

UNIVERSITY OF GOUR BANGA

(Established under West Bengal Act XXVI of 2007)

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Memo No. 04/UGB/ET/AO- 2017-18

Dated: 19/04/2017

**NOTICE INVITING ELECTRONIC TENDER No. UGB/AO/T and P/eNIT-04/2017-18
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>Equipments for Department of Physiology, University of Gour Banga</i>	<i>2% of the total Bid Value</i>	<i>NA</i>	<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_07.03.2017*

Sl. No.	Equipment	Specification	Make	Quantity	EMD (@2% of Bid value)
1.	Nanodrop cum spectrophotometer (UV-VIS range with kinetic facility)	<p>Nano spectrophotometer with temperature controlled kinetic facility:</p> <ol style="list-style-type: none"> 1. Compact UV – VIS spectrometer to quantify undiluted nucleic acids at nanolitre volume (<2 µL), other biomolecule analysis using standard volumes (50µl to 4ml) and temperature controlled kinetic measurements 2. Must be able to operate without PC 3. Optical system must be absorption single-beam with reference beam or dual beam 4. Light Source:Xenon flash lamp 5. Receiver must be:CMOS photodiode array 6. Wavelength range:200 nm to 830 nm 7. Wavelength Selection: Method-dependent, freely selectable 8. Spectral bandwidth must not be more than 4 nm 9. Path length must be 2mm,10mm,1mm 10. Path length must be defined, not corrected/auto ranging 11. Wavelength increment:1 nm 12. Systematic wavelength error:±1 nm 13. Random wavelength error:≤0.5 nm . 14. Photometric measuring range:0.0 to 3.0 A at 260 nm 15. Photometric reading accuracy:ΔA = 0.001 16. Random photometric error:≤ 0.002 at A = 0, ≤0.005 (0.5%) at A = 1 17. Systematic photometric error:±1 % at A = 1 18. Temperature control:Built in peltier controlled cuvette shaft 19. Cuvette incubation temperature range:20°C to 42° 20. Temperature increment:0.1° C 21. Must have inbuilt methods for : Absorbance with one or more wavelengths, scans 	Eppendorf, Germany/ Beckman, UK/	1	2% of Bid value

		<p>Nucleic acids, Proteins, OD 600, dye labeling Evaluation via factor, standard and calibration curve Dual wavelength with subtraction and division evaluation Kinetic method: end point, two point, linear regression 22. Must have method dependent evaluation for: Absorbance, concentration via factor and standard Concentration via standard series using Linear regression, Nonlinear regression with 2nd and 3rd degree polynoms Spline analysis Linear interpolation (point to point evaluation) Absorbance allocation via subtraction and division Ratio 260/280, 260/230, molar concentration and total yield for nucleic acids Frequency of incorporation of Cy3, Cy5 dyes and labeling density Spectral zoom facility to view and analyze the peak clearly Modification of time frame for regression evaluation 23. Display:5.7" VGA TFT display 24. Must have interfaces: USB master for USB stick; USB slave for connection to PC; 25. Must have serial RS-232 for thermal printer 26. Memory should be > 100 method programs on the instrument, > 1000 results with data, evaluation results and used parameters 27. Must have low power consumption: Approx. 30 W in the operating step, approx. 5 W with dimmed display and temperature control is switched off 28. Small foot print ;W x D x H: 300 mm x 400 mm x 150 mm 29. Must be light weight:<6 kg 30. Please provide UV transparent plastic cuvette (2mm and 10mm pathlength) for 50µl to 2ml sample volume, at least 200 pcs 31. Kolkata based service centre 32. More than 100 installations of the same brand spectrophotometer in India should be present</p>			
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		33. Please supply one pair of quartz cuvette, suitable ups with the system.			
2.	pH meter	Tris compatible and normal electrodes, Conductivity and TDS sensor, should come with pH standard reagent, with magnetic stirrer and beads, 3 yrs warranty.	Cole-Parmer, USA/ Sartorius, Germany/ ThermoFisher, USA / Mettler Toledo, England	1	2% of Bid value
3.	Electrophoresis Unit, Western blot apparatus (Wet Blot), Power Pack	<p>Mini Vertical gel Specification- for 8 X 7 cm gels</p> <p>High throughput- Capable of running up to 4 mini gel (8 X 7 Cm) simultaneously.</p> <p>Flexible- Capable of running hand cast as well as precast gel.</p> <p>Running and casting module should be different</p> <p>Interchangeable module- Should be capable of using blotting module to do western blotting.</p> <p>Leak proof, tape free and easy assembly.</p> <p>Patented Flap wing for leak proof assembly.</p> <p>Permanently bonded spacer plates for leak proof, without agarose sealing & taping casting of gels.</p> <p>Casting frame with simple cam closure mechanism that gives precision alignment on any flat surface.</p> <p>Side by side casting stands that allow access to both gels simultaneously.</p> <p>Patented colored sample loading guides to</p>	BioRad, USA	2	2% of Bid value

		<p>prevent the skipping or repeated loading lanes.</p> <p>Modular design can be used do western blotting by using the blotting module only.</p> <p>Should able to run gels in 15-20 mins.</p> <p>Should come with buffer dam.</p> <p>It Should be Supplied with 10% Stain free Fast Acrylamide Starter Kit</p> <p>Power Supply Basic-</p> <p>Programmable power supply should be capable to operate four electrophoresis units simultaneously for four identical runs with graphic LED display.</p> <p>The output range should be 10-300 V, 0.4-400 mA, 1-75 W.</p> <p>Constant voltage, current or Power with Automatic crossover</p> <p>Memory storage: 9 programs , 9 steps, Timer Control : 99 hr, 59 min</p> <p>Automatic Power up after Power failure,</p> <p>Safety features: No-load detection; sudden load change detection</p> <p><u>Western Blotting Unit</u></p> <ol style="list-style-type: none"> 1. Should be able to transfer two 7.5x10cm gels at a time in 1 hour. 2. Should have Color-coordinated cassettes and electrodes to ensure proper orientation of the gel during transfer 3. Should have a cooling unit, that should be completely contained within the main system , to absorbs heat generated during rapid transfers 4. Should have buffer capacity of 400ml 5. Should come with Bolt absorbent filter paper, filter pads, 2 gel cassettes, 6. Should be available as stand-alone and as module. 7. Should be able to transfer 2 gels at the same time 		
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		<p>8. Should be capable to use the tank and lid of the electrophoresis unit.</p> <p>9. Should have color coded cable attached to the lid to avoid confusion during running.</p> <p>10. Should be made up of single injection plastic unit without any joints and Units which is made up of acrylic Sheets joint together will not be accepted.</p> <p>11. The system should be compatible to run in the tank of the electrophoresis system.</p> <p>12. Both the transfer unit and the Power pac should be imported and from the same company.</p> <p>13. The company supplying the instrument should also have ready to use transfer packs for the same.</p> <p>There should be separate for electrophoresis unit and for transfer unit. The equipment should come with suitable gel casting tray.</p>			
4.	Chemidoc	<p>Cooling Temperature: -25°C</p> <p>Cooling type: Peltier cooled, 8.3 megapixel CCD</p> <p>Depth: 280 mm</p> <p>Dynamic Range: 4.8 orders of magnitude</p> <p>Exposure Time: Fully automatic</p> <p>Focusing and Diaphragm: Fully automatic</p> <p>Height: 570 mm</p> <p>Includes: Intelligent dark box, camera head, F1.4 30 mm LAS high sensitivity lens, and white- blue and UV epi-illumination.</p> <p>Lens Model: F1.4/30 mm</p> <p>Light Source: Blue epi-light: 460nm</p> <p>UV epi-light: 365nm</p> <p>White epi-light: 470 to 635 nm</p> <p>Scanning Area: 105 × 105 mm</p> <p>Weight: 15 kg</p> <p>Width: 300 mm</p> <p>With Protein electrophoresis unit and transfer apparatus (Mini, wet blot), horizontal (submarine) agarose gel electrophoresis unit (25X9.5X6 cm), universal power pack, ECL kit, ECL plus kit, with suitable data handling and analysing devise and software.</p>	GE Health Care/ Thermo fisher / Biorad	1	2% of Bid value

5.	-80°C Freezer	<p>CONSTRUCTION FEATURES</p> <p>Unit must include:</p> <ul style="list-style-type: none"> • Must include NON-CFC REFRIGERANTS • 17.3 cu. ft. capacity. Upright, with (2) 1 horsepower compressors • New latch and handle for ergonomic handling and one hand operation with padlock capability • Durable Steel interior with Inner doors. • Down-feed evaporator • Adjustable solid Stainless Steel shelves • Triple -sealing silicone door gasket • 5" non-CFC foamed-in-place polyurethane insulation; 4.5" in door • Two 10" tubeaxial fans to provide maximum cooling of the compressor housing • Heavy-duty dual wheel swivel locking casters. • Automatic voltage compensator responds to high and low voltages • Powder coat paint for a durable surface • Service valves provided to allow easy recovery of refrigerants and field servicing. • Front to back airflow with Removable, cleanable air filter • Hinged grill swings out for easy access to filter and battery • A vacuum relief port allows easy re-entry after door openings • 4" open x 12" long heavy duty hinge for ensuring positive closure and uninterrupted service • CO2 Backup System, to maintain temperature down to -70°C with CO2 • Box inventory kits including sliding drawer racks and 2" boxes with 100 cell dividers <p>TEMPERATURE CONTROL</p> <ul style="list-style-type: none"> • The microprocessor controller must monitor in one degree C increments, with digital display. • Eye Level Information center for At-a-Glance Monitoring • Temperature probe must be positioned to 	Thermo Fisher Scientific, USA/ New Brunswick, Germany	1	2% of Bid value
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		<p>insure the alarm sounds before the stored product can be affected by a rise in temperature.</p> <ul style="list-style-type: none"> • Battery back-up for the alarm monitoring system • Both visual and audible alarms must alert operator of over and under temperature, power fail, door ajar, and low battery conditions. • Dry contacts included for connection to optional remote alarms. • Optional eye level recorder mounted in the door or optional data logger <p>CERTIFICATIONS</p> <ul style="list-style-type: none"> • CE Mark • Manufactured by an ISO-9001 company <p>With 2Years warranty with 4years compressor waranty; With CO2 backup and supporting Stabilizer. Digital display and temperature fall/powercut alarm; With 4 selves/rack (stainless steel/aluminium) kit for cryo box storing.</p>			
6.	Horizontal Shaker	<p>Variable speed from 20 RPM to 300 RPM. Universal Platform to accommodate interchangeable clamps of assorted sizes for different capacity of flasks. Digital display of speed with presetting facility. Shaking amplitude 40 mm. Automatic restart at preset speed in case of power failure.</p>	Tarson/RE MI	2	2% of Bid value
7.	Water bath	<p>Inner chamber and outer body of SS 304. Heating up to 120°C (approx). Digital Temperature Indicator cum Controller with precise accuracy of ±1°C. Shaking speed range from 40 to 180 strokes per min. Stroke length 25 mm.</p>	Neo Equipments /Tarson/ REMI/ YOMA/OV FU/ BSI lab	2	2% of Bid value
8.	Heating block	<p>Dry heat, for incubating 1.5-2ml microfuge tubes</p>	Neo Equipments /Tarson/ REMI/ YOMA/OV FU/BSI lab	1	2% of Bid value
9.	Regular Centrifuge	<p>One centrifuge with One Fixed Angle Heads rotors for 50 ml tubes with adaptor for centrifuging 15ml tubes. Another rotor for 1.5</p>	REMI/ Plastocraft	2 (1 each)	2% of Bid value

		& 2 ml tubes (24nos). Another Centrifuge with swing out rotors for 50 ml tubes with adaptor for centrifuging 15ml tubes. Another rotor for 1.5 & 2 ml tubes (24nos).			
10.	Digital Balance (Precision balance)	Range: 0.01g to 820g; Pan size: 150 mm; Repeatability: 0.02; Linearity 0.03, Response time (avg.): 1 sec, External calibration.	Sartorius, Germany/ Mettler Toledo, England	1	2% of Bid value
11.	Goniometer (Combo Set)	Goniometer- 360 degree (Alluminium) plus Finger Goniometer (Stainless steel) plus Goniometer-180 degree (Stainless steel)	Apex/ G. N Surgicals/ KRISLON SYSTEM SCIENCE S PVT. LTD.	1 set	2% of Bid value
12.	Refrigerator	4-8 °C; 350-370L, Frost Free Double door Refrigerator, 1 Year-Product & 10 Year Smart Inverter Compressor warranty 10 yrs, Stabilizer free operation facility.	Samsung/ LG	1	2% of Bid value
13.	Pipette Set	1-10 µl, 10-100µl, 20-200µl, 100-1000µl (fully autoclavable, high precision, molecular biology grade; with Pipette dispenser (Dispenser should be motorized, rechargeable battery backup with direct electric operated option; can be fitted with 2 mL, 5 mL, 10 mL, 25mL and 50 mL disposable pipette (Nunc/ Corning/ Tarson)	Thermo, USA/Sartorius, Germany /Eppendorf, Germany	1Set (having 1 each)	2% of Bid value

****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.

<i>Sl. No.</i>	<i>Category</i>	<i>Sub-Category Description</i>	<i>Details</i>
A.	<i>CERTIFICATES</i>	<i>CERTIFICATES</i>	<ol style="list-style-type: none"> 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 1</i>	<ol style="list-style-type: none"> 1. <i>Proprietorship Firm (Trade License).</i> 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 save, 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. 04/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.