



Notice Inviting e-Quotation (e-NIQ)

The University of Gour Banga, P.O.: Mokdumpur, Dist.: Malda, West Bengal – 732103 invites e-Quotations in Two Bid System (Technical Bid and Financial Bid) through website <https://wbtenders.gov.in> ‘for engagement of Security Agency for providing Security Services (guarding the properties / premises and other security related jobs) at the University of Gour Banga, Malda campus’ from reputed, bonafide, eligible and Experienced Firms / Companies / Individual / Security Personnel Agencies.

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	:	Providing Security Services (guarding the properties / premises and other security related jobs) at the University of Gour Banga, Malda Campus’ as per the detailed Scope of Work.
Earnest Money Deposit	:	EMD of ₹5,00,000.00 (Rupees Five Lakh Only)
Tenure of Contract	:	Initially, the contract will be for 01 (One) year from the date of issuance of the order/MOU, or it may be increased, subject to satisfactory function of the agency.
Contact for any queries	:	The Security Officer (Addl. Charge), University of Gour Banga, P.O.: Mokdumpur, Dist.: Malda, West Bengal – 732 103. Email: rkarmakar@ugb.ac.in
Submission Through	:	https://wbtenders.gov.in
Date of Publication of Tender	:	February 12, 2026 at 09:00 am
Date of Document Download Start	:	February 12, 2026 at 09:00 am
Date of Bid Submission Start	:	February 12, 2026 at 09:00 am
Date of Bid Submission Closing	:	March 05, 2026 upto 02:00 pm
Receiving of Hardcopy of Tender	:	March 06, 2026 upto 04:00 pm
Date of Opening of Technical Bid	:	March 09, 2026 at 02:00 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.ugb.ac.in



ELIGIBILITY OF AGENCY:

1. The agency must hold valid license / registration of Private Security Agency (under Private Security Agency Regulation Act) obtained from Home & Hill Affairs Department, Govt. of West Bengal.
2. The agency should have a Registered Office in West Bengal.
3. The agency shall be registered with Employees Provident Fund Organization and Employees State Insurance Corporation.
4. Income Tax return of past three years.
5. EPFO (monthly return) of at least last three months should be attached.
6. The Bidders should have legal compliance such as: (1) GST Number, (2) PAN / TAN, (3) Trade License and other related Certificate.
7. The bidders should have work experience in providing Security Services at least for 3 (Three) Years in any PSU / PSE/ Govt. Organization / Govt. Undertaking / Quasi-Government / Govt. Autonomous Body / any industrial or institutional establishment of repute.
8. Bidder must deposit Earnest Money of ₹5,00,000.00 (Rupees Five 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.

9. Valid Bank Solvency Certificate of Minimum Solvency amount of Rs. 75 Lakhs (Rupees Seventy Five Lakh Only) required six months prior to date of submission of e-tender / Quotation.
10. The bidder should have enough manpower viability.
11. The bidders shall have to furnish annual turnover for last 03 (Three) years for Security Services only.

SCOPE OF WORK:

Round the clock (24x7) security arrangements, including Saturdays & Sundays and holidays, to be provided at different administrative and academic buildings with the campus of the University of Gour Banga as per following duty point and requirement on shift basis.

Estimated Personnel Required:

Sl. No.	Male / Female	Type	No. of Personnel Required
01.	MALE	Unarmed Guards	90 (Unskilled)
		Gunman Security Personnel	04 (Skilled)
		Supervisor	03 (Skilled)
02.	FEMALE	Unarmed Guards	44 (Unskilled)
		Supervisor	01 (Skilled)
<i>Note: Proposed Deployment and Requirements of Security Personnel of the University of Gour Banga is attached herewith.</i>			



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.ugb.ac.in

Proposed Deployment and Requirements of Security Personnel for the University of Gour Banga, Malda.					
Sl. No.	Name of the Department/ Building/ Spot	06.00am-02.00pm (Shift-1)	02.00pm-10.00pm (Shift-2)	10.00pm-06.00am (Shift-3)	Additional Shift (10.00 hrs to 18.00 hrs)
1	Reception & Bank-Post Office Portion	Male-2, Female-2	Male-2, Female-2	Male-2 (Gunman)	
	F.O.	Male-2, Female-1	Male-2, Female-1		
	V.C.	Male-2, Female-1	Male-2, Female-1		
	Registrar	Male-2, Female-1	Male-2, Female-1		
	I.C & D.O.	Male-2	Male-2		
	U.E.	Male-2	Male-2		
	3 rd Floor (Right Wing)	Male-2	Male-2		
	3 rd Floor (Left Wing)	Male-2	Male-2		
2	Library	Female-2	Female-2	Male-2	Male-2 Female-2
	CoE	Male-2, Female-2	Male-2, Female-2		
	Library Building Entrance	Male-2	Male-2		
3	Science Building	Male-1 (Main Gate), Female-1	Male-1 (Main Gate), Female-1	Foot Patrolling- Male-2	Male-2 Female-2
		Male-1 (Side Gate), Female-1	Male-1 (Side Gate), Female-1		
4	Humanities Building	Female-1 (Main Gate)	Female-1 (Main Gate)		
		Male-1 (Main Gate)	Male-1 (Main Gate)		
5	Language Building	Female-1 (Main Gate)	Female-1 (Main Gate)	Male-2	
		Male-1 (Main Gate)	Male-1 (Main Gate)		
6	Guest House	Male-1, Female-1	Male-1, Female-1	Male-2	
7	Boys Hostel	Male-2	Male-2	Male-2	
8	Girls Hostel	Female-2	Female-2	Female-2	
9	Main Gate	Male-2, Female-2	Male-2, Female-2	Male-2	
10	Campus foot Patrolling	Male-2	Male-2	Male-2 (Gunman) Male-2	Male-2 Female-2
11	Rear Gate towards Police Office side	Male-2	Male-2		
12	Rear gate near Guest House	Male-2	Male-2		
	Supervisor	Male-3 & Female-1			
Total		Male-35 Female-18	Male-35 Female-18	Male-14 Male-4 (Gunman) Female-2	Male-6 Female-6
Grand Total		Male-90 + 4 (Gunman) + 3 (Supervisor) = 97		142	
		Female-44 + 1 (Supervisor) = 45			



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.ugb.ac.in

1. Opening and closing of the office/Building. The deployed security personnel shall be very punctual on their duty.
2. Maintaining of Visitor's Register at the Main Gate / Back Side Gate Entrances. Proper and systematic Management of Visitors, guide the visitor correctly to the required chambers and check the identity of employees/visitors entering the premises as per the policy of the Organization.
3. Visitors and user of Bank and Post Office situated within the campus of the University to be maintained properly.
4. Safeguarding of all kinds of properties. Protection of the property, material, records, documents, equipment, etc. of University office building and preventing misuse of amenities and common facilities in the buildings.
5. Baring unauthorized entry & exit of Goods & Materials. The Security Guard deployed shall regulate incoming and outgoing materials so as to prevent any theft and also shall not allow any unauthorized movement of any goods from or into University Building/ premises.
6. Guard against trespassing. They shall not allow any unauthorized person in the University of Gour Banga premises, etc. during their duty hours. The security guard shall be employed for eight hours a day as per guidelines of concerned department of State / Central Government.
7. To handle fire-fighting equipment's and emergency exit management. The Security Guard(s) shall check all the fire escapes and keep these clear from any obstructions and check fittings and fixtures, lighting etc. thereof and any discrepancy towards this may be reported to the concerned officials immediately.
8. To ensure that all the rooms are locked at the close of office and opened at the beginning of office hours. Prevent misuse of water/ electricity by closing stopcock and switching of lights, fans, etc. including monitoring of electric points, switches, lights, AC's, Fans etc.
9. The security guard shall ensure that all the electrical equipment/instruments/lights etc. should be switched off at the time of closure of office, who are part of the office.
10. Streamlining of transport/ car parking and keeping the way outside and inside the premises/ building free from vehicular congestion. The Security Guard(s) shall prevent any untoward incidents and report the same to the authorities. The Security Guard(s) shall check the vehicles in the parking area during night shift/holidays/Sundays and make a note of it in the register as per the direction of University authority.
11. The Security Guard(s) shall guide the visitors in parking their vehicles, shall inform authority about any burglary or mishap in the premises and assist in taking up with the concerned authorities.
12. The Security Guard(s) shall deposit any missing material/ article found in the premises as per the direction of the University authority.
13. The Security Guard(s) shall carry out physical check of floors, lift, etc. at least twice during the working shift and make a note of it in the register as per the direction of the University authority.
14. The Security Guard(s) shall perform any other task allotted by the University authorities in the overall interest of the safety of the premises of University buildings.
15. The University authority shall have the right to allot such other duties as may be necessary from time to time.



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.ugb.ac.in



INFORMATION REGARDING FINANCIAL BID:

Wages as per Order of Labour Commissionerate, Statistics Section, Government of West Bengal (will be revised time to time after issuing of the latest order of the Labour Commissionerate, Statistics Section, Government of West Bengal):

Description	Unskilled	Skilled
Basic Wages (Monthly)	₹ 10,383	₹ 12,565
Bonus @ 8.33%	₹ 865	₹ 1,047
EPFO @ 13%	₹ 1350	₹ 1633
ESI @ 3.25%	₹ 337	₹ 408
Total	₹ 12,935	₹ 15,653
Service Charges (FIXED)	to be quoted	to be quoted

Note: The Service Charge shall remain fixed on a per-month, per-cadre basis and shall not be subject to alteration during the tenure of the contract. The monthly deployment strength shall be predetermined by the University in accordance with its requirements, and no additional Service Charges shall be admissible for relievers, substitute personnel, or any additional duties performed within the sanctioned strength.

(Ref.: No.: 07/Stat/14/RW/24/2023/LCS/JLC, Dated- 09.01.2026 of Labour Commissionerate, Statistics Section, Government of West Bengal)

NOTE:

1. Bills shall be raised and processed strictly on the basis of the actual number of security personnel deployed, subject to due certification and verification by the competent authority of the University.
2. Service Tax / GST as applicable shall be reimbursed to the Agency from time to time on production of documentary evidence.
3. Bid quoted in any other form / pattern etc. except as specified above will be rejected.
4. The daily wages rate will be revised as per the revision of minimum wages fixed by the state Government (WB) from time to time.

GENERAL TERMS & CONDITIONS AND INSTRUCTIONS:

1. The bidders are to participate in the bidding process for the Tender only online at <https://www.wbtenders.gov.in> as per prescribed format (BOQ).
2. The intending Bidders are required to quote the Service Charges in fixed basis online only. **No offline tender will be entertained.**
3. Hardcopy of online submitted BOQ 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 March 06, 2026 at 02:00 pm positively.
4. Incomplete and Conditional Bids will be summarily rejected without assigning any reasons thereof. Tenders without EMD shall be disqualified.
5. Tenders must be submitted in two Separate Bids- (1) Technical Bid and (2) Financial Bid. The Technical Bid, if found suitable to meet the specifications noted above, will be followed by Financial Bid.



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.ugb.ac.in

6. All the personnel deployed for the Security Personnel / Guard / Supervisor services shall be governed by the Minimum Wages, Act, 1948, Payment of Bonus Act, 1965, provisions of EPFO and ESIC or any other relevant orders issued by the State and Central Government time to time. The agency will take care of all statutory recovery and remittance with reporting requirements. The agency is required to obtain valid registration certificate and Labour license from Appropriate Authority to comply with relevant act.
7. The Agency shall be required to submit its Bill for the services rendered within 1st week of the succeeding month, in duplicate. The Bill should be accompanied by a Satisfactory Performance Certificate & Attendance Certificate, duly verified by the authorized representative of the University of the facilities where the security guards are deployed. The Agency shall also attach lists of the employees deployed on duties, copies of the EPF contribution & the ESI contribution Challans in respect of the employees for the previous month along with the Bill. Copies of the Receipt/Challan of the GST shall also be required to be attached.
8. The agency shall be liable to pay, the monthly wages on or before 07th of succeeding month to his deployed personnel in accordance to applicable minimum wages Act. (GoWB) and agreed terms and condition.
9. In case, any person engaged by the agency is found to be inefficient, quarrelsome, infirm, and invalid or found indulging in unlawful or union activities, the agency will have to replace such person with a suitable substitute at the direction of the competent authority.
10. The agency shall strictly observe and adhere the following from their deployed Security and other Personnel:
 - Remain always vigilant and caring for safeguarding the office premises and its cleanliness.
 - Are punctual and arrive at least 30 minutes before start of their duty time.
 - Perform their duties with honesty and sincerity.
 - Take charges of their duties properly and thoroughly.
 - Read and understand their post and site instructions and follow the same.
 - Extend respect and courtesy to all Teachers, Officers & Staff of the University.
 - Shall not consume intoxicated drinks on duty hours, or come drunk and report for duty and will immediately report to the Authorized Person of the University.
 - Always be courteous to visitors.
 - Shall not smoke/ sleep in the office premise
 - I card must carry on duty hours at workplace/Campus and to wear the designated uniform.
11. It is the sole responsibility of the deployed Security personnel and Other Personnel to execute the assigned work perfectly and neatly. If any damages are caused to assets of the University while discharging the duty, suitable amount will be deducted from the monthly payment of the agency.
12. The agency shall exercise adequate supervision to reasonably ensure proper performance of Security Personnel work in accordance to the schedule of work.
13. The concerned agency must verify the credentials of the deployed security and its other related staff at the time of engaging them.
14. All necessary reports and other information shall be supplied immediately by the agency as and when required by the university authority.
15. If any staff is not attending the duty on any day, replacement needs to be provided by the Agency.
16. The agency shall not subcontract the assigned work to any other agencies..
17. The University of Gour Banga shall notify the agency of any dishonest, wrongful or negligent acts or omissions of the employees in connection with the assigned services as soon as possible after the office becomes aware of them. In such cases the agency must take appropriate measures immediately.
18. A formal 'agreement' will be signed between the selected agency and the University authority. If required amendment to the contract shall be affected from time to time in accordance to Government notifications or otherwise. The Agency selected L1 will be required to execute an agreement on Non



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.ugb.ac.in

Judicial Stamp Paper, duly signed by the Authorized representative of the Agency within 07 (Seven) days of the Offer. Failure to comply shall result in forfeiture of the EMD.

19. All the payments to the agency by the Office shall be made through NEFT/RTGS/DD/AC payee cheque only with applicable TDS & other applicable taxes, if any, in accordance with the Finance Department, Govt. of West Bengal guidelines from time to time. The agency has to submit proof of submission of the Bank Statement (ensure the payment of personnel), EPF, ESI deposit of deployed personnel, and other government compliances (GST, tax, etc.) of the agency at the time of submission of the monthly bill; otherwise, payment will not be processed. The agency will maintain all records and registers ready and may be produced to Labour Department, Provident Fund, E.S.I. or any other statutory body on demand.
20. Initially, the contract will be for 01 (One) year from the date of execution of agreement. The tenure may be increased for maximum period of 3 Years and 10 Months, subject to satisfactory function of the agency. Service charges quoted in the tender/BOQ cannot be changed during the contract period.
21. The numbers of personnel and locations / buildings / spots required in different categories are tentative; they may vary at the time of order or in the future as per requirements and decisions of the competent authority of the University. The agency has to supply manpower on daily basis or purely temporary basis (if needed) for any special occasions like programme / examination etc.
22. The quoted bids shall have the validity for a period of 365 days from the last date of bid submission.
23. In case of any accident caused to the Security Personnel during the work period, it is the sole responsibility of the agency to meet any expenditure in this regard.
24. The agency shall execute the assigned work as per the schedule and if the same have not been executed up to the expected level, warning notice shall be issued in this regard. If the situation continues still, penalty will be imposed.
25. The contract may be terminated by University of Gour Banga by giving notice of three months in writing to the agency. If in case there is any serious negligence or serious breach of any of the terms and conditions of the contract by the agency, University of Gour Banga will decide to terminate the contract and take necessary actions without any notice.
26. The Agency shall be responsible for payment of wages, etc. to the deployed security guards as per prevailing Acts/Orders as applicable to the Govt. of West Bengal. If any dispute arises between the Agency and the Security Guards employed by it in the matter of wages or any other service condition, it shall be settled by the Agency and the Security Guards engaged by it themselves. University of Gour Banga shall not be a party in any such dispute.
27. No bidder could charge "Zero Price" as Service Charge, if so then the bidder concern will not be considered as a valid participant in the concerned Tender process.
28. If more than one bidder qualifies as L1 Bidder then the Authority has the right to choose the particular L1 Bidder on the basis of following method:
 - (i) Highest average annual turnover of last 3 Financial Years (2022-23, 2023-24, 2024-25) as per the Audited Financial Statements. (All Financial Statements should bear Audited certification).
 - (ii) Any other parameters to be decided by the competent authority, if needed
29. The Authority of UNIVERSITY OF GOUR BANGA reserves the right to reject the entire bid received without assigning any reason thereof.
30. The maximum deployment of security personal /supervisor will not exceed 142 per day.
31. The agency have to deploy the security personnel at the University campus within 07 (Seven) days from the date of execution of agreement / MoU.
32. EMD of the unsuccessful bidders will be refunded within 01 (One) month after the execution of agreement / MoU.
33. EMD of successful bidders will be refunded within 01 (One) month after the cessation of tenure agreement / MoU
34. The judicature of any legal disputes will be under the Hon'ble High Court, Calcutta.



SPECIAL CONDITIONS & COMPLIANCE OF LABOUR LAWS:

1. All employees of the agency shall be employees of the agency only.
2. The agency shall submit the EPF code number obtained from the authorities concerned under the Employees provident Fund and Miscellaneous Provisions Act, 1952 or any extant Act.
3. If any of the persons engaged by the agency misbehaves with any of the stakeholders of the University or any beneficiary of University or commits any misconduct with regard to the property of the University or suffers from any serious communicable disease, the agency shall replace them immediately. In case University authority feel that the conduct of any of the employees is detrimental to the interests of UGB, the University authority shall have the unqualified right to request for removal of such employee either for incompetence, unreliability, misbehaviour, security reasons, etc., while on or off the job. The bidder/agency shall comply with any such request to remove such personnel at agency's expense unconditionally. The agency will be allowed a maximum of two working days to replace the person by competent qualified person at Agency's cost.
4. The agency shall not engage/employ persons below the age of 18 years or engage any person in violation extant Act.
5. The agency shall pay wages directly to his workmen through electronic payment mode/ by cheque payment. It will ensure that all the personnel deployed have proper Bank accounts in the Scheduled banks.
6. The Bidder shall ensure that the deployed manpower stays in the facility for eight hours during the shift.
7. In case it is found that the wages are not being paid in accordance with the statutory Minimum Wages Act, the contract shall be terminated forthwith and the performance security forfeited.
8. The bidder shall deploy adequate number of persons for execution of the work undertaken on contract regulating their working hours and weekly off within the statutory limits. The bidder shall be responsible for payment of overtime wages to his workmen if any, in case they are required to work beyond the prescribed hours under law.
9. In Case any bidder wishes to exit from contract, he will give notice of 3 (Three) months prior to such exit.
10. Furnishing false information, suppressing material facts, or filing false affidavits/documents at any time—even after award of job, can lead to penal action as per Memorandum, vide No.: 547-W (C)/1M-387/15, Dated – 16.11.2015, issued by the Public Works Department, Government of West Bengal.

PERFORMANCE BANK GUARANTEE (PBG):

1. The Successful agency shall furnish Performance Security Deposit of ₹30,00,000 (Rupees Thirty Lakhs Only) in the form of Term-Deposit in favour of "University of Gour Banga, Malda" as Performance Bank Guarantee issued by a Public Sector / Nationalized Bank in India for the period of contract plus 02 (Two) Months.
2. In case of any such extension, the vendor would be required to extend the validity period of the performance guarantee accordingly.



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. 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.



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.ugb.ac.in

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 BALANCE SHEET	P/L AND BALANCE 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 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 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.



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.ugb.ac.in

- 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 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.

Sd/-

The Convener,

Purchase & Tender Committee

University of Gour Banga, Malda – 732103