsequently for online information. These DDs, one for cost of tender paper and another for Earnest Money Deposit are to be submitted to the Tender Issuing Authority, positively at least one day before the scheduled date of opening of Technical Bid, otherwise the entire tender will be rejected.
- 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 The Registrar, Convener, Tender & Purchase committee, University of GourBanga, Malda.*

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

**Memo No. 10/UGB/ET/Reg.- 2016-17                      Date: 05/03/2018**

Copy forwarded for information and wide publicity through notice board to.....

1. The Hon'ble Vice-Chancellor, University of GourBanga-Chairman.
2. Prof.Siddhartha Ray, EC nominated Member.
3. Dr. PradipChowhan, EC nominated Member, Asso.Prof, Dept. of Geography, UGB.
4. The Finance Officer, University of GourBanga – Member.
5. The Controller of Examinations, University of GourBanga – Member.
6. The Inspector of Colleges, UGB, - Member.
7. Prof. ManasChakraborty, Dept. of Commerce - Member.
8. The University Engineer, University of GourBanga- Member.
9. The Development Officer, University of GourBanga- Member.
10. Dr. Sougata Pal, Assistant Professor, Dept. of Chemistry, UGB- Member.
11. The Audit Officer,University of GourBanga- Member
12. Office file.

-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:- Tender for.....

(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 :

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

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

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

13. **Statutory Documents**

14. **Non Statutory Documents.**

Date :-

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

# UNIVERSITY OF GOUR BANGA

(Established under West Bengal Act XXVI of 2007)

**Prof. Sadhan Kumar Saha**  
Registrar & Convener,  
Tender & Purchase Committee.



Phone: 03512-252339  
Fax : 03512-223568

*P.O.: Mokdumpur, Dist.: Malda, West Bengal – 732 103*

**Memo No. 11/UGB/ET/Reg.- 2017-18**

**Dated: 05/03/2018**

**NOTICE INVITING ELECTRONIC TENDER No.UGB/Reg./T and P/eNIT-11/2017-18  
OF THE REGISTRAR, CONVENER, TENDER & PURCHASE COMMITTEE, UNIVERSITY OF  
GOUR BANGA, MALDA**

The *Registrar, Convener, Tender & Purchase committee, University of GourBanga, Malda* invites **ITEMWISE RATEe-Tender** for the work detailed in the table below.(Submission of Bid through *online*).

**List of schemes:-**

Sl. No	Name of the Item	Earnest money (Rs.)	Price of, Tender Form & others Papers	Period of Completion	Eligibility of Bidders
01	Supply of Desk Top	50,000.00	NA	20 Days	Open to all Bidders having credential of similar nature of job in university or Institution without any reservation for any particular class of contractors and through pre-qualification.

## Specifications of Equipment

Sl. No.	Item Description	Technical Specifications	Qty.
4.	HP Desktop	Core i5-7500, 4GB DDR4 RAM, Onboard Graphics, 1TB HDD, Win 10 Pro, No ODD, 18.5" TFT, 3 years Onsite warranty <b>HP 18.5 IN Monitor+ Mouse + Keyboard</b>	100
5.	HP Desktop	Core i7-7500, 8GB DDR4 RAM 1TB HDD, Win 10 Pro, No ODD, 18.5" TFT, 3 years Onsite warranty <b>HP 18.5 IN Monitor + Mouse + Keyboard + UPS (10 No.)</b> (K5B09AV) Serial Port Adapter, 2 GB graphics Card	30
6.	UPS	Two (2) Nos. APC 20KVA online UPS with 5 Hours backup	4.



## 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 GourBanga**, payable at **Malda**.& same may be documented along with earnest money through e-Filing. 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 Registrar, 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 incheque on the basis of actual measurement on finished work.
4. Taxes shall be deducted as per Govt. norms
5. Documents like PAN, GST and TradeLicense are to be submitted with the tender paper.
6. 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.
7. The number of Items may increase or decrease by the demand/decision of the authority of UGB.
8. Damage to goods or any other loss due to accident etc. during transit shall be the Responsibility of the supplier
9. Suppliers must have credential with the specific items otherwise submitted quotation will be rejected.
10. **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>05.03.2018 at 05:00 PM</b>
2	<i>Tender Document sale / download start date and time (online).</i>	<b>05.03.2018 from 05:00 PM onwards.</b>
3	<i>Start Date of Bid Submission (Technical and Financial) (online).</i>	<b>05.03.2018 from 05.00PM</b>
4	<i>Closing date and time of sale / download of Tender Document (online).</i>	<b>19.03.2018 up to 06:00 PM</b>
5	<i>Closing date of Bid submission (Technical and Financial) (online).</i>	<b>19.03.2018 up to 06:00 PM</b>
6	<i>Date and time of opening of Technical Proposals (online).</i>	<b>22.03.2018 at 11.00 AM. at GOUR BANGA UNIVERSITY.</b>

7	<i>Date and time of uploading of list of Technical qualified bidders.(online)</i>	<b>Intimated later on.</b>
8	<i>Date and time of opening of Financial Proposal (online).</i>	<b>Intimated later on.</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.**

11. No Conditional / Incomplete Tender will be accepted under any circumstances.
12. 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.
13. Before issuance of the work order, the tender inviting authority may verify the credential & other 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.
14. Bidders should upload their documents from the original copies. Uploaded copies which are not clearly visible will not be accepted.
15. 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.
16. For a particular work, in 2<sup>nd</sup> Call, Bonafide outsider Contractors 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 NIT are not produced by those bidders.

## **INSTRUCTION TO BIDDERS**

### ***1. General guidance for e-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**

- i. Prequalification Application
- ii. Demand Draft of Rs.50,000/- (Fifty Thousand) only.
- iii. Demand Draft towards cost of tender documents as prescribed in the NIT, against each serial of work in favor of **University of GourBanga**, payable at **Malda**.
- iv. Demand Draft towards earnest money (EMD) as prescribed in the NIT against each of the serial of work in favor of the **University of GourBanga**, payable at **Malda**.
- iv. Special Terms, condition & specification of works.
- v. Certificate of revolving line of credit by the Bank (if required).

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

- i) Professional Tax (PT), deposit receipt challan, Pan Card, IT Saral, GST Registration Certificate.
- ii) Registration Certificate under Company Act. (if any).
- iii) Registered Deed of partnership Firm/ Article of Association & Memorandum.
- iv) Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v) 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).
- v) Credential documents within last 5 (five) years from date of issue of NIT.
- vi) List of Technical staffs along with structure & organization.
- vii) Enlistment copy issued by Department.

**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>
A.	<i>CERTIFICATES</i>	<i>CERTIFICATES</i>	<ol style="list-style-type: none"> <li>1. <i>Vat Registration Certificate &amp; Acknowledgement.</i></li> <li>2. <i>PAN, I. Tax Return (up to date)</i></li> <li>3. <i>P. Tax (Challan and Number, Current FY.</i></li> </ol>
B.	<i>COMPANY DETAILS</i>	<i>COMPANY DETAILS 1</i>	<ol style="list-style-type: none"> <li>1. <i>Proprietorship Firm (Trade License).</i></li> <li>2. <i>Partnership Firm (Partnership Deed, Trade License).</i></li> <li>3. <i>Ltd. Company (Incorporation certificate, Trade License).</i></li> <li>4. <i>Co-operative Society (Society Registration copy, Renewal copy, NOC from ARCS, Up to date meeting resolution copy.</i></li> <li>5. <i>Power of Attorney.</i></li> </ol>
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 2013-2014/2014-2015/2015-2016.</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***

- iii) 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.

***07. 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.

***08. 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 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 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.

### **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 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

### **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 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 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. These DDs, one for cost of tender paper and another for Earnest Money Deposit are to be submitted to the Tender Issuing Authority, positively at least one day before the scheduled date of opening of Technical Bid, otherwise the entire tender will be rejected.
- 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 The Registrar, Convener, Tender & Purchase committee, University of GourBanga, Malda.*

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

**Memo No. 11/UGB/ET/Reg.- 2016-17      Date: 05/03/2018**

Copy forwarded for information and wide publicity through notice board to.....

1. The Hon'ble Vice-Chancellor, University of GourBanga-Chairman.
2. Prof.Siddhartha Ray, EC nominated Member.
3. Dr. PradipChowhan, EC nominated Member, Asso.Prof, Dept. of Geography, UGB.
4. The Finance Officer, University of GourBanga – Member.
5. The Controller of Examinations, University of GourBanga – Member.
6. The Inspector of Colleges, UGB, - Member.
7. Prof. ManasChakraborty, Dept. of Commerce - Member.
8. The University Engineer, University of GourBanga- Member.
9. The Development Officer, University of GourBanga- Member.
10. Dr. Sougata Pal, Assistant Professor, Dept. of Chemistry, UGB- Member.

- 11. The Audit Officer, University of GourBanga- Member
- 12. Office file.

*-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:- Tender for.....

(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 :

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

(b) 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.