



উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়

পুন্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165



প্রফেসর প্রদ্যুৎ কুমার পাল

নিয়ামক (ভারপ্রাপ্ত)

Prof. Prodyut Kumar Paul

Registrar (Acting)

মোবাইল/Mobile: +91 9434096763

ইমেল/E-mail: registrar@ubkv.ac.in

registrarubkv@gmail.com

ওয়েবসাইট/Website: www.ubkv.ac.in

E-Tender Ref. No.: UBKV/Est T/P-02/13/2025-26/2nd Call Date: 06/08/2025

NOTICE INVITING TENDER (NIT)

Online tenders are being invited under two bid systems viz, Part-I Technical Bid and Part-II Financial Bid from reputed Printing Press for print and Supply of Answer Books, Photocopier Paper and Envelope as stated below:

Sl. No.	Item	Specification	Quantity required
01	Main Answer Book, Part –A (Size: 23cm x 30 cm)	08 Pages, Printed, 80 GSM	5,000 Nos.
02	Main Answer Book Part –B (Size: 23cm x 30 cm)	16 Pages, Printed, 80 GSM	5,000 Nos.
03	Main Answer Book (Size: 23cm x 30 cm)	16 Pages, Printed, 80 GSM	10,000 Nos.
04	Main Answer Book (Size: 23cm x 30 cm)	20 Pages, Printed, 80 GSM	5,000 Nos.
05	Supplementary Answer Book (Size: 23cm x 30 cm)	04 Pages, Printed, 80 GSM	15,000 Nos.
06	Envelope (Plastic quoted Inner side) Brown Colour	22 cm x 16 cm, Printed, 80 GSM	3,000 Nos.
07	Photocopier Paper (A4 size)	B2B/ K-One (70 GSM)	100 Ream

Samples of all types of Answer Books and envelope to be followed from Examination Section, UBKV Pundibari before printing and the same to be up to the satisfactory label.

➤ **Tender Schedule:**

• Date of Publication of Tender	:	06/08/2025
• Starting date of Submission of Tender	:	06/08/2025
• Last date of online bids submission	:	19/08/2025
• Last date of EMD submission submission (Hard Copy)	:	20/08/2025
• Date of opening of Technical Bids	:	21/08/2025
• EMD (Earnest money deposit)	:	₹6,875.00 (Rupees Six thousands Eight Hundred and Seventy Five) only by means of D/D from any Indian Commercial Bank in favour of Uttar Banga Krishi Viswavidyalaya payable at Cooch Behar.
		MSME/NSIC/SSI Certified agencies would be exempted from EMD, Subject to submission of such valid certificate in the Envelope of Technical Bids.

1. **Submission of bids:**

Both Technical bid and Financial Bid are to be submitted concurrently duly signed by the Authorized Company personnel/Dealer/Proprietor. All papers must be submitted in English language.

2. Eligibility for Quoting:

Vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

3. Annual Turnover Requirements: Vender having average Annual Turn Over up to Rs. 20 Lakh or above for the last three financial years 2022-23, 2023-24 & 2024-25, are eligible to participate in the Tender.

4. **Submission of Tenders**

4.1 General process of submission

All the documents including addendum/ Corrigendum related to the tender uploaded by the Tender Inviting Authority form an integral part of the contract. Tenders to be submitted in two envelopes at a time, one is Technical Bid and the other is Financial Bid. The bidders shall go through the tender documents carefully and prepare the required bids.

4.2 Technical details: (Bidders must submit Technical specification along with Catalogue of the item quoted in “Technical Details “Envelope).

4.3 Audited Annual Accounts for last three years 2022-23, 2023-24 & 2024-25 or during the period since formation of the Firm, if it was set up in less than such 3- year period. Bidders whose accounts are not audited must submit 26AS/AIS for the above years as available in the official website of the Income Tax Department, Government of India with other documents stated below:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	Aadhaar Linked PAN Card of the Bidder
			Aadhaar Card of the Bidder
			GST Registration Certificate
			P -Tax Registration Certificate with a copy of last return
2	Company Details	Company Details 1	Trade License/Enlistment Certificate
			Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3	Credential	Credential 1	Copy of the purchase order for supplying Similar nature of items at least for last 2 years in an Institute of Higher Education Brief User List preferably for users in West Bengal
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Financial year (2022-23), (2024-25) & (2024-25)
			GST Return for last 3 months in 2025-26
5	Compliance Statement		

4.4 Financial Bid

Financial Bid should contain the rate of discount along with printed price list of items for delivery on FOR destination and CIF including applicable taxes. Rate of applicable GST also to be quoted.

5. TERMS & CONDITIONS:

5.1 Bid Information:

a) The rate of the items quoted by the bidders shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

b) Partial Tender/Incomplete tenders both for Technical and Commercial aspects may subject to cancellation of tender. However, University authority will define the Partial Tender/Incomplete Tender based on the tender evaluation status.

5.2 Evaluation of Tender: Firstly, Technical Bid will be evaluated and thereafter Price Bids of technically qualified bidders will be evaluated for selection of vendor.

5.3 Award of Contract: The purchaser will award the contract to the bidder whose quotation would be determined to be substantially responsive both technically and commercially.

5.4 Selected Bidders will have to sign an agreement on Non-Judicial stamp with the competent authority of the University.

5.5 The vendor should quote and be capable to supply all the necessary items as per Tender. However, the University has the right to procure a part or a whole of the tendered items.

5.6 University enjoys the discretion to select vendor either in full or in part (item wise) for the betterment for pursuing of tender objectives.

5.7 Bidder must provide Technical Compliance Sheet duly certified as per the Tender Specification. Any non-compliance will lead to rejection of tender.

5.8 Credentials: Documents of supplying similar items in last two previous years in an Institute of Higher Education must be submitted along with the tender.

5.9 Statutory deduction for GST and other Government taxes in the hand of the payee will be made as per the law in force.

5.10 Time Schedule: The supply work must be completed within 30-45 days from the date of receipt of the supply order.

5.11 Validity of offer: A bidder should spell out in the tender that it shall remain valid for a minimum period of 180 days from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

5.12 University reserves the discretion to issue work/ supply order either in full or phase wise depending upon the requirement and selected vendor will not charge any extra amount for such supply and delivery.

5.13 Payment Schedule: 100% Payment will be made after delivery and satisfaction of the item.

5.14 University may forfeit the Security Money (EMD) in the event of the following circumstances:

- i) If selected bidder withdraws the bid before expiry of its validity and after receipt of the Purchase Order.

- ii) If selected bidder does not accept the order after issuing the same or fails to enter into a contract within validity period of offer.
- iii) If selected bidder fails to supply the items within the scheduled time as specified in the Purchase Order.
- iv) In case of any false submission /statement by the bidder
- v) In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions.

5.15 Disposal of Disputes: In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Cooch Behar jurisdiction only.

5.16 Conditional bid may be liable for rejection.

5.17 **Liquidated Damages:** If the supplier fails to deliver the items within the time frame(s) incorporated in the work order, the purchaser / consignee shall, without prejudice to other rights and remedies available to the purchaser / consignee under the work order, deduct from the order price, as liquidated damages, a some equivalent to 2% per month (pert of a month to be taken as one month) of delay or part thereof on delayed supply of items until actual delivery or performance subject to a maximum of 10% of the order value. Once the maximum is reached purchaser/ consignee may consider termination of the order perform herein. During the above-mentioned period of supply and / or performance, the conditions incorporated herein shall also apply.

5.18 **Discretion of the University:**

i) University may take decision about non-purchase of the said item even after selection of vendor due to its fund constraints.

ii) University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.

iii) The University reserves the right of not accepting the rate even from the lowest bidder/supplier.

iv) The University reserves the right to accept or reject any or all tenders without giving any reason whatsoever.

v) The Tender Selection Committee reserves the right to cancel the N.I.T. due to any unavoidable Circumstances and no claim in this respect will be entertained.

5.19 Arbitration: In the event of any dispute or difference whatsoever arising under the contract or in connection therewith including any question relating to existence, meaning and interpretation of the contract or any alleged breach thereof, the same shall be referred to the sole Arbitration of the Chairman of the Uttar Banga Krishi Viswavidyalaya or to a person appointed by him for that purpose. The arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Law 1996.

5.20 Jurisdiction: All matters of dispute arriving out of the order shall be referred to the District Court, Cooch Behar only.

5.21 **Contact Details:** Bidders may contact to Mr. Raghunath Deb (m) +91 6297852447 for any queries regarding items specifications and to Mr. Azad Rahaman Ahmed (m) +91 9434812945 regarding submission of Tender.

Sd/-
Registrar (Actg.)