



# UNIVERSITY OF GOUR BANGA



Established under West Bengal Act XXVI of 2007  
[Recognised U/S 2(f) & 12(B) of the UGC Act and accredited by NAAC with Grade-'B' (2016)]

**Md. JAHIR HOSSAIN**

E-mail: [finance\\_officer@ugb.ac.in](mailto:finance_officer@ugb.ac.in)

**Finance Officer &  
University Engineer (Addl. Charge)**

URL: [www.ugb.ac.in](http://www.ugb.ac.in)

*P.O.: Mokdumpur, Dist.: Malda, West Bengal, Pin: 732103 (India)*

Ref. No.: 49/UGB/UE-22

Date: 07.06.2022

## Notice Inviting Quotations

### Abridged Notice Inviting Quotations Ref. No.: 49/UGB/UE-22, Date: 07.06.2022

Sealed quotations are invited from the reputed company / firm(s) / vendor(s)/ supplier(s)/ distributor(s)/ dealer(s) for the following Services / Job required for the different academic/ administrative Department of the University of Gour Banga at Malda, West Bengal, India.

Sl. No.	Item(s)	Description / Specifications	Unit / Quantity
01.	Bank Reconciliation Statement (BRS)	Preparation of Bank Reconciliation Statement (BRS) of the 03 (Three) Nos. of Bank Accounts of the University for the Finance Year 2008-2009 to 2021-2022.	03 (Three)
02.	Asset Register	Preparation of Asset Register of the assets of the entire University. Asset Register to be prepared Financia Year wise and Department wise.	01 (One)
03.	Internal Audit	Conduction of Internal Audit of the University accounts / finance department of the University for the Finance Year 2008-2009 to 2021-2022.	01 (One)

### Terms and Conditions:

1. The quotation should be made by the vendors in their original letter head clearly indicating the aforesaid items and rates in details having valid relevant trade license / experience and mentioned the serial Number of the BOQ on the top of the envelop.
2. EMD –A sum of Rs. 1,000.00 (Rupees One Thousand Only) in the form of CTS Demand Draft from any Nationalized Bank in favour of 'University of Gour Banga' payable at 'Malda' is to be attached/ uploaded with the tender documents as earnest money deposit, failing which the tender/quotation will be treated as cancelled. EMD of unsuccessful bidder be refunded and no interest will be paid against EMD.
3. EMD will be released after Successful Supply and Installation of all the Materials.
4. An amount of 10 % of the total order value shall be retained as security money which shall be released after one (01) year.

5. Taxes shall be deducted as per Govt. norms.
6. Price quoted should be inclusive of all taxes i.e. GST, & delivery charges up to the concerned department of the UGB.
7. Validity of the quotation will be 01 year from the closing date of the enquiry.
8. Quotationers must as far as possible, arrange to supply the above within the stipulated time to be mentioned in the purchase order after selection. This delivery time must be strictly adhered to. Failure to supply within the specified time will lead to cancellation of the order without notice.
9. The sealed quotations are to be submitted along with valid Trade License/ Certificate of Registration of incorporation/ Deed of partnership, PAN, GST Registration Certificate, Income Tax Return. Balance sheet and P&L Accounts for last two years, credential etc. at the office of the Convener, Tender and Purchase Committee, Department of University Engineer, mentioned above from 11 a.m. to 05 p.m. Tender paper should be addressed to: The Convener Tender and Purchase Committee, Department of the University Engineer (Addl. Charge), University of Gour Banga, Malda-732103, W.B, India.
10. Time of delivery shall be reckoned 20 (twenty) days from the date of receipt of work order.
11. Warranty period will be considered as provided by the manufacturer, if applicable.
12. Secrecy and confidentiality of work is to be maintained strictly.
13. Payment will be made through account payee cheques only.
14. Agency shall maintain & comply with all standard/relevant safety norms and measures at their own cost during delivery and Installation of such equipment, if applicable.
15. The University of Gour Banga reserves the right to amend or cancels the scope of the job as well as to modify the terms and conditions of the tender.
16. Supply of Rate should not exceed MRP of Product, if applicable. Price shall be quoted in Indian Rupees (INR).
17. Quantity of materials required may vary as per requirement of the University authority. Quantity required may increase or decrease as per decision taken by the University authority with the same rate.
18. Recommendation of payment will be done only after successful delivery and Installation of the materials.
19. University authority has the liberty to take administrative/ legal steps as deem fit against the successful bidder at their discretion if the warranty/ guarantee/ services are not provided properly and in time by the agency/ service provider. For any discrepancies, decision taken by the Vice Chancellor, University of Gour Banga is final and binding. And for any court cases the jurisdiction will be Calcutta High Court.
20. Bidders are requested to be present at the time of opening of quotations. For any further detail bidders may contact the office of the undersigned during office hours except Saturday, Sunday and Holidays.
21. Date & Time of Opening of Tender: 15.06.2022 at 04:00 pm.

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