

# UNIVERSITY OF KALYANI



## NOTICE INVITING TENDER

Tender Ref. No. KU/DO/FUR./2025-26 / 01 & 2

Date: 30.04.2025

Sealed tenders are invited for Supply of **Registration Kit** for EIACP R.P., University of Kalyani from reputed vendors having valid up to date Trade License, I.T., VAT, Service Tax and Professional Tax clearance certificate, credentials of similar nature of works.

Tender documents may be downloaded from the University website [www.klyuniv.ac.in](http://www.klyuniv.ac.in) and the same after filled up must be submitted in a sealed envelope addressed to **Coordinator, EIACP, University of Kalyani, Kalyani, 741235.**

**Last date of receiving tender document either by hand or by post: 08.05.2025 up to 4 p.m.**

- For specifications of the above items please refer **Annexure-A** of the Tender Documents.
- For furnishing basic information about the bidder, please refer **Annexure- B** of the Tender Document
- For submission of Quotation, Bidder must follow the Price Bid Format vide **Annexure – C** of the Tender Document.
- Bidders must comply the Terms and Conditions as mentioned in the **Annexure-D** of the Tender Document.
- Bidder must submit Undertaking form as mentioned in the **Annexure-E** of the Tender Document.

Sd/-

**Coordinator, EIACP**

University of Kalyani, Kalyani -74123

*Kausik Mondal*  
30/4/2025

Prof. (Dr.) Kausik Mondal  
Co-ordinator  
DESKU-EIACP P.C., R.P.  
University of Kalyani  
Kalyani - 741235

Annexure -A (KU/DO/FUR./2025-26 / 01 & 2 Date: 30.04.2025)

Item Sl. No.	Particulars	Specification	Unit	PLACE OF DELIVERY , KU
1.	JUTE BAG WITH 8 NOS OF LOGO INCLUDING TITLE OF THE CONFERENCE IN COLOR PRINTING MODE	18 INCH X 16 INCH IN SIZE, WIDTH 6 INCH WITH <del>HANDLE</del> AND STRIP	1100	EIACP, S.N.BOSE INNOVATION BUILDING
2.	WRITING PAD	6 INCH /8 INCH, PAGE MIN. 20 PAGES	1100	
3.	PAPER PEN WITH SEED	BALL PEN, COLOUR BLUE	1100	
4.	Key ring with four logos with color printing	Standard size available in market	1100	

**BASIC INFORMATION ABOUT THE BIDDER**

1.	Name of the Bidder	
2.	Address with telephone/ Mobile No.	
3.	Type of the Organisation (whether sole Proprietorship/ Partnership/ Private Limited for Cooperative body/ Welfare Trust etc.) (attach proof)	
4.	Name, Address & Phone Number of the Proprietor/ Partners/ Directors of the Agency with whom communication (if required) shall be made	
5.	PAN Number (a copy of PAN Card must be enclosed)	
6.	GST Registration Number (a copy of GST Registration certificate must be enclosed):	
7.	Trade License number (a copy of supportive document must be enclosed)	

**Declaration**

I solemnly declare that the information furnished above by me are true in the best of my knowledge and if subsequently it is found wrong the University will have every right to reject my tender/ terminate the contract.

Further, I undertake that I must follow the terms and conditions as per **Annexure- D** thoroughly and in case of any non-observance, I shall be bound to accept the decision of the University of Kalyani.

**Signature of the Bidder  
(With Seal)**

## ANNEXURE-C

### **PRICE BID FORMAT** (To be prepared in Letter Head/Official Pad of the bidder)

Item Sl. No	Item Description	Brand Name (if any)	Basic Cost (Rs.) /Unit	Discount offered(if any) (Rs.)	Net Cost / Unit (Rs.)	GST (if any) to be charged (Rs.)	Other Charges & duty(Rs.) (if any)	Total quoted price / Unit (Rs.)
			(A)	(B)	(C = A - B)	(D = C × ____%)	(E)	(F = C+D+E)
1.	JUTE BAG WITH 8 NOS OF LOGO INCLUDING TITLE OF THE CONFERENCE IN COLOR PRINTING MODE							
2.	WRITING PAD							
3.	PAPER PEN WITH SEED							
4.	Key ring with four logos with color printing							
	TOTAL COST (Rs.)							

**Note: The above format must be used while submission of Price Bid.**

**Signature of the Bidder  
(With Seal)**



## ANNEXURE-D

### 1. **Bid Information:**

- a) Bid must be submitted properly. Corrections, if any, shall be made by crossing out accompanied with initial of the bidder and re writing.
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price but should be indicated separately in the price bid.
- c) 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.
- d) Bidder must mention the name of manufacturer and model number for each of the item.
- e) Partial quotation within same item will not be accepted and tender will be rejected in that case.

### 2. **Bid should be submitted in a sealed envelope after mentioning the Tender Reference Number & Date and shall be addressed to:**

- **Coordinator, EIACP , University of Kalyani, Kalyani, Nadia - 741235**

### 3. Evaluation of Quotation: The Purchaser will evaluate and compare the quotations determined to be substantially responsive.

### 4. 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. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason there of and shall not be bound to accept the lowest bid.

### 5. Document in support of Manufacturer/ Dealer and Service Provider has to be submitted along with the tender paper. If the bidder is not the manufacturer, proper manufacturer's authorization and warranty from manufacturer is required.

### 6. Documents of previous experience for similar trade, at least for last 2 years, must be submitted along with the tender.

### 7. Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, Professional Tax, and GST.

### 8. Time Schedule: The supply must be completed within <sup>30</sup> days from the date of receipt of the purchase order.

### 9. 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.

- 10. Place of delivery:** As mentioned in Annexure - A, University of Kalyani, Kalyani, Nadia, West Bengal, India, PIN-741235.
- 11. Payment be made after successful delivery and installation of the items.**
- 12.** 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.
- 13.** The tender documents shall be addressed and submitted to: **Coordinator, EIACP, University of Kalyani, Kalyani, Nadia - 741235**
- 14. Last date of receiving tender document 08<sup>th</sup> May, 2025 up to 4 p.m.**
- 15.** Statutory deduction for GST and other Government taxes will be made as per the law in force.
- 16. No Tender Document will be received by the University after the above date irrespective of the mode of submission of tender document.**
- 17. Quotation must be submitted through official pad of the bidder duly signed with seal and contact numbers of the respective person of the bidder concern.**
- 18. Quantity as stated hereinabove may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons. University may place order partially phase wise depending on its budget.**
- 19. University may take decision about non-purchase of the said items even after selection of vendor due to its fund constraints.**
- 20. University of Kalyani reserves the right to relax any clause as stated hereinabove for Selection of suitable vender.**

## **ANNEXURE-E**

### **UNDERTAKING FOR OBSERVING TERMS & CONDITIONS**

(To be submitted by the bidder in their official pad/letter head duly signed with seal)

I/We, the undersigned, agree with the following Terms and Conditions:

1. That Bid will be valid at least for 3 months from the last date of submission of this tender.
2. That I/We will follow the guidelines framed by the University of Kalyani for Technical and Financial Bid Evaluation as well as the process of selection of vender.
3. That 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 and in case of non-submission of any document, the decision taken by the University of Kalyani will be considered as Final.
4. That I have not ever been convicted of any offence making myself liable to be disqualified for entering into a Contract to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
5. That no case is pending against me or against my firm in any criminal court of law in connection with any contracts in relation thereto 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 ).
6. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by neither RBI nor it has been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.
7. That I/We declare that all the information and documents as we furnished and submitted are true and proper to the best of my knowledge and belief. 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.
8. That after completion of all sorts of evaluation of this tendering process, If my concern is selected, I will agree to enter into a contract with the University for the period as to be determined by the University at the time of awarding contract to my/our organisation.
9. That I agree with all terms & conditions that have been mentioned in the NIT.

**Signature of the Bidder with seal (if any)**