

UNIVERSITY OF GOUR BANGA

(Established under West Bengal Act XXVI of 2007)

Mr. Binay Krishna Halder

Phone: 03512-252339

Convener,

Tender & Purchase Committee.



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

Tender Notice No. 15/UGB/COE./C-19

Date: 13/06/2019

Sealed Rate Quotations are invited from the bonafied and authentic parties / supplier to quote their rate in sealed Booklets, Forms, Envelopes, Appointment Letter etc. for the following items for the Department of Controller of Examinations, UGB.

Sl.No.	Description
01.	<u>Instruction Sheet for Paper Setter</u> Total Quantity: 10,000 (Ten Thousand Only) Nos. Paper Quality: 70 GSM
02.	<u>Specification of Blank Appointment letter for paper Setting (Format)</u> Finished Size: DFC¼ Total Quantity: 10,000 (Ten Thousand Only) Nos. Paper Quality: 70 GSM Maplitho
03.	<u>Specification of Blank Form of Acceptance (1 Page Each)</u> Finished Size: 825'' x 10.25'' Total Quantity: 10,000 (Ten Thousand Only) Nos. Paper Quality: 70 GSM
04.	<u>Specification of Form of Decleration</u> Finished Size: DFC¼ Total Quantity: 10,000 (Ten Thousand Only) Nos. Paper Quality: 70 GSM Maplitho
05.	<u>Specification of Top Sheet</u> Finished Size: Demai ¼ Total Quantity: 20,000 (Twenty Thousand Only) Nos. Paper Quality: 70 GSM White Maplitho
06.	<u>Despatch Report</u> Finished Size: Demai ¼ Total Quantity: 20,000 (Twenty Thousand Only) Nos. Paper Quality: 70 GSM White Maplitho
07.	<u>Answer key</u> Finished Size: Demai ¼ Total Quantity: 10,000 (Ten Thousand Only) Nos. Paper Quality: 70 GSM White Maplitho

08.	<p><u>Specification of Blank Remuneration Bill (4 Pages Each)</u> Finished Size: DFC¼ Total Quantity: 10,000 (Ten Thousand Only) Nos. Paper Quality: 70 GSM Maplitho</p>
09.	<p><u>Specification of Blank from of T.A & D.A</u> Finished Size: DFC ¼ Total Quantity: 10,000 (Ten Thousand Only) Nos. Paper Quality: 70 GSM White Maplitho</p>
10.	<p><u>Envelope Big size</u> Size: 10" x 14" with print Total Quantity: 30,000 (Thirty Thousand Only) Nos. Paper Quality: 70 GSM with cloth</p>
11.	<p><u>Envelope Big size</u> Size: 14" x 18" with print Total Quantity: 30,000 (Thirty Thousand Only) Nos. Paper Quality: 70 GSM with cloth</p>

N.B : Before submission your quotation you may see or collect 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. Delivery shall start within 5 (Five) Days from the issue of Work Order and to be completed within 10 (Ten) days from issue of Work Order.

Terms & conditions:

1. Payment will be made on account payee cheque on the basis of actual measurement on finish work.
2. Taxes shall be deducted as per Govt. norms.
3. Documents like PAN, GST, Trade License are to be enclosed with the rated quotation.
4. The sealed quotations are to be submitted along with valid Trade License, GST registration Certificate, Income Tax Return documents and other necessary documents in the office of the convener from 11 a.m. to 5 p.m. Tender paper should be addressed to: The Convener, Tender and Purchase Committee, University of Gour Banga, Malda – 732103, W.B., India
5. The University of Gour Banga reserves the right to amend or cancel the scope of the job as well as to modify the terms and conditions of the tender.
6. The number of Items may increase or decrease by the decision of the authority.
7. The date and time of submission of tender paper: From 13/06/2019 to 21/06/2019
(Within 11:00 am to 5:00 pm, except holiday)
8. Date of closing of tender paper submission: 21/06/2019 up to 5:00 pm.
9. Suppliers must have credential with the specific items
10. The bidders should be accompanied with an Earnest Money Deposit (EMD) of Rs. 2% of Bid Amount in shape of Demand Draft, in favour of University of Gour Banga, payable at Malda. EMD of unsuccessful bidder will be returned subsequently. No interest shall be paid on EMD.
11. Date of opening of tender paper: 25/06/2019 at 1 pm

Sd/
Mr. Binay Krishna Halder.
Convener
(T. & P. Committee), UGB.

The Copy for information:

1. The Hon'ble Vice-Chancellor, UGB.
2. The Registrar, UGB, Malda.
3. The Controller of Examinations (A/c), UGB, Malda.
4. Central Notice Board, UGB, Malda.
5. University website.
6. News paper: , The Uttar Banga Sambad ,The Bartaman & The Echo of India.

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

Tender Notice No. 16/UGB/COE./C-19

Date: 13/06/2019

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Sl.No.	Description
01.	<u>Specification of Question Script Booklet</u> Finished Size: Demai 1/4 Total Quantity: 10,000 (Ten Thousand Only) Nos. Paper Quality:
02.	<u>Specification of Question Script (MCQ) Paper Setter Booklet</u> Finished Size: Demai 1/4 Total Quantity: 10,000 (Ten Thousand Only) Nos. Paper Quality:

N.B : Before submission your quotation you may see or collect 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. Delivery shall start within 5 (Five) Days from the issue of Work Order and to be completed within 10 (Ten) days from issue of Work Order.

Terms & conditions:

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3. Documents like PAN, GST, Trade License are to be enclosed with the rated quotation.
4. The sealed quotations are to be submitted along with valid Trade License, GST registration Certificate, Income Tax Return documents and other necessary documents in the office of the Audit Officer from 11 a.m. to 5 p.m. Tender paper should be addressed to: The Convener, Tender and Purchase Committee, University of Gour Banga, Malda – 732103, W.B., India
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12. Date of opening of tender paper: 25/06/2019 at 1 pm

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