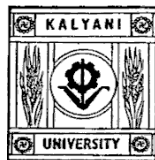


# UNIVERSITY OF KALYANI



## **NOTICE INVITING TENDER**

**Tender Ref. No.: KU/NIT/EJW/ECO/25-26/01**

**Dated: August 8, 2025**

Sealed Tender is invited for the Development of E-Journal Website for the Department of Economics, University of Kalyani from reputed vendors having valid up to date Trade License, PAN., GST and Professional Tax clearance certificate and experience for at least last two years for supplying similar type of items.

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:

Head,  
Department of Economics,  
University of Kalyani, Kalyani-741235,  
Nadia, West Bengal

**Last date of receiving tender document: 22/08/2025 up to 4 p.m.**

- For Work Description 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/-  
Head  
Department of Economics  
University of Kalyani, Kalyani -741235

**Annexure – A****Work Description****1. Project Overview**

The website will include the following key features:

a) A homepage showcasing

- The current volume
- Archives of previous volumes
- Individual articles with downloadable PDFs
- Advanced search functionality with filters by keyword, author, and date
- Login/ Register page
- Online Article Submission form
- Citation/DOI support and integration with platforms like Google Scholar and Crossref.

b) Informational pages: About the Journal, Editorial Board, Advisory Board, Author Instructions.

c) Admin panel

**2. Requirements Summary**

Question	Response
Q1: Journal name and subtitle	Journal of Inclusive Development
Q2: Logo, font and branding materials	Use Kalyani University logo; create a Journal Logo Times New Roman font (size 11/12); Page colours: any one colour scheme from white-beige, light grey-deep blue, light green- deep blue, or cream-coffee brown; black lettering; colour images/diagrams.
Q3: Publication frequency	Biannual (twice a year)
Q4: Number of articles per issue	7–8 articles, including a book review
Q5: Individual article pages or PDFs	Downloadable PDFs
Q6: Search function	Yes
Q7: Filters (keyword, date, author)	Yes
Q8: Subscription/newsletter	Not initially; may add later

Q9: Open access or login/ payment	Access after login; the reader must register to access articles; access is free
Q10: Role-based access	Yes
Q11: Online article submission	Yes, authors must register; payment of a small submission fee (the provision may be there)
Q12: Admin approval before posting?	Yes, Managing Editor's approval required
Q13: Desired pages/features	Homepage, Previous Volumes, About the Journal, Advisory Board, Editorial Board, Instructions to the Corresponding Author, Submission Link, Download Centre, Citation/DOI Support, Integration with Google Scholar/Crossref
Q 14: ISSN number	To be applied later

### 3. Additional Points

#### For Users:

- Users will be required to register using their email address and password.
- Upon registration, a verification email will be sent containing a link to a Google Form.

#### • The Google Form will be divided into the following pages:

##### ○ Page 1: User Type

- Admin
- Corresponding Author
- Reviewer
- Member of Advisory Board
- Member of Editorial Board
- Reader

After the User chooses the type, the corresponding **Page** will open

##### ○ Page 2: Admin details (only one admin):

- Name
- Designation
- Contact Number
- Email Address

##### ○ Page 3: Corresponding Author details:

- Author and Co-author names
- Contact number
- Email address
- Designation
- Abstract
- Full paper (to be uploaded in PDF format) – the body of the paper will not contain the author details

##### ○ Page 4: Advisory Board Member details:

- Name
- Designation

- Contact Number
- Email Address
- **Page 5: Editorial Board Member details**
  - Name
  - Designation
  - Institution
  - Contact Number
  - Email Address
- **Page 6: Reader details**
  - Name
  - Designation
  - Institution
  - Contact Number
  - Email Address

**For Admin Panel:**

- Admin must manually approve each paper before it is published on the website.
- **The system will support a double-blind review process, where:**
  - The reviewer does not know the identity of the author(s), and
  - The author(s) do not know who is reviewing their paper.
- Admin will be able to assign papers to review team members through the admin panel.

**Other Specifications:**

- The website will be fully responsive and optimised for both mobile and desktop devices to ensure accessibility and a seamless user experience across platforms.

**4. Instructions to the authors** - Submission rules and guidelines to be specified to the web developer.

Tender Ref. No.: **KU/NIT/EJW/ECO/25-26/01**

Dated: August 8, 2025

Annexure – B

**BASIC INFORMATION FOR BIDDER**

(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 Registration No. (Please enclose copy of GST Registration Certificate)(if any	:	
8	Do you have previous experience for doing similar nature of Items at Educational Institute of Higher Learning (Please enclose copy of Purchase order, if yes)	:	Yes/No (Please put tick mark)
9	Annual Turnover as per Audited	:	2021-22: Rs..... 2022-23: Rs..... 2023-24: Rs.....  Average Annual Turnover: Rs.....
10	Full Address of the Office in Kolkata or its surrounding area with contact person & contact no.	:	

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

Sl. No.	Subject	Qty	Basic Cost (Rs.)	Discount (if any) (Rs.)	Net Cost (Rs)	GST if any (Rs.)	Other Costs & Charges, if any (Rs.)	Total Quoted Price (Rs.)
			1	2	3=1-2	4	5	6=3+4+5
1	Website Development	1						
	TOTAL							

Signature of the Bidder  
(With Seal)

**ANNEXURE- D****TERMS AND CONDITIONS**

- 1 **Bid Information:**
  - a) **Bidder must quote in INR.**
  - 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 format for submission of Price Bid as per Annexure-C.**
  - d) **Quoted Price must be inclusive of all taxes and charges.**
  - e) **Bid should be submitted in a sealed envelope after mentioning the Tender Reference Number, Date and the details of the Tender Inviting Authority.**
- 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.
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 equipment. 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.
4. The developer will ensure best user cooperation.
5. The developer shall configure and provide access to procured website, demonstrate, train the users and extend service support to actual user.
6. The developer must develop the product with strict adherence the rules and regulations of the user as well as the University.
7. After successful development, the User should be the sole owner of the product thus developed.
8. The Developer must ensure the full proof system for Data Security. The data on the website must not be made available for any entity other than the University.
9. The Developer should develop security control system for ensuring point to point access to several users.
10. **Bidder should submit copy of updated Trade Licence, GST, IT and P.Tax Return submission document.**
11. **Credentials:** Documents of handling similar kind of job in last three previous years (**2021-22, 2022-23, 2023-24**) in an Institute of Higher Learning must be submitted along with the tender. Bidder must submit User List with copy of Purchase Order ensuring sale of similar items in support of the above credentials.
12. Statutory deduction for GST and other Government taxes will be made as per the law in force.
13. **Delivery Schedule:** The work must be completed within 30 days from the date of receipt of the order either through e-mail or by post, whichever is earlier.
14. **Validity of offer:** A bidder should spell out in the tender that it shall remain valid for a

minimum period of six 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.

15. Annual Turnover Requirements:

**Vender having average annual Turn Over for last three financial years of Rs.10 lakh or above with positive net worth in India for the year 2021-22, 2022-23 & 2023-24 are eligible to participate in the Tender.**

16. **Mode of delivery: As to be decided by the Head, Department of, University of Kalyani, Kalyani -741235.**

17. **Payment Schedule:** Payment be made after satisfactory delivery of the job.

18. **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.

19. **Requisite Documents to be submitted:** Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, GST, Audited Statement of Accounts and other documents.

20. **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.

21. **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.

22. **Conditional bid may be liable for rejection.**

23. **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.**

**Discretion of the University:**

24. University may take decision about non-purchase of the said item even after selection of vendor due to its fund constraints.

25. 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.

26. University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.

27. 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.

28. 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- E**

**UNDERTAKING LETTER**

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 any supply of goods/service 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 any supply of goods/service to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
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.
6. That I must follow all the terms and conditions as stated in the tender. In case of any default, I must be ready to accept the decision taken by the University of Kalyani.

**Signature of the Bidder (with date and seal)**