



# UNIVERSITY OF GOUR BANGA

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

## Office of the Registrar

★ Phone: 03512-223664 ★ URL: www.ugb.ac.in

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

Ref. No.: 053/UGB/DR-25

Date: 31.01.2025

## NOTICE INVITING QUOTATION

**N.I.Q. No.: 053/UGB/DR-25, Date: 31.01.2025**

Sealed Quotations are invited from bonafide persons/suppliers having valid Trade License/ Registration Certificate of incorporation/ Deed of partnership to quote their rate (in sealed envelope) for the “**Servicing with Materials and refilling of fuel (HSD) of the 250 KVA Diesel Generator Set at the Substation Building within the campus of the University of Gour Banga, Malda.**”

### DETAILS OF THE REQUIRED MATERIALS:

Sl. No.	Details of Work	Quantity	Quoted Amount
1.	<b>Servicing with Materials, Materials list are as follows:</b> <ul style="list-style-type: none"><li>➤ Mobil- 30 Lit.,</li><li>➤ Lub Oil Filter- 2 nos.,</li><li>➤ Diesel Filter Kit- 01 No.,</li><li>➤ Coolant- 10 Lit.,</li><li>➤ Fuel Sensor- 01 no.)</li></ul> <b>of the 250 KVA Diesel Generator Set at the Substation Building within the campus of the University of Gour Banga, Malda</b>	1 No.	
2.	<b>Supply of Diesel (HSD) for 250 KVA DG Set at the Substation Building, UGB, Malda</b>	500 Liter.	

### Terms & Condition:

- 1) The following documents are required to be attached with the quotation-
  - a) Documents like PAN.
  - b) GST registration / enrollment certificate.
  - c) Trade License.
  - d) Last Year's IT return.
- 2) **Price Should not Exceed MRP/Latest price of the manufacturer.**
- 3) Taxes will be deducted as per Govt. norms.
- 4) Recommendation of payment will be done after successful delivery of materials.
- 5) Payment will be made through account payee cheque.
- 6) Time of delivery shall be reckoned Ten days (10) from the date of receipt of work order.
- 7) For any further details', bidders may contact the office of the undersigned during office hours except Saturday, Sunday and Holidays.
- 8) **Earnest money-Rs. 1000.00 (Rupees One thousand Only)** to be submit through a Demand Draft favoring 'University of Gour Banga' payable at Malda / Cash Deposit in the University Bank Account

(A/C No.: 1622010000019; IFSC: PUNB0162220; Name of the Bank & Branch: Punjab National Bank (PNB) & University of Gour Banga Branch, Malda. Please mention the Draft Number and Date for Demand Draft and Transaction Number and Date for bank transactions.

- 9) Price shall be quoted in Indian Rupees (INR).
- 10) If any date mentioned in the NIQ falls on Bandh / Strike / Holiday on unusual circumstances the same will automatically be shifted to the next working day without any further notice.
- 11) The University of Gour Banga 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 tender without showing any reason. In this regard, the decision of the hon'ble Vice Chancellor shall be final.
- 12) If any agency submits fraud or false documents, the university has all the rights to take action against the agency.
- 13) **Tender paper should be addressed to: The Convener, Tender and Purchase Committee, University of Gour Banga, Malda-732103, W.B, India.**
- 14) University authority has the liberty to take Administrative / Legal steps as deem fit against the successfully bidder at their direction if the warranty / Guarantee services are not provided properly and in time by the agency/ service provider. For any discrepancy, decision taken by the Hon'ble Vice Chancellor, University of Gour Banga, Malda is final and binding. And for any court case the jurisdiction will be Calcutta High Court.
- 15) Bidders are requested to be present at the time of opening and on time.
- 16) For any discrepancy, decision taken by the hon'ble Vice Chancellor, University of Gour Banga, Malda is final and binding.
- 17) No extra cost will be paid by the University of Gour Banga, Malda within warranty period.
- 18) Quantity of materials required may vary as per requirement of the University Authority. Quantity required may increase or decrease as per decision taken by the University authority.
- 19) **The Lowest Bidder will be selected on the basis of the total amount, inclusive all Taxes**
- 20) At the time of opening the tender, the bidders may attend and for any further enquiry please contact at the Deputy Registrar (Addl. Charge), University of Gour Banga, Malda-732103, W.B, India
- 21) **The work to be executed under the supervision of the Engineering Department, UGB and also necessary certification will have to be obtained from the Engineering Department, UGB**

**Date & Time Schedule:**

- **Date of issue of Tender: 31.01.2025**
- **Last Date and Time of Tender Submission: 10.02.2025, 05:00 pm.**
- **Date and Time of Tender Opening: 11.02.2025, 03:00 pm (The date may be changed due unavoidable circumstances, if any.)**

*Sd/-*  
**Deputy Registrar (Addl. Charge)**  
**& Convener, Tender and Purchase Committee**  
**University of Gour Banga**

**Copy forwarded for information to:**

1. The Hon'ble Vice-Chancellor, University of Gour Banga.
2. The Registrar (Addl. Charge), University of Gour Banga.
3. The Finance Officer, University of Gour Banga.
4. Members (all) of the Tender & Purchase Committee.
5. Notice Board.
6. The University Website ([www.ugb.ac.in](http://www.ugb.ac.in)).
7. Office File.