



Ref. No.: 665/UGB/R-2026

Date: 10.08.2026

Notice Inviting e-Quotation (e-NIQ)

The Registrar & Convener of the Purchase & Tender Committee on behalf of the University of Gour Banga, P. O. – Mokdumpur, District – Malda, West Bengal, Pin – 732103 invites ITEMWISE RATE e-Quotations in Two Bid System (Technical Bid and Financial Bid) through website <https://tenders.wb.gov.in> for ‘**Supply and Delivery of Blank Answer Scripts / Booklet**’ from reputed, bonafide, eligible and Experienced Firms / Companies / Individual / Agencies. **(Submission of Bid through online only: <https://tenders.wb.gov.in>)**

The Tender Document and its related information will also be available at www.ugb.ac.in.

AT A GLANCE - IMPORTANT INFORMATION RELATED TO TENDER:

Purpose of Tender	:	Supply and Delivery of Blank Answer Scripts / Booklet
Earnest Money Deposit	:	EMD of ₹ 30,00,000.00 (Rupees Thirty Lakh Only) [EMD Exemption is allowed to bidder as per exiting government norms / orders.]
Contact for any queries	:	The Controller of Examinations, University of Gour Banga, P.O.: Mokdumpur, Dist.: Malda, West Bengal – 732 103 # Email: controller@ugb.ac.in
Submission Through	:	https://tenders.wb.gov.in
Date of Publication of Tender	:	August 10, 2026 at 04:00 pm
Date of Document Download Start	:	August 10, 2026 at 04:00 pm
Date of Bid Submission Start	:	August 10, 2026 at 04:00 pm
Date of Bid Submission Closing	:	August 31, 2026 at 04:00 pm
Receiving of Hardcopy of Tender	:	September 02, 2026 at 03:00 pm
Date of Opening of Technical Bid	:	September 02, 2026 at 04:00 pm
Date of Opening of Financial Bid	:	To be notified later



UNIVERSITY OF GOUR BANGA

Established under West Bengal Act XXVI of 2007 [Recognised U/S 2(f) & 12(B) of the UGC Act]

P.O.: Mokdumpur, Dist.: Malda, West Bengal, Pin: 732103 (India) # www.uqb.ac.in



SCOPE OF WORK:

Sl. No.	Name of the Item	Description	Quantity (Nos.)	Period of Completion
01.	Blank Answer Script / Booklets (16 Pages)	(i) Each Booklet will be of 16 (Sixteen) Pages on Finished with proper security features in all pages. (ii) Size: 11.25 Inch (H) X 8.75 Inch (W) (iii) Paper: 70 GSM - White Maplitho paper. (iv) Printing: Cover printing and numbering (10 Digit, Like L260000001 – L262000000) (v) Colour: Single Colour Printing (Blue).	20,00,000 (Twenty Lakh)	30 Days
02.	Blank Answer Script / Booklets(8 Pages)	(i) Each Booklet will be of 08 (Eight) Pages on Finished with proper security features in all pages. (ii) Size: 11.25 Inch (H) x 8.75 Inch (W) (iii) Paper: 70 GSM - White Maplitho paper. (iv) Printing: Cover printing and numbering (10 Digit, Like M260000001 – M261500000) (v) Colour: Single Colour Printing (Blue).	15,00,000 (Fifteen Lakh)	30 Days

1. Printing work is to be done as per our specification which may be varied time to time.
2. The Answer Book shall be centre stitched in at least two places.
3. Proper secrecy should be maintained.
4. Paper quality and size of answer scripts should be maintained properly as per specification. Otherwise the payment will be withheld/deducted partly or fully.
5. Answer Script Books are to be bound strongly in bundle of 500 each in plastic envelope / Packet.
6. 500 Copies of Answer Script of 16 Pages (2 Small Bundle) to be Transparent plastic packet bag (with proper Serial sticker).
7. 1000 copies of answer Script of 8 Pages (2 Small bundle) to be Transparent plastic packet bag (with proper Serial sticker).
8. The Bidder must submit a sample of the Answer Booklet that strictly adheres to the prescribed format and incorporates all designated security features. This sample should be submitted in a sealed packet to the Tender Inviting Authority within the specified time frame. Failure to deliver the sample within the stipulated deadline, or submitting it without the required format, security features, seal, and signature, will result in the rejection of the bid during the Technical Evaluation stage. Additionally, the submitted sample will be verified against the materials supplied after delivery to ensure compliance.
9. In case of any printing error, fresh printing is to be done by the vendor without extra charge. Any kind of damaged or dented or scratched materials will not be accepted.
10. Front page shall be printed University Name, Logo, Instruction as per design, serial numbering.
11. Delivery of full materials at University of Gour Banga, Malda Campus.
12. The bids may be valid for a period of 2 years from the date of opening of the tender and this may be valid for another 1 year after discussion and consent of both the parties, i.e. Tender Authority and Tenderer.

Note: Before submission of quotation authorized person of eligible / interested Firms / Companies / Agencies may see the sample copy form 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. Rate should be quoted exclusive all taxes. Delivery shall start within 7 (Seven) Days from the issue of Work Order and to be completed within 30 (Thirty) Days from issuance of Work Order.



ELIGIBILITY OF AGENCY

1. The agency must hold valid license / registration for the said work.
2. Income Tax return of past three year (Desirable).
3. The Bidders should have legal compliance such as: (1) GST Number, (2) PAN / TAN, (3) Trade License and other related Certificate.
4. The bidders should have similar supply experience in any institutional establishment of repute (Desirable).
5. Bidder must deposit Earnest Money of ₹ 30,00,000.00 (Rupees Thirty Lakh Only) through the online payment gateway (NEFT/RTGS) from any National/Scheduled Bank in favour of “University of Gour Banga” within date of bid submission and must submit the copy payment of EMD with the Bid submission. Bank details for EMD submission:

Name: University of Gour Banga

Account Number: 1622010000019

IFSC: PUNB0162220

Bank Name with Branch: Punjab National Bank (PNB), University of Gour Banga Branch.

EMD Exemption is allowed to bidder as per exiting government norms / orders.

TERMS & CONDITIONS

1. Intending bidders have to download the tender document from the website directly by the help of Digital Signature Certificate.
2. During Online submission of Bid only scanned copy of RTGS / NEFT (Earnest Money Deposit) should be submitted.
3. Hardcopy of online submitted BOQ, Sample of Answer Script along with other necessary documents and copy of the EMD Deposit Slip / Acknowledgement must reach the **‘Office of the Registrar, University of Gour Banga, P.O.: Mokdumpur, Dist.: Malda, West Bengal – 732103’** by **September 02, 2026 at 03:00 pm positively**.
4. Quality Assurance Certificate must be produced alongwith the supplied items. The University reserves all rights to cancel / stop procurement if items fails to satisfy the predefined quality conditions.
5. Payments will be made through account payee cheque on the basis of actual successful supply and delivery.
6. Taxes shall be deducted as per Govt. norms.
7. Documents like PAN, GST and Trade License are to be submitted with the tender paper.
8. The University of Gour Banga reserves the right to amend or cancel the scope of the work as well as to modify the terms and conditions of the tender.
9. The number of items may increase or decrease by the demand/decision of the authority of UGB.
10. Damage to goods or any other loss due to accident etc. during transit shall be the Responsibility of the supplier.
11. Suppliers must have credential with the specific items otherwise submitted quotation will be rejected.
12. No Conditional / Incomplete Tender will be accepted under any circumstances.



13. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/ manufactured/ fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
14. Before issuance of the work order, the tender inviting authority may verify the 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.
15. Bidders should upload their documents from the original copies. Uploaded copies which are not clearly visible will not be accepted.
16. For a particular work, in 2nd Call, Bonafide outsider Contractors may be allowed to participate along with other categories if that tender in 1st call cannot be finalized due to shortage of successful bidders. The bidders will be disqualified if all necessary documents as required in NIQ are not produced by those bidders.
17. EMD of the unsuccessful bidders will be refunded within 01 (One) month from the issuance of the Work Order to L1 bidder.
18. EMD of successful bidders will be refunded within 01 (One) month after the completion of supply and delivery work.
19. The judicature of any legal disputes will be under the Hon'ble High Court, Calcutta.
20. If the L1 bidder fails to supply the items within the stipulated time, EMD will be forfeited and the concerned firm / company / individual / agency will be blacklisted. Appropriate legal action may be taken against the concerned bidder as well.

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 Bidder:

Any bidder 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 fore-Tendering site as given on the web portal.

3. Digital Signature Certificate (DSC):

Each bidder 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 once the Bidders log on to the website mentioned in Clause 2 using the Digital Signature Certificate.

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 web site stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & one in the Financial Proposal, before the prescribed date & time using the Digital Signature Certificate (DSC). Digitally Signed virus scanned copies of the documents are to be uploaded. The documents must be encrypted (transformed in to non readable formats).

a. Technical Proposal:

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

b. Statutory Cover Containing:

- i. Prequalification Application.
- ii. Deposit Slip / acknowledgement towards earnest money (EMD) as prescribed in the NIT against each of the serial of work in favour of the University of Gour Banga, payable at Malda.
- iii. Certificate of revolving line of credit by the Bank (if required).

c. Non-statutory Cover Containing:

- i. Professional Tax (PT), deposit receipt Challan, Pan Card, IT Return (for last three F.Y.), GST Registration Certificate and updated GST Return.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association & Memorandum, if any.
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any).
- v. Tax Audited Report 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. Credential documents within last 3 (three) years from date of issue of NIT.

THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED 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.

Sl. No.	Category	Sub-Category Description	Details
1.	CERTIFICATES	CERTIFICATES	1. GST Registration Certificate & Acknowledgement. 2. PAN, I. Tax Return (for last three F.Y .P. Tax (Challan and Number, Current FY).
2.	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License). 2. Partnership Firm (Partnership Deed, Trade License). 3. Ltd. Company (Incorporation certificate, Trade License). 4. Co-operative Society (Society Registration copy, Renewal copy, NOC from ARCS, Upto date meeting resolution copy). 5. Power of Attorney.
3.	CREDENTIAL	CREDENTIAL-1 CREDENTIAL-2	
4.	P/L AND	P/L AND BALANCE	



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	BALANCE SHEET	SHEET (Last 3(Three) Financial Year)	
5.	MAN POWER	TECHNICAL PERSONNEL	

d. Financial proposal

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

7. Rejection of Bid:

The University of Gour Banga 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.

8. Award of Contract :

The Bidder, whose Bid has been accepted will be notified by the University of Gour Banga 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 University of Gour Banga 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/Bidders:

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

2. Obtaining Digital Signature Certificate (DSC):

- a. 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 is the name of Authorized Representative of the Organization (Firm). It is stored in and given as a USB e-token.
- b. Class-III Digital Signature Certificate can be procured from the approved Certifying Authorities recognized the Controller of Certifying Authorities, Government of India on payment of requisite amount.



- c. 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:

- a. 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:

- a. 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.
- b. Such downloaded documents can be saved in computer as well.
- c. 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:

- a. The Tenderer is to read the NIT carefully.
- b. All corrigendum, addendum to the original NIT is to be considered as part of NIT.
- c. Each tenderer can submit tender for maximum 1 serial (package) in any particular NIT, but such tenders will be considered subject to fulfilment of credential criteria and financial capability to be assessed by the Tender & Purchase Committee (TEC).
- d. 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”.
- e. The selected tender may be added firstly in “My favourite” and then “My Tender” A message would appear that the tender has been set as favourite.
- f. The Tenderer is required to click “View” to submit tender.
- g. 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).
- h. Earnest Money Deposit (wherever applicable) are to be paid through NEFT / RTGS, details of which are to be filled up subsequently for online information.
- i. 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.
- j. 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.
- k. Before freezing the submission, changes may be made, but these cannot be done after freezing.
- l. Technical and Financial Bids, both are to be submitted concurrently online, positively before the prescribed date and time of tender submission.

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