

UNIVERSITY OF GOUR BANGA

(Established under West Bengal Act XXVI of 2007)

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

Memo No. 05/UGB/ET/AO- 2017-18

Dated: 19/04/2017

**NOTICE INVITING ELECTRONIC TENDER No. UGB/AO/T and P/eNIT-05/2017-18
Of The AUDIT OFFICER, CONVENER, TENDER & PURCHASE COMMITTEE, UNIVERSITY
OF GOUR BANGA, MALDA**

The *Audit Officer, Convener, Tender & Purchase committee, University of Gour Banga, Malda* invites **ITEM WISE RATE e-Tender** for the work detailed in the table below. (Submission of Bid through *online*).

List of schemes:-

| <i>Sl. No</i> | <i>Name of the Item</i> | <i>Earnest money (Rs.)</i> | <i>Price of, Tender Form & others Papers</i> | <i>Period of Completion</i> | <i>Eligibility of Bidders</i> |
|---------------|--|----------------------------------|--|-----------------------------|---|
| 01 | <i>Equipment with specifications for the Department of Physiology, University of Gour Banga, Malda (from UGC Fund)</i> | <i>2% of the total Bid Value</i> | NA | <i>20 Days</i> | <i>Open to all Bidders having credential of similar nature of job in university or Institution without any reservation for any particular class of contractors and through pre-qualification.</i> |

**List of Equipment with specifications for the Department of Physiology,
University of Gour Banga, Malda (from UGC Fund)**

| Sl. No | Equipment | Specification | Make | Quantity | EMD |
|--------|-----------------------------|---|---------------------------------|----------|-----------------|
| 1. | Real Time PCR (qPCR) | <ul style="list-style-type: none"> • Real time PCR with block of 96 x 0.2 ml tubes or plate to Run typical 0.2ml tubes, strips, and plates. • The base thermal cycler should be able to be used for standard PCR without switching on the optical module / LED to have a increased life time of the optical device. • System should be Gradient enabled. With 8 different temperature zones. • Minimum six excitation and Six emission channels Each filter should correspond to one dye that ensures smooth differentiation of dyes having high degree of spectral overlap. • 21 or more colors in the emission range. • Detection of 5 or more different fluorescent reporters in the same tube. • Should be capable of Detecting Cy5, FAM/Sybr Green, VIC/JOE, TAMRA/Cy3, Texas Red, Quasar705 • System should be able to collect data for all filters for all wells regardless of place setup. • Maximum Ramping speed : 5 °C per sec with sample • Peltier Cooling & Heating for uniform temp control • Should have a channel dedicated for FRET experiments • Excitation –Emission range: 450- 730nm or broader. • No internal reference dye should be required. True 5 Color Multiplexing with use of 5 different flourophores without the need of addition of any internal reference dye, • LED excitation source with Photodiode • Dynamic range of 10 orders. • Open system capable of running various chemistries so that Different chemistries using TaqMan, Molecular Beacon, SYBR green etc all can be performed. • Temperature range 0– 100 °C with accuracy of ± 0.2 °C and uniformity of ± 0.4 °C within 10 sec of arrival at 90 °C • The system should be able to detect 1 copy of template for a single reaction. • Minimum sample vol : 1μl & Max Sample volume 50 μl • Should detect ≤ 10 fmol of fluorescein • Should have multiple scan modes with a FAST scan option for reading all wells in 3 seconds • Automatic allelic discrimination by end point fluorescence or | BioRad/ Applied BioSystem | 1 | 2% of Bid Value |

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|----|--|--|-------------------|---|-----------------|
| | | <p>threshold cycle.</p> <ul style="list-style-type: none"> • Gene expression analysis by relative quantity (ΔCt) or normalized expression ($\Delta\Delta Ct$). • End point analysis for upto 5 fluorophores • Should have mode for Melt curve analysis • Should be capable to perform dye binding thermal shift assays for protein unfolding analysis. • Comparison of upto 5000 Ct values from different data files should be possible • The amplification traces should be viewed on the LCD screen in real time while a run is in progress with touch screen facility. • Software should have express load feature which allows entry of data after experiment. • Should be licensed for Research & IVD applications. • System should be compliant with the MIQE Guidelines • Should have a dedicated FRET Channel • System should provide the option of software which is RDML compliant • Software should be license free or else 15 license copies of the same should be quoted. • Software should be capable to import and analyze data from any real time PCR platform. • Additional QBase Plus software should be quoted along with the system. • System should come with start up consumables (2x200 rxn SYBR Green , 2x50 Nos of Hard Shell PCR Plates , 2x100 nos of Sealers) • Should be supplied with software for High Resolution Melt Curve Analysis • Should be provided with a suitable Computer for analysis. • Should be provided with 2 KVA Online UPS. | | | |
| 2. | <p><i>Inverted Phase Contrast Fluorescence LED Microscope with Monochrome and Color CMOS Camera</i></p> | <p>Optical system (Perfocal distance 60mm, Built in FLY EYE LENS for uniform intensity in entire Field of view, Built in integrated diascope illumination LED (60,000Hrs) illum, Objective elevation system for focusing Coarse 37mm/rot, Fine: 0.2mm/rot Built in plain stage 168(X) x 245(Y)mm, Built in Epi Fluorescence turret 4 Position, Quintuple nosepiece backward facing type that can hold FIVE objectives, ELWD condenser (NA 0.3, W.D. 75mm), Eyepiece tube inclination angle 45°, Separate Brightness adjuster for Diascopic and Fluorescence illumination, Illumination LED ON/OFF switch, Inter Pupillary distance 50-75mm Selector switch between EPI (FL) and DIA illumination, Acrylic stage annular, Nosepiece cap, Dustcover, Tool set, EYEPIECE LENS 10X (Field of view 22mm) with Diopter Adjustment in both eyepieces for correction of eyesight.</p> | Zeiss/Nikon/Leica | 1 | 2% of Bid Value |

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| <p><i>with imaging software</i></p> | <p>CAMERA Port 100 (0:100/100:0) Mechanical Stage Cross travel : 126 (X) X 78 (Y) mm,with Universal Holder that accepts all types of sample holders Terasaki plate holder, slide glass, 35~65mm dish, counting chamber etc Non-Centerable Phase Slider (pre centered) <u>OBJECTIVES</u> Achromat ADL 10X F N.A. 0.25, W.D. 6.2 mm, Ph1 Super Plan Fluor ELWD ADM 20XC N.A. 0.45, W.D. 8.2-6.9mm, PH-1 Cover glass correction: 0-2.0mm Super Plan Fluor ELWD 40XC N.A. 0.6, W.D. 3.6-2.8mm Cover glass correction: 0-2.0 mm Plan Fluor 100X Oil N.A. 1.30, W.D. 0.16 mm Spring-loaded, Stopper <u>COOL LED EPI-FLUORESCENCE (LIFE 10000 HOURS)</u> (Long life, instant switching, No warm up time needed, Precentered) <u>LED ILLUMINATIONS</u> C-LEDLH385 LED Unit, DAPI (UV) C-LEDLH470 LED Unit, FITC (BLUE) C-LEDLH525 LED Unit, TRITC (GREEN) <u>CORRESPONDING FILTERS</u> C-FL-C DAPI Filter Cube consisting of : Excitation Filter EX361-389/ Dichroic Mirror DM415/ Barrier Filter BA435-490 C-FL-C FITC Filter Cube consisting of : Excitation Filter EX465-495/ Dichroic Mirror DM505/ Barrier Filter BA512-558 C-FL-C TRITC Filter Cube consisting of : Excitation Filter EX537-552/ Dichroic Mirror DM565/ Barrier Filter BA582-637 <u>DIGITAL COLOR CMOS CAMERA</u> 5.9Mega Pixel CMOS Sensor, Live mode 15fps (2880X2048), Binning 2X2, 30fps (1440X1024), ISO50, Exp 100µsec-30sec, USB3.0 connector for PC, Recordable pixel 2880X2048/1440X1024, Quantum Efficiency 67%, Average photometry mode/ Peak photometry mode, ISO 50 (50-3200), Onetime Auto/Cont Auto/ Manual exposure control, Gain > 60dB, Exp corr: ±1EV, Step: 1/6 EV, Direct Connectivity to Laptop/Computer via USB3, Y-TV TUBE 0.55x, C-mount 0.55x relay lens <u>DIGITAL MONOCHROME CMOS CAMERA</u> Monochrome Microscope Camera with 16.25 million pixels resolution (2200TV lines) with CMOS sensor, Size 36mmX23.9mm, Electronic cooling. High sensitivity, Low noise, Quantum efficiency 77%, 19fps-45fps , Full well capacity 60000e-, Read out noise 2.2e-, Dark current 0.6e-/p/s(Ta=25°C), Live Display mode: Full pixel 4908x3264 pixel (max 6fps)/3x3 pixel averaging 1636x1088 (max 45fps), ISO800(Selectable from ISO200 to 12800), Dynamic range (2000:1), Exptime 100µsec-60 sec, USB3.0 Cable F-Mount Adapter, 2.5 F-Mount Adapter, C-0.55x Relay Lens, Camera Trigger Cable.</p> | | | |
|-------------------------------------|---|--|--|--|

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|----|---|---|--------------------|---|-----------------|
| | | <p><u>IMAGE ANALYSIS SOFTWARE –</u> Documentation software, Measurement acquisition, Time Lapse Imaging, AVI Live-stream (Video Recording) capture, Live Image Capture, Merging, LUT, Line Intensity, Calibration, measurement, count, length, area, angle, circle and ellipse.</p> | | | |
| 3. | <p>Imported Semi Automated (Motorized) Microtome</p> | <p>Precision specimen orientation with zero point reference</p> <ul style="list-style-type: none"> • Compact, ergonomic overall design • Section thickness totalizer and section counter • Easy alternation between trimming and sectioning function • Two motorized forward and backward specimen <p>Coarse feed speeds</p> <ul style="list-style-type: none"> • Programmable specimen retraction • Low-maintenance cross roller bearings • Single-handed operation universal cassette clamp • Completely new knife holder concept for disposable Blades, with finger guard in contrasting colour • Precise knife holder lateral movement • User safety integrated into overall design • Smooth-running hand wheel with integrated Quick-lock mechanism • Ergonomically optimized hand wheel handle • Communication display integrated in instrument housing • Enclosed micrometre mechanism • Spacious magnetized section waste tray • Intuitive control panel • Wide range of accessories <p>Should have Patented adjustable hand wheel balance Should have Selection between: continuous and step feeding in sectioning mode Should have Rocking mode :No need to co-ordinate handwheel up and down movement and simultaneously pressing coarse feed buttons. Should have Ruler on microtome base : Ruler helps to find ideal knife holder position for different mold sizes and Use together with object exchange in home position</p> <p>Section thickness:</p> <ul style="list-style-type: none"> • Setting range: 0.5 – 100 ìm • Setting values: from 0.5 – 5 µm in 0.5 µm-increments from 5 – 20 µm in 1 µm-increments from 20 – 60 µm in 5 µm-increments from 60 –100 µm in 10 µm-increments • Trimming section thickness setting range: 1 – 600 ìm • Setting values: from 1 – 10 µm in 1 µm-increments from 10 – 20 µm in 2 µm-increments from 20 – 50 µm in 5 µm-increments from 50 – 100 µm in 10 µm-increments | Leica/VR/Me dimeas | 1 | 2% of Bid Value |

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| | <p>from 100 – 600 μm in 50 μm-increments Object feed: 28 mm \pm1 mm, feed motion via step motor Vertical specimen stroke: 70 mm Sectioning modes: 2 manual modes (conventional full hand wheel rotation and rocking mode) Specimen retraction: 5 – 100 μm in 5 μm-increments, Can be turned off Electric coarse feed: 300 $\mu\text{m/s}$ and 900 $\mu\text{m/s}$ Maximum specimen size (L x H x W): 50 x 60 x 40 mm Specimen orientation: horizontal: 8°, vertical: 8° Nominal supply voltages: 100/120/230/240 V AC \pm10% Nominal frequency: 50/60 Hz Power draw: 70 VA Repositioning of knife holder base: North-south: \pm 24 mm/0.94 inches Specimen retraction: in manual operation: 5-100 μm in 5 μm increments, can be turned off Electric coarse feed: 300 $\mu\text{m/s}$ and 900 $\mu\text{m/s}$</p> <p>Dimensions: Basic instrument Width (with handwheel): 413 mm/16.26 inches Width (without handwheel): 300 mm/11.81 inches Depth (with waste tray): 618 mm/24.33 inches Depth (without waste tray): 520 mm/20.47 inches Working height (knife edge): 100 mm/3.94 inches-(measured from the base plate) Working height (knife edge): 168 mm/6.61 inches-(measured from the stage) Height (total): 305 mm (with storage area on the housing)/12.01 inches Weight (without accessories): app. 37 kg/81,5 lbs Control Panel Width: 94 mm/ 3.7 inches Depth: 164 mm/6.46 inches Height: 50 mm/1.97 inches Height (in inclined position): 81 mm/3.19 inches Weight (net):</p> | | | |
|--|--|--|--|--|

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| | appr. 0.450 kg/ 1lbs · Should have more minimum 10 installation in Government Institution in Eastern region, with customer details. · Should have CE certificate. · Should have factory trained engineer support for service. · Should supply 1 packets of High profile 818 blades (50 blades/packet) | | | |
| | | | | |

****Note: All instruments/equipment should be delivered at the Department of Physiology, University of Gour Banga, Malda. The values should be mentioned inclusive of all. No additional cost will be borne by the University.**

NOTE: *At the time of online bid submission the EMD fee will be displayed as INR 2.00 but the bidder have to submit a demand draft of 2% of the total Bid value quoted by him/her.*

TERMS & CONDITIONS

1. Intending bidders have to download the tender document from the website directly by the help of Digital Signature Certificate & necessary cost of tender document 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-Filling. EMD of unsuccessful bidder will be returned subsequently. 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 Audit Officer, University of Gour Banga, Malda. However department (Tender Inviting Authority) 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 sated in (**Date & Time Schedule**).
3. Payments will be made on account pay in cheque on the basis of actual measurement on finished work.
4. Taxes shall be deducted as per Govt. norms
5. Documents like PAN, VAT and Trade License are to be submitted with the tender paper.

6. 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.
7. The number of Items may increase or decrease by the demand/decision of the authority of UGB.
8. Damage to goods or any other loss due to accident etc. during transit shall be the Responsibility of the supplier
9. Suppliers must have credential with the specific items otherwise submitted quotation will be rejected.

10. **Date & Time Schedule:**

| Sl. No. | Particulars | Date and Time |
|----------------|---|--|
| 1 | <i>Date of uploading of NIT Tender Documents. (online)</i> | 19.04.2017 at 02:00 PM |
| 2 | <i>Tender Document sale / download start date and time (online).</i> | 19.04.2017 from 03:00 PM onwards. |
| 3 | <i>Start Date of Bid Submission (Technical and Financial) (online).</i> | 19.04.2017 from 03.00PM |
| 4 | <i>Closing date and time of sale / download of Tender Document (online).</i> | 09.05.2017 up to 10:00 AM |
| 5 | <i>Closing date of Bid submission (Technical and Financial) (online).</i> | 09.05.2017 up to 10:00 AM |
| 6 | <i>Date and time of opening of Technical Proposals (online).</i> | 11.05.2017 at 10.00 AM. at GOUR BANGA UNIVERSITY. |
| 7 | <i>Date and time of uploading of list of Technical qualified bidders.(online)</i> | Intimated later on. |
| 8 | <i>Date and time of opening of Financial Proposal (online).</i> | Intimated later on. |

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.

11. No **CONDITIONAL/ INCOMPLETE TENDER** will be accepted under any circumstances.
12. 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.
13. 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.

14. Bidders should upload their documents from the original copies. Uploaded copies which are not clearly visible will not be accepted.
15. If proportionate progress with time is not maintained in any work then any work can be rescind without any further reminder and NO TIME OF EXTENSION will be entertained in any circumstances unless this Department sought for it and submission of tentative bar-charts within three days of date of issue of work order.
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 NIT are not produced by those 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 Contractor

Any contractor 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 for e-Tendering site as given on the web portal.

3. Digital Signature certificate (DSC)

Each contractor 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 he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

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 website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A. Technical proposal

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

A-1. Statutory Cover Containing

- i) Prequalification Application
- ii) Demand Draft towards cost of tender documents as prescribed in the NIT, against each serial of work in favor of **University of Gour Banga**, payable at **Malda**.
- iii) Demand Draft towards earnest money (EMD) as prescribed in the NIT against each of the serial of work in favor of the **University of Gour Banga**, payable at **Malda**.
- iv) Special Terms, condition & specification of works.
- v) Certificate of revolving line of credit by the Bank (if required).

A-2. Not statutory Cover Containing

- i) Professional Tax (PT), deposit receipt challan, Pan Card, IT Saral, VAT Registration Certificate.
- ii) Registration Certificate under Company Act. (if any).
- iii) Registered Deed of partnership Firm/ Article of Association & Memorandum.
- iv) Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v) Tax Audited Report in 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).
- v) Credential documents within last 5 (five) years from date of issue of NIT.
- vi) List of Technical staffs along with structure & organization.

Note: Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGE 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 |
|----------------|------------------------|---------------------------------|---|
| A. | <i>CERTIFICATES</i> | <i>CERTIFICATES</i> | 1. <i>Vat Registration Certificate & Acknowledgement.</i> 2. <i>PAN, I. Tax Return (up to date)</i> 3. <i>P. Tax (Challan and Number, Current FY.</i> |
| B. | <i>COMPANY DETAILS</i> | <i>COMPANY DETAILS I</i> | 1. <i>Proprietorship Firm (Trade License).</i> |

| | | | |
|----|------------------------------|---|--|
| | | | <ol style="list-style-type: none"> 2. <i>Partnership Firm (Partnership Deed, Trade License).</i> 3. <i>Ltd. Company (Incorporation certificate, Trade License).</i> 4. <i>Co-operative Society (Society Registration copy, Renewal copy, NOC from ARCS, Up to date meeting resolution copy.</i> 5. <i>Power of Attorney.</i> |
| C. | <i>CREDENTIAL</i> | <i>CREDENTIAL -1 CREDENTIAL – 2</i> | <i>credential of similar nature of job without any reservation for any particular class of contractors</i> |
| D. | <i>P/L AND BALANCE SHEET</i> | <i>P/L AND BALANCE SHEET 2013-2014/2014-2015/2015-2016.</i> | <i>Profit and Loss and Balance Sheet (with Annexure in case of Tax Audit – Current F.Y.).</i> |
| E. | <i>MAN POWER</i> | <i>TECHNICAL PERSONNEL</i> | <i>List of Technical Staffs Along with Structures of Organization.</i> |

B. Financial proposal

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

07. Rejection of Bid

The Employer (tender accepting authority) 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 or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (tender accepting authority) action.

08. Award of Contract

The Bidder, whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority 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 Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & B.O.Q. will be the part of the Contract Document.

#NOTE: All the bidders are requested to submit self-attested hard copies of all documents [along with original Demand Draft(EMD)] submitted during bidding process to the Audit Officer, UGB within 10/05/2017 upto 5.00 PM

GUIDELINES TO THE TENDERER

Instruction / guidelines for the tenderer for Electronic Submission of the tenders online :-

1. Registration of the Contractor

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

2. Obtaining Digital Signature Certificate (DSC).

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

- 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

- 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.
- Such downloaded documents can be saved in computer as well.
- 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***

- The Tenderer is to read the NIT carefully.
- All corrigendum, addendum to the original NIT is to be considered as part of NIT.
- Each tenderer can submit tender for maximum 1 serial (package) in any particular NIT, but such tenders will be considered subject to fulfillment of credential criteria and financial capability to be assessed by the Tender & Purchase Committee (TEC).
- 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'.
- 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.
- The Tenderer is click 'View' to submit tender.
- 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).
- Cost of Tender papers and 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. These DDs , one for cost of tender paper and another for Earnest Money Deposit are to be submitted to the Tender Issuing Authority, positively at least one day before the scheduled date of opening of Technical Bid, otherwise the entire tender will be rejected.
- 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.
- 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.
- Before freezing the submission, changes may be made, but these cannot be done after freezing.
- Technical and Financial Bids, both are to be submitted concurrently online, positively before the prescribed date and time of tender submission.

6. *In case of any clarification / assistance required for the process of e-Tendering please contact during office hours to Audit Officer, Convener, Tender & Purchase committee, University of Gour Banga, Malda.*

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

Memo No. 05/UGB/ET/AO- 2017-18

Date: 19/04/2017

Copy forwarded for information and wide publicity through notice board to.....

1. The Hon'ble Vice-Chancellor, University of Gour Banga-Chairman.
2. Prof. Swagata Sen, Dean of Commerce, Calcutta University, Court Nominated Member.
3. Prof. Bikash Roy, Department of Bengali, University of Gour Banga, Court Nominated Member.
4. Dr. Samir Kumar Ghosh, Associate Professor, Vidyasagar College, EC Nominated Member.
5. Dr. Sanatan Das, Controller of Examinations (Addl. Charge), University of Gour Banga-Member.
6. The Finance Officer, University of Gour Banga – Member.
7. The University Engineer, University of Gour Banga- Member.
8. The Development Officer, University of Gour Banga- Member.
9. The Assistant Registrar (Addl. Charge)/ (PG & Finance), University of Gour Banga- Member.
10. The Audit Officer, University of Gour Banga – Convener.
11. Office file.

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

PRE- QUALIFICATION APPLICATION

To
The Convener,
Tender & Purchase Committee,
University of Gour Banga,
Malda - 732103

Ref:- Tender for.....

(Name of work).....

.....

.....

[N.I.T. No.....(Sl. no. _____)

Dear Sir,

Having examined the statutory, Non statutory & NIT documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of.....In the capacity.....duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to me on behalf of the group of firms for Application and for completion of the related documents is attached herewith.

We are interested in bidding for the work given in Enclosure to this letter.

We understand that :

(a) Tender Inviting and Accepting Authority can amend the scope & value of the contract bid under this project.

(b) Tender Inviting & Accepting Authority reserves the right to reject any application without assigning any reason:

Encl:- e-filling of

12. **Statutory Documents**

13. **Non Statutory Documents.**

Date :-

Signature of applicant including title
and capacity in which application is made.