



UNIVERSITY OF GOUR BANGA

[Established under the West Bengal Act. XXVI of 2007 and Recognized U/S 2(f) & 12(B) of the UGC Act]

Office of the Registrar

★ Phone: 03512-223664 ★ URL: www.ugb.ac.in

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

Ref. No.: 537/UGB/DR-24

Date: 03.12.2024

NOTICE INVITING QUOTATION

e-NIQ No.: 537/UGB/DR-24, Dated: 03.12.2024

Name of the Work: Development, Implementation and Hosting [On Premises Server] of Financial Management System including Manpower Support with 10 (Ten) Years of Support.

The University of Gour Banga, P.O. – Mokdumpur, District – Malda, West Bengal, Pin – 732103 invites E-Quotations (Submission of Bid through online) from the reputed vendor(s)/supplier(s)/distributor(s)/dealer(s) having valid Trade License/Registration Certificate of incorporation/ Deed of partnership etc. for the Development, Implementation and Hosting [On Premises Server) of Financial Management System including Manpower Support with 10 (Ten) Years of Support. Interested bidders may obtain bidding documents by registering themselves to the e-tendering portal (Submission of Bid must be made online only: <http://www.wbtenders.gov.in>). The details of the equipment to be supplied and installed are given in the table below.

| A. SCOPE OF WORK | |
|-------------------------|---|
| i. | Finance, Budgeting, Grants |
| ii. | Procurements / Purchasing, Accounts Payable and Contracts |
| iii. | Payroll Management. |
| iv. | Reporting and Analytics |

| B. DETAILING OF FINANCE MODULE | |
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| To manage the financial data with the ability to aggregate and process the data across the system. The system must manage the general ledger, budgeting, procurement /purchasing, accounts payable, and accounts receivables; and budget systems to provide a comprehensive picture of University's financial operations and resources. In addition, it has to deliver the following capabilities: | |
| i. | Procurement: For managing and tracking procurement capabilities (e.g., sourcing, contract management, inventory control, and spend analytics). |
| ii. | General Ledger / Chart of Accounts: The system needs to manage a chart of accounts that can support the complex nature of University financing system. |
| iii. | Budget: The system needs to provide timely and accurate budget reports to aid in strategic decision making. Seeking a solution that offers precision in the detail of personnel projections based on characteristics of bargaining agreements and plans. <ul style="list-style-type: none"> • Method of projecting the expenditure for FY. • Allocation of Budget • Preparation of Revised Budget • Comparison between budget vs. actual expenditure & |

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| | | <p>its graphical representation</p> <ul style="list-style-type: none"> • Control over budgeted and actual expenditure |
| iv. | Manuals & Forms: | <ul style="list-style-type: none"> ❖ Manuals: <ul style="list-style-type: none"> ➤ Accounts manual ➤ Audit manual ❖ Forms: <ul style="list-style-type: none"> ➤ Voucher preparation module ➤ Banks reconciliation module ➤ Investment management module ➤ Bank transfer module ➤ Investment management module ➤ Tax management module |
| v. | Revenue | <ul style="list-style-type: none"> ❖ Grant in Aid - Grant in Aid should include Plan & Non Plan Grant separately: <ul style="list-style-type: none"> ➤ Recurring ➤ Construction ➤ Salary ❖ Receipts of Donations ❖ Endowments: <ul style="list-style-type: none"> ➤ Contribution ➤ Faculty chairs ➤ Scholarships ➤ Medals ➤ Interest income ❖ Sponsorship: <ul style="list-style-type: none"> ➤ Event specific. ❖ Research Project Grants <ul style="list-style-type: none"> ➤ Sponsored Research ➤ Project from SERB / DST / BOOST etc. ➤ Consultancy ➤ Travel grants ➤ R & D project overheads ➤ MHRD initiatives ❖ Student Fees <ul style="list-style-type: none"> ➤ Admission & Registration fees ➤ Examination fees ➤ Hostel & Mess charges ➤ Fines ➤ Transcription fees ➤ Revenue from workshops ➤ Rental to premises from other agencies ➤ Revenue from application form fees ➤ Recruitment ➤ Ph.D. Admission ➤ Registration fees ➤ Migration fees ➤ College affiliation fees ➤ All Other receipts of university |
| vi. | Expenditure | <ul style="list-style-type: none"> ❖ Grant in Aid (Salaries & Contingency) <ul style="list-style-type: none"> ➤ Salaries & benefits |

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| | | <ul style="list-style-type: none"> a. Monthly preparation b. Arrear salary c. Dearness allowance d. Medical Allowances e. Festival bonus / advances f. Preparation of NPS g. Preparation of GPF h. Transport allowance i. Adjustment of advances j. Honorarium k. House Rent Allowance l. Other recovery, if any m. Compliance of taxes n. Generation pay slips through portal <ul style="list-style-type: none"> ➤ TA & DA ➤ Leave encashment ➤ Medical reimbursement ➤ Leave travel ➤ Advances ➤ Statutory payment ➤ Imprest ➤ Temporary advance ➤ Honorarium for holding administrative post ➤ Procurement ➤ Misc. reimbursement |
| vii. | Examination Related Payments | <ul style="list-style-type: none"> ❖ Invigilation fees ❖ Payment to affiliated colleges ❖ Payment of centre fees to affiliated colleges ❖ Payment to confidential agency ❖ Payment for question paper printing ❖ Payment for answer script supply ❖ Examination related fees ❖ Practical examination fees ❖ Other payments by the Controller of Examinations |
| viii. | Depreciation of Assets | |
| ix. | Statutory Taxes | |
| x. | Bank Accounts | <ul style="list-style-type: none"> ❖ Transfers ❖ Inward ❖ Outward ❖ Reconciliation of Accounts |
| xi. | Reports | <ul style="list-style-type: none"> ❖ General Ledger ❖ Cash Book ❖ Bank Book ❖ Trial Balance ❖ Receipts & Payments Account ❖ Utilization Certificates ❖ Annual Accounts ❖ Comparison of Budget vs. Expenditure |
| xii. | Audit | <ul style="list-style-type: none"> ❖ Audit Report ❖ Response to the Auditor ❖ Action taken report ❖ File Management |

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| xiii. | Accrual Accounting: Generally accepted accounting principles be presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized as they are incurred. The system must be able to produce financial statements that conform to those principles, with the ability to also provide supporting detail for the summarized financial statements amounts. | |
| xiv. | Grant Management: Manage Project Payables, Project Receivables, Fund Allocations, Receipt of grant and funds, Honorarium advances and Settlements, Investments, Budgets, Monitoring and tracking etc. | |
| xv. | Financial Aid Applied: The system must manage award types by setting fund priority and rules for applying or removing funds to and from a student’s account for financial aid, payments, and scholarships. Manage award types by priority types and enforce award restrictions. | |
| xvi. | Accounts Payable: The system must ensure timely payments from to vendors, payroll, financial aid refunds, employee travel reimbursements, and other miscellaneous payments. Local payments must follow the accounts payable process within the system while state treasury payments are recorded in the system and transmitted to SWIFT for payment by the State. | |
| xvii. | Tax Reporting: The system must have the ability to support tax reporting for students, student workers, and vendors while providing data to the State for tax reporting. | |
| xviii. | Asset Management: University would like to explore the functionality of establishing land and facility details to manage real property and building inventory and the impacts of acquisitions, dispositions, leases (and integration with procurement), easements and other real property interests, and would also serve as the basis for capitalization and depreciation of capital assets (e.g., equipment, building, and building improvements). | |
| xix. | Construction Management: The system may be considered to manage the current construction projects, which manages and documents the financial arrangements of all major construction projects throughout the system, and also serves as a document repository of completed projects. <ul style="list-style-type: none"> ➤ Permanent campus ➤ Temporary campus | |
| xx. | Computerized Maintenance Management System (CMMS): University would be interested in an enterprise solution for a CMMS that offers all campuses the consistent maintenance and repair requests and management system. <ul style="list-style-type: none"> ➤ Equipment purchase ➤ Equipment break down ➤ Equipment regular maintenance (preventive) | |
| xxi. | Indent Management | <ul style="list-style-type: none"> ❖ Indent Management: <ul style="list-style-type: none"> ➤ Add New Indent. ➤ Edit and delete indent until Purchase / Work Order is issued. ➤ Indent listing module should have smart lookup and shorting functionalities. ❖ Purchase Order Management: <ul style="list-style-type: none"> ➤ Create New Purchase / Work Order on existing indent. ➤ Edit and delete unprocessed Purchase / Work Order. ➤ Purchase / Work Order listing module should have smart lookup and shorting functionalities. ❖ Process Management: <ul style="list-style-type: none"> ➤ Start new process on existing Purchase / Work Order. ➤ Edit and delete process if GRN not made. ➤ Process listing module should have smart lookup and shorting functionalities. ❖ GRN Management: <ul style="list-style-type: none"> ➤ Make new GRN on existing process. |

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| | | <ul style="list-style-type: none"> ➤ Create new batches for each GRN item. ➤ GRN listing module should have smart lookup and shorting functionalities. ❖ Service Management: <ul style="list-style-type: none"> ➤ Certification note from concerned department. ➤ Then the workflow will follow Accounts payable module. ❖ Proceed to Accounts with Bill |
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| C. IMPLEMENTATION SCOPE | |
|--------------------------------|---|
| i. | Enhancement Amplification & Scope freezing |
| ii. | Throughout planning the implementation process (from planning through go live and post-production). |
| iii. | Following tasks are part of implementation & to be provided in the attached SOW: <ul style="list-style-type: none"> ➤ Study, Analysis & Design of Existing Inventory Management System ➤ Preparation & approval of System Requirement Study ➤ Development/ Customization ➤ Migrating the existing Masters to the new application ➤ Development of Reports ➤ UAT ➤ Implementation ➤ Providing Documentation and Training ➤ Engagement period - 10 Years |

| D. TIMELINE | | |
|--------------------|-----------------------------------|----------|
| i. | Development period | 120 days |
| ii. | Handholding period | 60 days |
| iii. | Support after hand holding period | 10 years |

Manpower requirement:

The aim of the Financial Management is to improve the overall quality of financial system of the university. It is imperative that it should be a holistic approach to improve financial transparency of the university. This system intends to focus on specific areas, across different levels:

- Enhancing the capabilities of the university financial system and
- Improving the transparency of the system

For that we require following manpower:

- a. Daily Accounts – Starting from voucher to bank transfer – 2 Nos. Manpower.
- b. IT Management – To maintain associated Server, LAN and related technical support – 2 Nos. Manpower.
- c. Budget preparation – 1 No. Manpower
- d. Accounts Payable (Vendor’s payment), Audit (Statutory Audit & Tax Audit) - 3 Nos. Manpower.
- e. Payroll, PF, Pension etc. – 3 Nos. Manpower.
- f. Statutory like income tax, GST, endowment tax etc. etc. – 2 Nos. Manpower.
- g. File Movement and Clerical Works – 1 No. Manpower.
- h. Assistant (Group-D) - 1 No. Manpower.

Qualification:

The said manpower should be of Commerce/ Science / Technical / Professional Graduate with 7 to 8 years of experience with skills & pleasant personality.

- a. Having hands on experience of Full-Fledged handling of accounts.
- b. Supervising the accounting process.
- c. Providing advisory for the accounting & better adherence to the accounting.
- d. Verification of MIS reports.

Audit Experience: Statutory Audit under Companies Act, Income Tax Audit, Concurrent Audit, Audit under GST, Direct and Indirect Taxes, Implementation of ERP, Treasury, Internal Audits of various business functions, Filing of monthly/ quarterly returns (Income Tax & TDS), Stock & Receivable Audits of borrowable a/cs, Revenue Audits, KYC Audits and PMS Audits.

Budget Experience: Budgeting including Project Finance and Turnkey Project work along with risk management and financial analysis. Preference will be given to the candidates having cleared Certificate Course on Concurrent Audit of Bank, Certificate Course on Cooperative.

Payroll, PF, Pension etc.:

- a. Solid experience as Payroll Administrator or similar role, with a focus on pensions administration.
- b. In-depth knowledge of payroll processes, tax regulations, and pension legislation.
- c. Proficiency in using payroll software or systems for end-to-end payroll processing.
- d. Familiarity with pension scheme administration, contributions, and compliance requirements.
- e. Strong understanding of statutory deductions, including income tax and Provident Fund
- f. Excellent organizational and time management skills to handle multiple payroll cycles and deadlines.
- g. Strong communication and interpersonal skills to effectively address employee inquiries and concerns related to payroll and pensions.
- h. Any other activities as per the direction of the Finance Officer or authority of the University of Gour Banga.

➤ **Pre-qualification Criteria**

| Sl. No. | Criteria | Documents Required |
|---------|--|---|
| 1 | The Bidder should be a company registered under the Companies Act, 1956/ proprietorship and in operation for at least 7 years as on 31.03.2024 and should have their registered office in West Bengal. | Copy of Certificate of Registration / Details of Registered Office, with Contact persons |
| 2 | The Bidder must possess a valid: - a) Company Registration Certificate b) GST Registration Certificate of West Bengal & GST Challan c) Trade License d) PAN Number | Copy of mentioned certificates and PAN Card |
| 3 | The Bidder should deposit Earnest money & Tender Cost along with the pre-qualification bid. The bid received without the same will be summarily rejected | EMD & Tender Cost as mentioned. |
| 4 | The Bidder must be a profit-making company and should have positive net worth of minimum Rs. 1 Crore in each of the last three Financial Years ending as on March 31, 2024 | Net Worth certificate from Auditors / CA for last three years |
| 5 | The bidder must have a minimum Average Annual Turn Over of Rs. 5 Crores in last three Financial Years ending on 31-Mar-2024. | Auditor's/CA Certificate for turnover along with the balance sheets and P&L Statements for respective years |
| 6 | The bidder should have experience of design, development, implementation & maintenance of Accounting software in at least one | Contract agreement / Work orders establishing the project |

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| | Universities / Government Department / PSU / PSE /reputed Organizations. | value & documents for Project completion |
| 7 | The bidder should be having experience of at least one University related software Design, Development, Customization and/or Support services - Development & Maintenance of solution for University in India continuously minimum 03 years as on date. | Contract agreement/Work orders & documents for Project completion/continuation must be submitted for consideration |
| 8 | The firm should have solid experience in skilled manpower deputation services in PSUs/ Govt. Departments/ Large Corporates with project execution delivery | Contract agreement/Work orders & documents must be submitted for consideration |
| 9 | Should have technically qualified and well-experienced strong in-house resource based on company roles. | Letter from HR Head of the company is required |
| 10 | The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices with any Government departments/ agencies/ ministries or PSU's and should not be blacklisted at the time of bid submission | Declaration from Authorized Signatory |
| 11 | The Tender Document shall be signed by a person duly authorized to bind the organization to the Contract. | Power of Attorney (on stamp paper of Rs 100/-) |

➤ **Roles and Responsibilities of University:**

- Evaluate and approve the designs/proposals provided by the deployed team for development and deployment of application.
- Arrange suitable working environment to the team for on-site application development and deployment.
- Provide Sign-off / acceptance of various project deliverables submitted by the deployed resources.
- Conduct project review meetings with the deployed team and monitor the implementation and overall progress of the application development activity.
- Facilitate UAT.
- Hosting platform for the developed application.

➤ **Payment Terms:**

- 60% of the agreed price after successful implementation, commissioning, UAT, end-user training.
- 20% of the agreed price on completion of hand holding period.
- Final 20% of the agreed price on successful completion of first year.
- Support Period Cost (ATS) –
 - A. Manpower cost will be paid quarterly advance on submission of GST invoice.
 - B. Software AMC cost to be paid quarterly advance on submission of GST invoice (From 2nd Year onward).

➤ **Delivery Schedule:**

Successful implementation and commissioning of the entire systems is required to be completed within 120 (One hundred & twenty days) from the date of signing the Agreement.

- Handholding period is 60 (Sixty) Days.
- Support period is for 10 (Ten) Years.

➤ **Performance Bank Guarantee (PBG):**

- The Successful vendor shall furnish Performance Security Deposit equivalent to 10% of the contract value in the form of Term-Deposit in favour of "University of Gour Banga, Malda" as Performance Bank Guarantee issued by a Public Sector Bank in India for the period of contract plus five years, after receipt of the Letter of Intent from the purchaser. Work Order will be issued after receipt of the Letter of Acceptance (LOA) along with the PBG. Notwithstanding anything to the contrary contained in the contract, the University shall be at liberty to invoke the Performance Bank Guarantee, in addition to other remedies available to it under the contract/order or otherwise, if the vendor fails to perform any of the terms of contract/order and/or its breach.
- Time shall be the essence of the contract/ order, therefore, no extension of time is anticipated, but if untoward or extraordinary circumstances should arise beyond the control of the vendor, which in the opinion of University should entitle the vendor to a reasonable extension of time, such extension may be considered by the University at its sole and absolute discretion, however such extension shall not operate to relieve the vendor of any of its obligations. University shall not be liable for any extra financial or any other commitment due to such extension of time.
- In case of any such extension, the vendor would be required to extend the validity period of the performance guarantee accordingly.

➤ **Service Level Definition & Max. Resolution Time:**

- a. Depending on the criticality and severity of calls, service levels are defined as follows:

| Severity Level | Severity Type | Definition | Max. Resolution Time |
|----------------|---------------|--|----------------------|
| S1 | Critical | A problem which affects more than one Line of business. | Two Days |
| S2 | Major | A problem that affects a particular department/ section. | Three Days |
| S3 | Moderate | A problem that affects a typical user group e.g. Non availability/failure of any module etc. | Four Days |
| S4 | Minor | A problem that affects a typical user. | Five Days |

➤ **Penalty for Delay:**

- a) Failure to provide requisite manpower/professionals within 10 days for reasons attributable solely to the vendor, from the date of signing of the contract shall attract penalty at the rate of 0.1% per day, maximum up to 5% of the total cost of the contract, for the effective duration/period of delay. This amount shall be deducted from the bill/payments to be made to the vendor. Delay of more than 15 days may lead to cancellation of the order and the vendor may be black listed by the University. In such case, the Performance Bank Guarantee is liable to be forfeited and the agreement/Contract with the vendor shall stand cancelled. Further, the University shall be at liberty to place the order to the next highest scorer as per empanelment.

After implementation, the following is the rate of penalty for making any delay in purchaser's support and/or service request:

| Severity Level | Penalty per day |
|----------------|--|
| <i>S1</i> | 0.2%, subject to a maximum of 10% of the agreed price. |
| <i>S2</i> | 0.15%, subject to a maximum of 8% of the agreed price. |
| <i>S3</i> | 0.1%, subject to a maximum of 6% of the agreed price. |
| <i>S4</i> | 0.05%, subject to a maximum of 3% of the agreed price |

This amount will be deducted from the Performance Bank Guarantee submitted by the vendor.

➤ **Termination:**

PURCHASER may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Vendor, terminate the Agreement for services at any stage in whole or in parts in the following circumstances:

- i. If the Service Provider fails to deliver either the whole or part of the services as defined in scope of work within the time period(s) specified in the agreement or any extension thereof granted by PURCHASER.
- ii. If the Service provider, in the judgement of the UGB, has engaged in fraudulent and/or corrupt practices or acted with mala fide intentions in competing for or in execution of the Contract.
- iii. If the Service Provider fails to perform or any other obligation(s) and, if the Service Provider, in either of the above circumstances, does not rectify its failure within a period of 30 days (or such longer period as Purchaser may authorize in writing) after receipt of the default notice from Purchaser.
- iv. For in the interest of public service / academic interest of students on a notice period of 30 days.
- v. In the event, the Purchaser terminates the Agreement in whole or in part, as per the above excluding for convenience, Purchaser may procure and install, upon such terms and in such manner as it deems appropriate, similar setup. It will be done at the risk and cost of the Service Provider. However, the Service Provider shall continue performance of the Contract to the extent not terminated.
- vi. All data /reports collected by the service provider shall be returned to UGB in its original form upon such terminations. The Service Provider shall not have any right on this database and the application, which are proprietary to UGB.
- vii. The vendor should hand-over all types of data/database/application software to the University before any such termination and should made necessary arrangements such that the software performs smoothly.

➤ **Intellectual Property Rights:**

Any IPR created during the execution of this project will be the property of UGB and the Service provider would need to get requisite permissions from UGB for its usage in other projects or elsewhere. During the transfer, the Service provider shall transfer the software, code, SDKs, database, data back-ups and all other relevant documentation to the University.

➤ **Exit:**

End of services being provided by the Service Provider due to termination, expiry of term of agreement or any other reason, hereinafter called "Exit", will involve following conditions:

- i. The Service Provider shall ensure transfer/ handover of entire database, data to UGB.
- ii. The Service Provider shall handover the application software to UGB at a notional fee of Rs 1.
- iii. All details of the entire hardware deployed for the project for hosting etc. shall be provided to UGB.
- iv. In case the agreement is terminated before the expiry of the term for reasons as specified herein,
 - a. The service provider shall transfer/ handover the entire code of the application software, executables, database, data, technical manual with SRS document, release management documents, and all other deliverables as per agreement to the UGB.
 - b. The Vendor shall be liable and bound to provide detailed training to the UGB authorized persons for the successful hosting and maintenance of the application, database/data.
 - c. UGB shall have right to negotiate with the other technically qualified Service Provider for replacement for remaining of the contract term.
 - d. It shall be binding on the Service Provider to prepare Exit Document detailing the list of items such as, hardware, software, data, manual (in both soft and hard form) and any other relevant items, as mutually agreed upon, which will be transferred between the Service Provider and the University as a consequence of such exit. It

shall also be a binding on the Service Provider to sign such Exit Document by their authorized representative, which will also be signed by the authorized representative of the University. An “Exit” is deemed to be successful and completed only if such Exit Document is duly signed by both the authorized representative(s) as described herein above.

➤ **Resolution of Disputes:**

- a. If any dispute arises between the Parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavour to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts [which attempt shall continue for not less than 30 (thirty) days] give 15 days’ notice thereof to the other Party in writing for referring the matter for arbitration.
- b. The place of the arbitration shall be University of Gour Banga, Malda - 732103.
- c. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time.
- d. The proceedings of arbitration shall be in English language.

Date & Time Schedule:

| Sl. No. | Particulars | Date and Time |
|----------------|--|---------------------------------|
| 1 | Date of uploading of NIT Tender Documents (online) | 05.12.2024 |
| 2 | Tender Document sale /download start date and time (online). | 05.12.2024 |
| 3 | Start Date of Bid Submission (Technical and Financial) (online). | 05.12.2024 |
| 4 | Closing date and time of sale/download of Tender Document (online). | 27.12.2024 |
| 5 | Pre-Bid meeting, Date and Time: ** | 16.12.2024 at 04:00 pm |
| 6 | Closing date of Bid Submission (Technical and Financial) (online). | 27.12.2024 |
| 7 | Date and time of opening of Technical Proposals (online). | 30.12.2024 |
| 8 | Date and time of submitting sample of paper in Sealed envelope with mentioning full details of every bidder. (Submission of sample is the prime factor of consideration during technical scrutiny.) | 27.12.2024 |
| 9 | Date and time of uploading of list of Technical qualified bidders (online). | To be notified later on. |
| 10 | Date and time of opening of Financial Proposals(online). | To be notified later on. |

**** Maximum 02 (Two) executives from each company are allowed to interact with the technical experts of the University in the pre-bid meeting.**

**** Attending Pre-Bid meeting by the bid participating firms is mandatory.**

**** Submission of Form – F is mandatory before Pre-Bid meeting.**

FORMAT FOR PRE-BID MEETING QUERY (Form-F)

e-NIQ No.: 537/UGB/DR-24, Dated: 03.12.2024

Name of the Bidder:

Queries:

| Sl. No. | Clause No. | Page No. | Queries |
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- **Queries to be sent to the mail ID:** deputyregistrar@ugb.ac.in and registrar@ugb.ac.in
- **The Venue of the Pre-Bid Meeting:** Meeting Hall of the Vice Chancellor, University of Gour Banga, P.O.: Mokdumpur, Dist.: Malda, West Bengal – 732103.

TERMS & CONDITIONS:

1. Intending bidders have to download the tender document from the website directly by the help of Digital Signature Certificate & cost of tender document, if any, 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. 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 L1Bidder will have to submit the EMD in original (same as submitted during online bidding) to the office of the Deputy Registrar and Convener, Tender and Purchase Committee, University of Gour Banga, Malda. However, the University 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 stated in (Date & Time Schedule).
3. The selection of the agency will be based on two bid selection processes (Technical Bid & Financial Bid, Technical bid includes online/offline demonstration/presentation and verification of documents).
4. Technical qualification is of two distinct methods. Firstly, the agency has to qualify by their official papers required for the Tender process. Then, they have to qualify with technical details presented in the ONLINE/ OFLINE seminar in the presence of the members of the Purchase and Tender Committee and / or any technical committee.
5. The agency will be qualified for financial bid opening based on their technical qualification, credentials, and other details presented in the seminar.
6. EMD –A sum of Rs. 3,00,000/- (Rupees Three Lakh 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. MSMEs registered in West Bengal are exempted from submission of EMD as per Finance Department, GoWB Notification 10500-F dated 19/11/2004, but their selection would be subject to the provisions of Notification No. 6142-F(Y) dated 10/10/2017 of the Finance Department, Government of West Bengal.
7. Payments will be made on account pay in cheque on the basis of on finished work.

8. Taxes shall be deducted as per Govt. norms.
9. Documents like PAN, GST and Trade License are to be submitted with the tender paper.
10. The University of Gour Banga reserves the right to amend or cancel the scope of the work as well as to modify the terms and conditions of the tender.
11. The number of items may increase or decrease by the demand/decision of the authority of University.
12. Damage to goods or any other loss due to accident etc. during transit shall be the responsibility of the supplier.
13. Suppliers must have credential with the specific items otherwise submitted quotation will be rejected.
14. Time of delivery shall be reckoned before 21 days from the date of receipt of work order.
15. Warranty period will be considered as provided by the manufacturer.
16. Price shall be quoted in Indian Rupees (INR) inclusive of all taxes, installation & delivery Charges.
17. Tools and tackles for any installation work as required shall have to be arranged by the agency at their own cost.
18. Agency shall maintain & comply with all standard/relevant safety norms and measures at their own cost during installation of such equipment.
19. Recommendation of payment will be done only after successful delivery & installation of the equipment/materials.
20. 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 University of Gour Banga is final and binding.
21. No Conditional /Incomplete Tender will be accepted under any circumstances.
22. During scrutiny in the Technical Bid, if it is come to the notice to the tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, then the tenderer/bidder will not be allowed to participate in the tender and that application will be rejected without any prejudice.
23. 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 manufactured 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 forfeited duly without any prejudice.
24. Bidders should upload their documents from the original copies. Uploaded copies which are not clearly visible will not be accepted.
25. For a particular work, in 2nd Call, Bona fide outsider Bidders may be allowed to participate along with other categories if that tender in 1st call cannot be finalized due to shortage of successful 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 Bidder:

Any bidder 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 fore-Tendering site as given on the web portal.

3. Digital Signature certificate (DSC):

Each bidder 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 the Bidders log on to the website mentioned in Clause 2 using the Digital Signature Certificate.

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 web site stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & one in the Financial Proposal, before the prescribed date & time using the Digital Signature Certificate (DSC). Digitally Signed virus scanned copies of the documents are to be uploaded. The documents must be encrypted (transformed in to non readable formats).

a. Technical proposal:

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

b. Statutory Cover Containing:

- i. Prequalification Application.
- ii. Demand Draft towards earnest money (EMD) as prescribed in the NIT against each of the serial of work in favour of the University of Gour Banga, payable at Malda.
- iii. Certificate of revolving line of credit by the Bank (if required).

c. Non-statutory Cover Containing:

- i. Professional Tax (PT), deposit receipt Challan, Pan Card, IT Return (for last three F.Y.), GST Registration Certificate and updated GST Return.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association & Memorandum, if any.
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any).
- v. Tax Audited Report 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).
- vi. Credential documents within last 3 (three) years from date of issue of NIT.

THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED 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 |
|---------|-----------------|--------------------------|--|
| 1. | CERTIFICATES | CERTIFICATES | 1. GST Registration Certificate & Acknowledgement. 2. PAN,I. Tax Return (for last three F.Y .P. Tax (Challan And Number, Current FY). |
| 2. | COMPANY DETAILS | COMPANY DETAILS | 1. Proprietorship Firm (Trade License). 2. Partnership Firm (Partnership Deed, Trade License). |

| | | | |
|----|--------------------------|--|---|
| | | | 3. Ltd. Company (Incorporation certificate, Trade License). 4. Co-operative Society (Society Registration copy, Renewal copy, NOC from ARCS, Upto date meeting resolution copy. 5. Power of Attorney. |
| 3. | CREDENTIAL | CREDENTIAL-1 CREDENTIAL-2 | |
| 4. | P/L AND BALANCE SHEET | P/L AND BALANCE SHEET (Last 3(Three) Financial Year) | |
| 5. | MANPOWER | TECHNICAL PERSONNEL | |

d. Financial proposal

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

7. Rejection of Bid:

The University of Gour Banga 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.

8. Award of Contract:

The Bidder, whose Bid has been accepted will be notified by the University of Gour Banga 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 University of Gour Banga and the successful Bidder. All the tender documents including NIT & B.O.Q. will be the part of the Contact Document. At the time of agreement, the individual manpower cost / wage / salary needs to be specifically defined by the L1 Bidder. The University has the rights to determine the number of manpower to be engaged.

#NOTE: Successful bidders (i.e. L1 bidders) are requested to submit self- attested hard copies of all documents submitted during bidding.

GUIDELINES TO THE TENDERER

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

1. Registration of the Contractor/Bidders:

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

2. Obtaining Digital Signature Certificate (DSC).:

- a. 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 is the name of

Authorized Representative of the Organization (Firm). It is stored in and given as a USB e-token.

- b. Class-III Digital Signature Certificate can be procured from the approved Certifying Authorities recognized the Controller of Certifying Authorities, Government of India on payment of requisite amount.
- c. 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 can not participate in e-Tendering. Once registered, this DSC can be used for participating in any e-Tendering.

3. Uploading documents:

- a. 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:

- a. 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.
- b. Such downloaded documents can be saved in computer as well.
- c. 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:

- a. The Tenderer is to read the NIT carefully.
- b. All corrigendum, addendum to the original NIT is to be considered as part of NIT.
- c. Each tenderer can submit tender for maximum 1 serial (package) in any particular NIT, but such tenders will be considered subject to fulfilment of credential criteria and financial capability to be assessed by the Tender & Purchase Committee (TEC).
- d. 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".
- e. 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.
- f. The Tenderer is required to click "View" to submit tender.
- g. 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).
- h. 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.
- i. 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.
- j. 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.

- k. Before freezing the submission, changes may be made, but these cannot be done after freezing.
- l. Technical and Financial Bids, both are to be submitted concurrently online, positively before the prescribed date and time of tender submission.

Financial Bid Format

| Sl. No. | Item Description | UoM | Basic Rate (A) | Applicable Tax Amount (B) | Total C=(A+B) |
|---------|--|-----|----------------|---------------------------|---------------|
| 1 | Development, installation, commissioning of financial management system and database including training of users & hand holding of 60 days | 1 | | | |
| 2 | ATS charges of each year after completion of hand holding period till 5 th year | 1 | | | |
| 3 | ATS charges of each year after completion of 5 th year (Year 6 to 10) | 1 | | | |
| 4 | Average manpower per person per month for 1 st year | 1 | | | |
| 5 | Average manpower per person per month for 2 nd year | 1 | | | |
| 6 | Average manpower per person per month for 3 rd year | 1 | | | |
| 7 | Average manpower per person per month for 4 th year | 1 | | | |
| 8 | Average manpower per person per month for 5 th year | 1 | | | |
| 9 | Average manpower per person per month for 6 th year | 1 | | | |
| 10 | Average manpower per person per month for 7 th year | 1 | | | |
| 11 | Average manpower per person per month for 8 th year | 1 | | | |
| 12 | Average manpower per person per month for 9 th year | 1 | | | |
| 13 | Average manpower per person per month for 10 th year | 1 | | | |

** L1 will be determined on the basis of the lowest price quoted altogether (i.e. the summation of the quoted rates from Sl. No. 1 to Sl. No. 13).

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