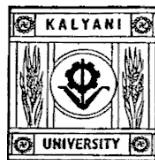


# UNIVERSITY OF KALYANI



## **NOTICE INVITING TENDER**

**Tender Ref. No.: KU/NIT/Seminar/26-27/01**

**Dated: July 30, 2026**

Sealed Tender is invited for **Supply of Backpack Bags (200 Numbers) for the Delegates attending the International Seminar to be held at University of Kalyani in the 3<sup>rd</sup> week of August, 2026** from reputed vendors having valid up to date Trade License, PAN, GST and Income 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 after filled up it must be submitted in a sealed envelope addressed to:

**Prof. Ashis Kumar Panigrahi  
Director, DODL  
University of Kalyani, Kalyani-741235,  
Nadia, West Bengal**

**Last date of receiving tender document: 07/08/2026 up to 2 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/-

**Prof. Ashis Kumar Panigrahi  
Director, DODL  
University of Kalyani, Kalyani -741235**

**Quantity: 200**

**Colour : Brown/Grey/Red/ Others**

**Product Details**

Backpack

1000 denium PU

4 Chamber

Warranty: 6 months

**Others**

Items should be supplied with suitable printing as to be directed by the University

**BASIC INFORMATION FOR BIDDER**

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

|    |                                                                                                                                                                      |   |                                                                                                                         |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------|
| 1  | <b>Name of the Bidder</b>                                                                                                                                            | : |                                                                                                                         |
| 2  | <b>Address for Communication</b>                                                                                                                                     | : |                                                                                                                         |
| 3  | <b>Contact Number(s)</b>                                                                                                                                             | : |                                                                                                                         |
| 4  | <b>E-mail ID</b>                                                                                                                                                     | : |                                                                                                                         |
| 5  | <b>Trade License No. (Please enclose copy of Trade License)</b>                                                                                                      | : |                                                                                                                         |
| 6  | <b>PAN(Please enclose copy of PAN Card)</b>                                                                                                                          | : |                                                                                                                         |
| 7  | <b>GST Registration No. (Please enclose copy of GST Registration Certificate)</b>                                                                                    | : |                                                                                                                         |
| 8  | <b>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)</b> | : | <b>Yes/No</b><br><b>(Please put tick mark)</b>                                                                          |
| 9  | <b>Annual Turnover as per Audited</b>                                                                                                                                | : | <p><b>2023-24: Rs.....</b></p> <p><b>2024-25: Rs.....</b></p> <p><b>Average Annual Turnover:</b><br/><b>Rs.....</b></p> |
| 10 | <b>Full Address of the Office in Kolkata or its surrounding area with contact person &amp; contact no.</b>                                                           | : |                                                                                                                         |

**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. | Item                                              | Brand Name (if any) | Basic Cost (Rs.) | Discount(if any) (Rs.) | Net Cost (Rs) | GST (Rs.) | Other Costs & Charges, if any (Rs.) | Total Quoted Price (Rs.) |
|---------|---------------------------------------------------|---------------------|------------------|------------------------|---------------|-----------|-------------------------------------|--------------------------|
|         |                                                   |                     | <b>1</b>         | <b>2</b>               | <b>3=1-2</b>  | <b>4</b>  | <b>5</b>                            | <b>6=3+4+5</b>           |
| 1       | Backpack Bags (200 pcs)<br>(As per Specification) |                     |                  |                        |               |           |                                     |                          |
|         | <b>Total</b>                                      |                     |                  |                        |               |           |                                     |                          |

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

**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) **Partial Quotation/Incomplete Quotation within the Item both for Technical and Commercial aspects may subject to cancellation of tender. However, University Authority will define the Partial Quotation/Incomplete Quotation based on the tender evaluation status.**
  - e) **Quoted Price must be inclusive of all taxes and charges for delivery to the Kalyani University.**
  - f) **Bid should be submitted in a sealed envelope after mentioning the Tender Reference Number & Date and shall be properly addressed as stated earlier.**
- 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 vendor.
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.
4. **The bidder should quote and be capable to supply all the necessary spares of their quoted items as per Tender.**
5. **Warranty:**

**The items covered under the purchase order, when supplied, shall be warranted for the quality, workmanship, trouble-free performance for a period of at least 6 months from the date of purchase.**
6. **Adequate support service facility:** The bidder/manufacturer should have adequate service support office in Kolkata for any replacement or attending any fault.
7. **Bidder should submit copy of updated Trade Licence, GST and IT Return submission document.**
8. **Credentials:** Documents of supplying similar items in a bulk quantity for at least 500 numbers in a particular national/internal events organized by an Institute of Higher Learning in last ten previous years 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.
9. Statutory deduction for GST and other Government taxes will be made as per the law in force.
10. **Make & Model:** **Bidder must mention Make and Model and must send the product details/catalogue/brochure in support of the Technical Specification for the offered products.**
11. **Delivery Schedule:** **Delivery, installation and commissioning of softwares/equipment at the Purchaser's site will have to be completed within time period of 10 days from date of issue of purchase order. Suitable extension of time may be granted on reasonable ground.**

**12. 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.

**13. After Sales Service**

(i) The name and complete address of the company in India authorized by the manufacturer, to provide after sales service for the supplied items should be mentioned.

(ii) The manufacturer should give an undertaking that after the warranty period, they shall provide spares and after sale service of the items in India for the normal life time of the equipment.

**14. 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 2023-24 & 2024-25 are eligible to participate in the Tender.**

**15. Place of delivery: As to be directed by the Kalyani University**

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

**17. 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.

**18. 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.

**19. 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.

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

**21. 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:**

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

**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.

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

**25.** 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.

**26.** 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.

**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 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.
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)**