UNIVERSITY OF KALYANI

NOTICE INVITING E-TENDER

NIT ID showing at http://wbtenders.gov.in: 2026_UOK_1047627_1

Tender Ref. No.: KU/NIET/DC/2026-27/01 **Dated: 29/10/2026**

E-Tender is invited for **Supply of DIARY; DESK (STAND) CALENDAR & SINGLE LEAF TABLE CALENDAR to the University Press, University of Kalyani** by the eligible venders. Interested venders may follow the instructions as given below for submission of their tenders under online mode:

A. DIARY SPECIFICATIONS:

(i) Size: **140 mm (W) x 225 mm (L) x (+)20 mm (Spine)**

(ii) Inside Print area: **114 mm (W) X 197 mm (L)**

(iii) Paper: **90 GSM NATURAL SHADE Paper** (for Text and Date Pages);
100 GSM ART Paper (for Colour Pages)

(iv) Number of pages in each Diary – **(a) 288 pages** (approximately for Simple Text and Date Pages) to be printed in single color offset print. **(b) 08 pages** (approximately for Colour Pages) to be printed in 4-Colour Offset Print.

Total page : 296± 10 (148± 5 Leaves B/B)

(v) Cover Page: 130 GSM ART PAPER to be printed in **4-Colour Offset** print with **Special UV Effect**.

(vi) Binding: **Hardbound** (conventional) (Section Sewing/Stitch)

(vii) Total Numbers of Diaries: **1200** (One thousand two hundred)

- Text matter will be provided by the university authority.
- D.T.P. Designing and page layout should be done by the vendor for proof reading and printing.
- After compilation of raw-data Two (02) pre-print copies of the diary have to be provided by the vendor to the university for proof reading purpose.
- Both cover papers are to be printed in 4-Colour Offset.

B. Specifications for DESK (STAND) CALENDAR:

(i) Size: **7 inches (W) X 9 inches (L)**
(ii) Paper: **250 GSM Art Board**
(iii) Pages: **24 Pages (12 leaves B/B)**
(iv) Printing: **4-Colour Offset**
(v) Binding: **Comb Spiral**
(vi) Total Numbers: **1000 pcs.**

C. Specifications for SINGLE LEAF TABLE CALENDAR:

(i) Actual Size of the Calendar: **8.5 inches (W) X 11 inches (L)**
(ii) Paper: **250 gsm Art Board**
(iii) Printing: **4-Colour Offset**
(iv) Total Numbers: **500 pcs.**

Dates & Information:

Sl.No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC : https://wbtenders.gov.in	29th October, 2026
2	Documents download (online)	29th October, 2026 (from 5.00 p.m.)
3	Bid Submission Start Date(on line)	29th October, 2026 (from 5.00 p.m.)
4	Bid Submission Closing Date (Online)	14th November, 2026 (up to 5.00 p.m.)
5	Bid Opening Date (Online) – Technical Bid	16th November, 2026 (from 5.00 p.m.)
6	Date of uploading list for technically qualified bidder (online)	To be notified
7	Date of opening of Financial Bid	To be notified
8	Date of uploading of list of bidders along with the approved Rate	To be notified

1. General Instructions:

In the event of e-tendering, intending bidder may download the tender documents from the website: http://wbtenders.gov.in directly with the help of Digital Signature Certificate (DSC)or from the University of Kalyani's website www.klyuniv.ac.in.

2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website http:// wbtenders.gov.in. All papers must be submitted in English language.

3. Time Schedules for the e-tender:

The Time Schedule for obtaining the Bid Documents, Pre Bid meetings, the submission of bids and other documents etc. will be as per the list provided in Clause No. 10 given below.

4. Eligibility for Quoting:

Manufacturers or Dealers/Distributors/Agents duly authorised by the manufacturers who are able to supply the assured quantities as per requirement & have requisite qualification for meeting the requirements as per this tender are only eligible for quoting.

Further, 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.

5. Annual Turnover Requirements:

Vender having average annual Turn Over for last three financial years is more than Rs.10 Lakh in India for the year 2022-23, 2023-24 & 2024-25 in the said financial years are eligible to participate in the Tender.

6. Submission of Tenders

6.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations/folders of Technical Bid. He needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

6.2 Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardised formats in two covers (folders):

I. Technical File (Statutory Cover) containing:

1. **Annexure** –
   a) Basic Information (Vide Annexure I) *(to be submitted in "**Annexure**" folder)*
   b) Application for Tender - (Vide Annexure II) *(to be submitted in "**Annexure**" folder)*
   c) Authorization letter - (Vide Annexure III) *(to be submitted in "**Annexure**" folder*
   d) Affidavit Proforma - (Vide Annexure IV) *(to be submitted in "**Annexure**" folder)*
   e) DECLARATION ON NIT - (Vide Annexure V) (*to be submitted in "**Annexure**" folder)*

2. Technical details of the Items Quoted (Bidders must submit Technical specification along with Catalogue of the item quoted in **"Technical Details"** Folders.

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. (to **be submitted in "Accounts" folder**)

II. My Document (Non-Statutory Cover) containing as follows:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
			Profession Tax Enrolment Certificate
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	a) Copy of the purchase order for supplying Similar nature of items for last 5 years (2021-22, 2022-23, 2023-24, 2024-25 &

			2025-26) b) Brief User List preferably for users in West Bengal in an Institute of Higher Learning
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment year 2023-24
			Income Tax Returns submitted for the Assessment year 2024-25
			Income Tax Returns submitted for the Assessment year 2025-26
			GST Return for January'25,February'25 and March'25

NOTE:

1. If the company was set up less than three years ago, audited balance sheet for the no. of years since inception may be submitted)
2. Addenda/Corrigenda: if published, Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIT till the bid submission ends and in general upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. , however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends, overriding any other terms/conditions if mentioned anywhere else in the concerned NIT.
3. Bidder must submit their documents through the appropriate folders as stated above. Submission of document not through proper folder(s) may be considered as non-submission. If University fails to identify the document because of such wrong submission or due to submission of documents not readable visibly or for any technical issue like not opening the files etc., it would be deemed that the bidder did not submit that particular document(s).
4. Others: Any other documents found necessary

6.3 Financial Bid

The Financial Bid should contain the following document in one cover (folder):

Bill of Quantities (BOQ): The tenderer should fill-up the designated cell as marked by the University in the BOQ sheet.

7. The tenderers are not required to submit hard copies of Technical File (Statutory) or My documents (Non-Statutory). Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line through NIC portal.

8. Evaluation of the tenders

During the tender evaluation process, the "Technical Bid" will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in "Technical Bid" will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. Final selection of the bidder in respect of Financial Bid is subject to further verification of several parameters allied with Financial Bid Evaluation. The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened.

9. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

9.1 Bid Information:

a) Bidder must quote in INR in the BOQ Sheet.

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

c) Bidder must follow the instruction for filling up BOQ as per Clause 6.3.

d) Partial Quotation/Incomplete Quotation both for Technical and Commercial aspects may subject to cancellation of tender. However, University Authority reserves the right to decide on the Partial Quotation/Incomplete Quotation based on the tender evaluation status.

e) **Any sorts of abnormal quotation either in quoted figure or in description of quoted item in the eyes of the Tender Evaluators of the University is subject to rejection of bid.**

9.2 Evaluation of Quotation: The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

9.3 Award of Contract: The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially for both the equipments. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

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

9.5 Bidder must have their own printing facilities having registered printing house in Kolkata/Kalyani or its adjacent localities.

9.6 Bidder must submit work order/print order issued by several Universities/Research Institutes/Educational Institutions during the financial years 2021-22, 2022-23 & 2023-24.

9.7 Bidder should submit copy of updated Trade Licence, GST, IT and P.Tax Return submission document.

9.8 Selected bidder must have to provide ready materials in soft copy along with printed materials for official convenience of the University.

9.9 Time Schedule: The supply work must be completed within **30 days** from the date of receipt of the work order.

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

9.11 University reserves the discretion to issue work 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.

9.12 Place of delivery: Kalyani University Press, Kalyani -741235.

9.13 Payment Schedule: Payment be made after successful delivery of the items.

9.14 Performance Security: Successful bidder should deposit Performance Security money equivalent to the 10% of the order value in the form of DD/ suitable negotiable instruments as to be decided by the University immediately after issuing purchase order from the University. Such security will be refunded after completion of the work as per Work Order in normal case without any accrued interest.

University may forfeit the Security Money in the event of the following circumstances:

i) Selected bidder withdraws the bid before expiry of its validity but after receipt of the Purchase Order.

ii) Selected bidder does not accept the order after issuing the same or fails to enter into a contract within validity period of offer.

iii) Selected bidder fails to supply the items within the scheduled time as specified in the Purchase Order

iv) If before completion of the work as per Work Order, the Printer could not supply the items or does not function satisfactorily.

v) In case of any false submission /statement by the bidder

vi) 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

9.15 Quantity Changeability: Quantity as stated in the tender document may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons.

9.16 Conditional bid may be liable for rejection.

9.17 Bidder must be responsible for conformance of quality according to tender from all corners starting from paper quality to print design with satisfaction of University Authority.

9.18 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 Kolkata jurisdiction only.

9.19 In case of Tie Bid arising after opening of price bid, University will follow the guideline as mentioned in the G.O. No. 2320-F(Y) dated 7/6/2022 issued by the Finance Department, Government of West Bengal.

9.20 Penal Clause: University may impose penalty to the extent of 10% of the Order Value for the entire work assigned to the vendor in addition to the forfeiture of the Performance Security for the following circumstances:

a) If the vender fails to deliver the work within the scheduled time as stipulated by the University

b) If the vender fails to supply the items as per the specification stated in the tender

c) If the vender fails to supply the items as per the quality desired by the University and mutually agreed by the vender

d) For other reasons for which University faces loss of money/reputation to its stakeholders or for any other valid reasons

9.21 Conflict of Interest: Not more than one tender shall be submitted by one tenderer or tenderers having relationship. Under no circumstances will father and son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.

Discretion of the University:

9.22 University may take decision about non-purchase of the said item even after selection of vendor due to its fund constraints.
9.23 University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.
9.24 University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.

10. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

11. Financial bid can be seen & accessed by the bidder through the NIC Portal on line after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.

12. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

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

Annexure- I

FURNISHING BASIC INFORMATION

(To be furnished in the Company's official letter pad)

1.	**Name of the Bidder**	
2	**Address for Communication**	
3	**Contact Number(s)**	
4	**E-mail ID**	
5	**Trade License No.** **(Please enclose copy of Trade License)**	
6	**PAN (Please enclose copy of PAN Card)**	
7	**GST No. (Please enclose copy of GST)**	
8	**Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning** **(Please enclose copy of Purchase order & user list, if yes)**	**Yes/No** **(Please put tick mark)**
9	**Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET**	**2022-23: Rs……** **2023-24: Rs……...** **2024-25: Rs…….** **Average Annual Turnover: Rs……..**
10	**Status of the bidder (Please enclose copy authenticating your status)**	**Manufacturer/Dealer/Distributer/Selling Agent/Stockiest** **(Please put tick mark)**

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the University.

Signature of the Bidder
(With Seal)

Annexure- II

APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

To
The Development Officer
University of Kalyani,
Kalyani-741235,
Nadia, West Bengal

Sub: NIT for the **Supply of DIARY; DESK (STAND) CALENDAR &** SINGLE LEAF **TABLE CALENDAR to the University Press, University of Kalyani**.

Ref: - KU/NIET/DC/2026-27/01 Dated: 29/10/2026

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of ……..……
……..……in the capacity .....duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document vide **Clause 9** and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time
4. We are offering rate for the following item /items with printing capacity and assured supply to the University of Kalyani

Items	**Paper Desription**	**Mode of dispatch of Sample Paper sent to the University (By Hand/Courier with Docket Number)**

5. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

Date: -

Signature of applicant including title and capacity in which application is made.

Contact No.:

Annexure- III

(Authorization letter in favour of the applicant (other than Managing Director/ Proprietor/Partner) from the competent authority.)

FORMAT
(To be furnished in the Company's official letter pad with full address and contact no, E mail Address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr..... (Name),

Employee of this Organisation as.....(Official Designation) is

Hereby authorised to submit tender online, Vide NIT No .....,

Dated .....on behalf of the Organisation.

Signature of the competent authority with Seal

.....

(Signature of the Authorised Person)

Signature of Mr.....

.....is hereby attested.

Signature of the competent authority with Seal

ANNEXURE- IV

(Affidavit Proforma)
(To be furnished in Non – Judicial Stamp paper
of appropriate value duly notarized)

Ref: - KU/NIET/DC/2026-27/01 Dated: 29/10/2026

I, Sri/Smt.....

The Managing Director/Proprietor (etc.) of the Firm.
..... (Name of the firm)

At (address).....

Do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of items to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.

2. That no case is pending against me or against my firm in any criminal court of law to supply of items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).

3.That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.

4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.

5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s).

ANNEXURE- V

DECLARATION ON NIT

(To be typed in company letter pad, scanned and uploaded)

I, the undersigned, do hereby declare that in respect of Tender Ref. No. KU/NIET/DC/2026-27/01 Dated: 29/10/2026

- On behalf of my organization, I will comply all the formalities that are required to be complied as per NIT and I will observe all clauses of the NIT (including Terms & conditions).

- In case of any non-observance of any clause(s) of NIT, my organization will be bound to follow the decisions taken by the University of Kalyani for taking decision related with the tender for which the said NIT was uploaded.

_____

Full signature of the Person
(Designation with Seal)

Date:

Place:

Validate Print Help

Tender Inviting Authority: University Press , University of Kalyani

Name of Work: Supply of DIARY; DESK (STAND) CALENDAR & SINGLE LEAF TABLE CALENDAR to the University Press, University of Kalyani.

Contract No: KU/NIET/DC/2026-27/01

Name of the	

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBE	TEXT #	NUMBER	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC Rs. P	GST on Basic (if any) Rs. P	Any Other Taxes/Duties/Levies Total Rs. P	TOTAL AMOUNT, Without Tax Rs. P	TOTAL Amount with TAXES Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	14	17	53	54	55
1	**Supply of DIARY; DESK (STAND) CALENDAR & SINGLE LEAF TABLE CALENDAR to the University Press, University of Kalyani.**								
2	**DIARY** (Detail Specification as per NIT)	1200.00	Pcs				**0.00**	**0.00**	INR Zero Only
3	**DESK (STAND) CALENDAR** (Detail Specification as per NIT)	1000.00	Pcs				**0.00**	**0.00**	INR Zero Only
4	**SINGLE LEAF TABLE CALENDAR** (Detail Specification as per NIT)	500.00	Pcs				**0.00**	**0.00**	INR Zero Only
Total in Figures							**0.00**	**0.00**	INR Zero Only

Quoted Rate in Words	