



# 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.: 067/UGB/DR-25

Date: 31.01.2025

### NOTICE INVITING QUOTATION

#### e-NIQ No.: 067/UGB/DR-25, Dated: 31.01.2025

**Name of the Work: - ‘Supply of Notepad, Pen, Cover file, Memento & Bag and Certificates at the Programme for inauguration of Language Building, University Canteen, Guest House, Beautification of Chatimtala, Laying-stone for Pond & Mukta Mancha and Publication of Annual Reports, News Letters, Faculty Publication at UGB’**

The University of Gour Banga, P.O. – Mokdumpur, District – Malda, West Bengal, Pin – 732103 invites E-Quotations (Submission of Bid through online) from the reputed vendor(s)/supplier(s)/distributor(s)/dealer(s) having valid Trade License/Registration Certificate of incorporation/ Deed of partnership etc. for the “Supply of Notepad, Pen, Cover file, Memento & Bag and Certificates at the Programme for inauguration of Language Building, University Canteen, Guest House, Beautification of Chatimtala, Laying-stone for Pond & Mukta Mancha and Publication of Annual Reports, News Letters, Faculty Publication” at the University of Gour Banga. Interested bidders may obtain bidding documents by registering themselves to the e-tendering portal (Submission of Bid must be made online only: <http://www.wbtenders.gov.in> ). The details of the scope of work are given in the table below.

Sl. No.-	Description of Items	Qty	Unit	Quoted Unit Rate (Rs.)	Quoted Amount (Rs.)
1	<b>NOTEPAD</b> <ul style="list-style-type: none"><li>➤ A good quality notepad with Logo of University of Gour Banga over it</li><li>➤ 16 x 9.5 cm in dimension</li><li>➤ Hard back</li><li>➤ Ruled paper</li></ul>	300	Pcs		
2	<b>PEN</b> <ul style="list-style-type: none"><li>➤ Pen with “with logo of University of Gour Banga” written on Ball pen/Gel pen</li></ul>	300	Pcs		
3	<b>COVER FILE</b> <ul style="list-style-type: none"><li>➤ A good Quality Folder with “University of Gour Banga” written on it</li><li>➤ Hard cover 300gsm</li><li>➤ Laminated inside out</li><li>➤ Customized printing in the front and back</li><li>➤ Inside the cover Hold pockets and a ring holding stationary articles</li><li>➤ Size :20inch * 13 inch</li></ul>	300	Pcs		

Sl. No.-	Description of Items	Qty	Unit	Quoted Unit Rate (Rs.)	Quoted Amount (Rs.)
4	<p style="text-align: center;"><b>MEMENTO</b></p> <ul style="list-style-type: none"> <li>➤ Design customized</li> <li>➤ Size 25cm *10cm</li> </ul>	300	Pcs		
5	<p style="text-align: center;"><b>BAG</b></p> <ul style="list-style-type: none"> <li>➤ Material: Good Quality sturdy waterproof Canvas with leather for border finishing</li> <li>➤ Dimension (Approximate):</li> <li>➤ 15.5 x 12 x 4 Inches (H x L x W)</li> <li>➤ Pattern: Solid</li> <li>➤ Handle: Handle/Strap Type: 2 Soft Handles, 1 Shoulder Strap with Foamed Shoulder Pad</li> <li>➤ Interior/pockets/ compartments: Front zipper compartment with Cell Phone Pocket, Pen Pockets, small zipper</li> <li>➤ Main zipper compartment: 1. Interior Compartment for books &amp; Gifts Interior compartment for Laptop</li> <li>➤ Closure Type: Excellent quality Zippers</li> <li>➤ Logo: Logo of University of Gour Banga to be printed inside/outside of the Bag</li> </ul>	300	Pcs		

**Date & Time Schedule:**

Sl. No.	Particulars	Date and Time
1	<b>Date of uploading of NIT Tender Documents. (online)</b>	<b>31.01.2025</b>
2	<b>Tender Document sale /download start date and time (online).</b>	<b>31.01.2025</b>
3	<b>Start Date of Bid Submission (Technical and Financial) (online).</b>	<b>31.01.2025</b>
4	<b>Closing date and time of sale/download of Tender Document (online).</b>	<b>08.02.2025, 05:00 pm</b>
5	<b>Closing date of Bid submission (Technical and Financial) (online).</b>	<b>08.02.2025, 05:00 pm</b>
6	<b>Date and time of opening of Technical Proposals (online).</b>	<b>11.02.2025, 03:00 pm</b>
7	<b>Date and time of submitting sample of paper in Sealed envelope with mentioning full details of every bidder. (Submission of sample is the prime factor of consideration during technical scrutiny.)</b>	<b>08.02.2025, 05:00 pm</b>
8	<b>Date and time of uploading of list of Technical qualified bidders (online).</b>	<b>11.02.2025, 03:00 pm</b>
9	<b>Date and time of opening of Financial Proposals(online).</b>	<b>11.02.2025, 03:00 pm</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.

## **SPECIAL TERMS & CONDITIONS:**

The following terms and conditions shall govern the tender process for the Supply of Mementos and Other Items for the Inauguration Program at the University of Gour Banga Campus. All bidders/tenderers must adhere strictly to these terms to ensure a smooth, lawful, and high-quality procurement process.

1. The bidder must be a legally registered entity engaged in the supply of mementos, trophies, corporate gifts, and related items, possessing valid trade licenses, GST registration, and other required approvals.
2. The bidder should have prior experience in supplying mementos and related items for educational institutions, government organizations, or corporate events.
3. The successful bidder shall be responsible for the supply and timely delivery of mementos and other items.
4. The bidder must ensure that all items are of superior quality, aesthetically appealing, and professionally finished.
5. The items must bear the University's name, logo, and event details, as per the approved design.
6. The successful bidder must ensure timely and safe delivery of the items to the designated location without any damage or defect.
7. Any delay in delivery without prior notice and approval may lead to penalties or cancellation of the contract.
8. The bidder shall be responsible for all logistics, including transportation, handling, and unloading of the items at the venue.
9. The items supplied must be new, free from defects, and conform to the approved samples submitted during the tender process.
10. The University reserves the right to inspect the quality of the items at any stage before final acceptance.
11. If any item is found to be substandard, damaged, or not as per the approved specifications, the bidder shall immediately replace it at their own cost.
12. The mementos and other items must be durable, well-crafted, and engraved/printed with precision.

## **TERMS & CONDITIONS:**

1. Intending bidders have to download the tender document from the website directly by the help of Digital Signature Certificate & cost of tender document, if any, may be remitted through Demand Draft only issued from any nationalized bank in favour of University of Gour Banga, payable at Malda & same may be documented along with earnest money through e-Filing. 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 Deputy Registrar and Convener, Tender and Purchase Committee, University of Gour Banga, Malda. However, the University 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. EMD –A sum of Rs. 4,000/- (Rupees Four Thousand Only) in the form of CTS Demand Draft from any Nationalized Bank in favour of 'University of Gour Banga' payable at 'Malda' is to be attached/uploaded with the tender documents as earnest money deposit, failing which the tender/quotation will be treated as cancelled.
4. Payments will be made on account pay in cheque on the basis of 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.

7. 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.
8. The number of items may increase or decrease by the demand/decision of the authority of University.
9. Damage to goods or any other loss due to accident etc. during transit shall be the responsibility of the supplier.
10. Suppliers must have credential with the specific items otherwise submitted quotation will be rejected.
11. Price shall be quoted in Indian Rupees (INR) inclusive of all taxes & delivery Charges.
12. The work to be executed under the supervision of the Committee Concerned and also necessary certification will have to be obtained from the Competent Authority, UGB.
13. Recommendation of payment will be done only after successful delivery of the materials.
14. University authority has the liberty to take administrative/legal steps as deem fit against the successful bidder at their discretion if the services are not provided properly and in time by the vendor/agency/service provider. For any discrepancies, decision taken by the University of Gour Banga is final and binding.
15. No Conditional /Incomplete Tender will be accepted under any circumstances.
16. During scrutiny in the Technical Bid, if it is come to the notice to the tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, then the tenderer/bidder will not be allowed to participate in the tender and that application will be rejected without any prejudice.
17. 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 manufactured 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 forfeited duly without any prejudice.
18. Bidders should upload their documents from the original copies. Uploaded copies which are not clearly visible will not be accepted.
19. For a particular work, in 2nd Call, Bona fide outsider Bidders may be allowed to participate along with other categories if that tender in 1st call cannot be finalized due to shortage of successful 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 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 from computer 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. Demand Draft 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	COMPANYDETAILS	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 BALANCE SHEET	P/L AND BALANCE SHEET (Last 3(Three) Financial Year)	
5.	MANPOWER	TECHNICALPERSONNEL	

**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 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/Bidders:**

- a. Any Bidder 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 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 can not 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 favorite” and then “My Tender” A message would appear that the tender has been set as favorite.
    - 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 Demand Draft (DD) or as may be prescribed, details of which are to be filed 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.



**DEPUTY REGISTRAR (A/c)  
UNIVERSITY OF GOUR BANGA  
MALDA (W.B.)**

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