

# DAKSHIN DINAJPUR UNIVERSITY



Address for Correspondence:  
North Chakbhawani,  
(Near LIC Office), Balurghat,  
Dakshin Dinajpur, WB – 733101.  
Email – reg.ddu@dduniv.ac.in

Memo number: (T&Q)/39/2024

Date: 16/01/2024

## NOTICE INVITING E-TENDER

### A. PREFACE

E-Tenders are hereby invited on item-rate-quote basis, by the undersigned from resourceful, experienced, bonafied & reputed Contractors/ Firms for execution of the following works.

### B. SCHEDULE

Sl no	Nature of Work	Estimated Amount put to tender	Value of the earnest money (In Rs.)	Participation Fee in Rs.	Required Credential	Time allowed for completion
A	University Exam Related and Other Technical Confidential Works	3 Lakhs (Approximately)	6000.00 (Six Thousand)	500.00	50%	15 days

### C. Details of the Required University Examination Related Work and Other Technical Support:

Referred to BOQ

### D. DATE AND TIME SCHEDULE

Sl no	Particulars	Date and Time
1	Inviting E-Tender and advertisement	16-01-2024 from 10:00 hours
2	Tender notice and related information available in the <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a> and University website: <a href="http://dduniv.ac.in">dduniv.ac.in</a>	16-01-2024, 10:00 hours onwards
3	Start of submission of technical and financial bid	18-01-2024, 10:00 hours onwards
4	Closing of submission of Tenders: technical and financial bid	25-01-2024 up to 16:00 hours
5	Opening of the technical bid at the office of the Registrar, Dakshin Dinajpur University.	29-01 -2024, 11:30 hours onwards
6	Opening of the financial bid at the office of the Registrar, Dakshin Dinajpur University.	29-01 -2024, 15:30 hours onwards
6	Submission of Participation Fee and Earnest Money Deposit at the office of the Registrar, Dakshin Dinajpur University.	The bidder shall submit the Participation Fee and E.M.D in the designated Bank Account.

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## E. BIDDING PROCESS

1. In the event of e-filing, intending bidder may download the tender documents consisting of this NIT, SBD and BOQ etc. from the website <http://wbtenders.gov.in> directly with the help of Digital Signature certificate. Necessary cost of the Participation Fee Rs. 500/- (Five hundred) and the Earnest Money should be remitted through the following bank account:

- **State Bank of India**
- **Balurghat Branch (020)**
- **Account No: 40046634516**
- **IFSC Code: SBIN0000020**

and also, to be documented through e-filing. The intending bidder should submit the all the related documents along with Bank Challan Copies via **Registered Indian Speed Post** only – (Copies submitted by hand will not be received).

The documents submitted by the bidders should be properly indexed and digitally signed. The selected bidder(s) shall submit documents to be shown at the office of the undersigned with his acceptance letter of the LOI/AOC. Failure to submit the hard copy of EMD with the acceptance letter within the time prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including black listing of the bidder.

2. The e-tender should be submitted from the website <http://wbtenders.gov.in> directly with the help of Digital Signature certificate.

## F. WHO CAN PARTICIPATE

Tech Companies or Agencies/ Resourceful and Experienced Contractors, Registered Unemployed Engineers/ Labour Cooperative Societies etc. who have completed a similar type of work in the last five financial years

## G. INSTRUCTION TO THE INTENDING TENDERERS

1. Quote your rates (both in figures and words) on **ITEM-RATE-QUOTE** - Basis at appropriate places and in the calculation to absolute numerical values of the tendering amount (both in figures and words) against the estimate.
2. Provide the copies of valid and up-to-date self-attested copies of requisite tax clearance certificates (i.e GST registration and return, P-Tax, Pan Card, previous year I.T. return and Trade License etc) along with the tender. In case of non-inclusion of the same, please enclose the copies of the relevant orders in that effect.
3. Provide the copies of the credentials for work of similar type executed by the intending tenderer during the last five years. **WHICH IS A MUST.**



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4. Please note that Payment certificates and completion certificate along with the work order will only be considered as CREDENTIALS. All the documents in original need to be produced as and when asked for and required.
5. Intending bidders should enclose the documents in proof of their Current Audit Report. Registration and validity to participate in this tendering process
6. Engagement of Technical Person is Necessary and details of the same should be mentioned in the bidding document.

## H. TERMS AND CONDITIONS

1. It is desired by the authority that before the submission of tender, intending tenderers may obtain detailed information regarding the general and technical specifications and other conditions, procedure guidelines and other terms and conditions related to the proposed work not incorporated in this tender, if any, from the office of the undersigned on all the working days during the office hours. All the materials and machinery should be of the best quality.
2. The intending tenderer should quote the rates inclusive of all taxes, royalty, and all other incidental charges related to the material, labour, plants and machineries and any other charges as applicable for execution of the proposed work. No extra payment or claim other than the mentioned in the bidding document will be allowed later. No Price/Cost escalation over the rate specified in the bidding document will be allowed.
3. Tender documents reaching the office of the undersigned after the specified date and time of submission of the bid, will not be considered valid and will be summarily be rejected.
4. Successful Tenderer (hereinafter called as Contractor) should have to sign an agreement with the Registrar, Dakshin Dinajpur University as per the norms and should submit the work programme accordingly.
5. Other Bidder's (Except the L1 Bidder) the EMD amount will be refunded.
6. Specified Ernest money should be deposited before the execution of the work which will be refunded to the contractor as per the norms and agreement. The Security money will be decided at the time of Agreement.
7. The other tenderer who will not come up as L1, the EMD amount will be refunded.
8. The contractor should have to make their own arrangement for transporting, storing the materials, labour sheds with toilets (if required), drinking water facilities, laboratory etc at their own cost and take full responsibility of their own material at the work site.

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9. The work shall have to be completed within the stipulated time by maintaining the actual specification and direction. If the work is not being completed within the stipulated time than Penal action as decided by the authority will be imposed and the Earnest Money will also be forfeited under the clause of the Government of West Bengal.
10. The Authority reserves the right of accepting or rejecting any or all the Tenders if the required specification and nature of the work is not met. The undersigned can distribute a part or whole of the work(s) to any or among more than one participated tenderer without assigning any reason. The Authority is also not bound to accept the Lowest Bided Tender.
11. Payments will be strictly made as per the West Bengal Financial Rules pertaining to -Payments to the Executing Agency. The contractor will have to submit the bill complete in all respect.
12. The Agreement shall be executed within 7 (seven) days from the date of issuance of acceptance (L.O.A)

(Dr. Amit Ray)  
Registrar (Addl. Charge)  
Dakshin Dinajpur University  
Balurghat, Dakshin Dinajpur, West Bengal

Memo no.

Registrar (Addl. Ch.)  
Dakshin Dinajpur University  
Balurghat, West Bengal

## Copy Forwarded for information to

- The Vice Chancellor, Dakshin Dinajpur University
- The Controller, Dakshin Dinajpur University
- The Finance Officer, Dakshin Dinajpur University
- The Executive Engineer, Dakshin Dinajpur Zila Parishad, for display and information
- The District Information Officer, NIC, Dakshin Dinajpur Division with request to upload in the District Website.
- University Notice Board and Website

(Dr. Amit Ray)  
Registrar (Addl. Charge)  
Dakshin Dinajpur University  
Balurghat, Dakshin Dinajpur, West Bengal

Registrar (Addl. Ch.)  
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Balurghat, West Bengal