



Memo No: AC/033/22-23

Dated:06-05-2022

Notice Inviting e-Tender

Quotations are invited through e-Tender (www.wbtenders.gov.in) from leading and fast growing courier companies with nation wide network and delivery station, specially with a coverage to the small towns and interior villages of all parts of West Bengal according to the details stated in Annesure II for the Netaji Subhas Open University, DD-26, Sector 1, Salt Lake, Kolkata, West Bengal 700064. Interested bidders are to participate in the bidding process as per specifications and conditions mentioned below in the Annexure - I, II & III.

DATE AND TIME SCHEDULE

Date of Publication of Tender Online through website https://wbtenders.gov.in/	06.05.2022 after 18.00 Hrs.
Date of Document Download Start	06.05.2022 after 18.00 Hrs.
Date of Bid Submission Start	13.05.2022 after 14.00 Hrs.
Date of Bid Submission Closing	20.05.2022 upto 17.00 Hrs.
Date of Opening of Technical Bid	24.05.2022 after 12.00 Hrs.
Date of Opening of Financial Bid	To be notified later
Pre-Bid Meeting	11.05.2022 on 12.00 Hrs.

Finance Officer
Netaji Subhas Open University
DD-26, Sector -1, Salt Lake, Kolkata -700064
[Email: sachindrakar@yahoo.in](mailto:sachindrakar@yahoo.in)
Mobile No: 9432747119



ANNEXURE - I

SPECIFICATION FOR TECHNICAL BID

1. The Bidders should have their Head Quarters in Kolkata.
2. The Bidders should have Sufficient Experience in Courier service of all types as specified in Annexure II at least for 10 years.
3. The Bidders must have the credential of Courier service for the Educational Institute and Government Office.
4. The Bidders should have legal compliance such as: (1) GST Number, (2) PAN / TAN , (3) Trade License.
5. Earnest Money to be deposited as per e-Tender rules is Rs. 1,00,000/- (Rupees One Lakh) only through online.
6. On receipt of Order the successful Bidder is to deposit a sum of Rs. 2,00,000/- (Rupees Three Lakh) only as Security Money within 7 days from the date of receipt of the Order.
7. Only one Tender will be accepted if multiple Tenders are submitted by same enterprise and its sister-concern/allied concern.
8. All the Rates should be quoted. Partial bidding / Rate for few Zone/items will not be accepted.

Finance Officer
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ANNEXURE - II

SPECIFICATION FOR FINANCIAL BID

Sl	Head	Pick up location	Delivery Location			
			Delivery Location: Kolkata & KMDA Area	Delivery Location: South Bengal except Kolkata & KMDA area	Delivery Location: North Bengal	Delivery Location: All other parts of India
1	Documents: Rate per kg. (upto 50 grams):	Netaji Subhas Open University,HQ, DD 26, Sector I, Salt Lake, Kolkata-700064				
		New Town Campus, Netaji Subhas Open University,Kolkata-700135				
		Examination Department, Netaji Subhas Open University,134/1,Meghnad Saha Sarani,Golpark, Kolkata-700029				
		Kalyani Regional Center, Netaji Subhas Open University,, Ghosh Para Station Road, Kalyani , Nadia, 743134				
		Durgapur Regional Centre, Netaji Subhas Open University, Jawahar Lal Nehru Road (adjacent to Durgapur Govt. Degree College),Durgapur, Pachim Bardhaman - 713 214, West Bengal				
		Jalpaiguri Regional Centre, Netaji Subhas Open University, Patkata, Kotwali (Inside the premises of Govt. Engineering College, Jalpaiguri), Jalpaiguri - 735 102				
2	Documents (51 grams to 200 grams):	Netaji Subhas Open University,HQ, DD 26, Sector I, Salt Lake, Kolkata-700064				
		New Town Campus, Netaji Subhas Open University,Kolkata-700135				
		Examination Department, Netaji Subhas Open University,134/1,Meghnad Saha Sarani,Golpark, Kolkata-700029				
		Kalyani Regional Center, Netaji Subhas Open University,, Ghosh Para Station Road, Kalyani , Nadia, 743134				
		Durgapur Regional Centre, Netaji Subhas Open University, Jawahar Lal Nehru Road (adjacent to Durgapur Govt. Degree				
		Jalpaiguri Regional Centre, Netaji Subhas Open University, Patkata, Kotwali (Inside the premises of Govt. Engineering College, Jalpaiguri), Jalpaiguri - 735 102				
3	Documents (201 grams to 500 grams):	Netaji Subhas Open University,HQ, DD 26, Sector I, Salt Lake, Kolkata-700064				
		New Town Campus, Netaji Subhas Open University,Kolkata-700135				
		Examination Department, Netaji Subhas Open University,134/1,Meghnad Saha Sarani,Golpark, Kolkata-700029				



3	Documents (201 grams to 500 grams):	Kalyani Regional Center, Netaji Subhas Open University,, Ghosh Para Station Road, Kalyani , Nadia, 743134				
		Durgapur Regional Centre, Netaji Subhas Open University, Jawahar Lal Nehru Road (adjacent to Durgapur Govt. Degree				
		Jalpaiguri Regional Centre, Netaji Subhas Open University, Patkata, Kotwali (Inside the premises of Govt. Engineering College, Jalpaiguri), Jalpaiguri - 735 102				
4	Documents (Additional 500 grams or part thereof):	Netaji Subhas Open University,HQ, DD 26, Sector I, Salt Lake, Kolkata-700064				
		New Town Campus, Netaji Subhas Open University,Kolkata-700135				
		Examination Department, Netaji Subhas Open University,134/1,Meghnad Saha Sarani,Golpark, Kolkata-700029				
		Kalyani Regional Center, Netaji Subhas Open University,, Ghosh Para Station Road, Kalyani , Nadia, 743134				
		Durgapur Regional Centre, Netaji Subhas Open University, Jawahar Lal Nehru Road (adjacent to Durgapur Govt. Degree				
		Jalpaiguri Regional Centre, Netaji Subhas Open University, Patkata, Kotwali (Inside the premises of Govt. Engineering College, Jalpaiguri), Jalpaiguri - 735 102				
5	Parcel (upto 5 kgs)(Rate per kg):	Netaji Subhas Open University,HQ, DD 26, Sector I, Salt Lake, Kolkata-700064				
		New Town Campus, Netaji Subhas Open University,Kolkata-700135				
		Examination Department, Netaji Subhas Open University,134/1,Meghnad Saha Sarani,Golpark, Kolkata-700029				
		Kalyani Regional Center, NSOU, Ghosh Para Station Road, Kalyani , Nadia, 743134				
		Netaji Subhas Open University, Jawahar Lal Nehru Road (adjacent to Durgapur Govt. Degree College),Durgapur, Pachim Bardhaman - 713 214, West Bengal				
		Jalpaiguri Regional Centre, Netaji Subhas Open University, Patkata, Kotwali (Inside the premises of Govt. Engineering College, Jalpaiguri), Jalpaiguri - 735 102				
6	Parcel(Every additional kg upto 10 kgs)(Rate per kg):	Netaji Subhas Open University,HQ, DD 26, Sector I, Salt Lake, Kolkata-700064				
		New Town Campus, Netaji Subhas Open University,Kolkata-700135				



6	Parcel(Every additional kg upto 10 kgs)(Rate per kg):	Examination Department, Netaji Subhas Open University,134/1,Meghnad Saha Sarani,Golpark, Kolkata-700029				
		Kalyani Regional Center, NSOU, Ghosh Para Station Road, Kalyani , Nadia, 743134				
		Netaji Subhas Open University, Jawahar Lal Nehru Road (adjacent to Durgapur Govt. Degree College),Durgapur, Pachim Bardhaman - 713 214, West Bengal				
		Jalpaiguri Regional Centre, Netaji Subhas Open University, Patkata, Kotwali (Inside the premises of Govt. Engineering College, Jalpaiguri), Jalpaiguri - 735 102				
7	Parcel(Base Rate for 10 kgs)(Rate per kg):	Netaji Subhas Open University,HQ, DD 26, Sector I, Salt Lake, Kolkata-700064				
		New Town Campus, Netaji Subhas Open University,Kolkata-700135				
		Examination Department, Netaji Subhas Open University,134/1,Meghnad Saha Sarani,Golpark, Kolkata-700029				
		Kalyani Regional Center, NSOU, Ghosh Para Station Road, Kalyani , Nadia, 743134				
		Netaji Subhas Open University, Jawahar Lal Nehru Road (adjacent to Durgapur Govt. Degree College),Durgapur, Pachim Bardhaman - 713 214, West Bengal				
8	Parcel(Every additional kg above 10 kgs upto 15 kgs)(Rate per kg):	Netaji Subhas Open University,HQ, DD 26, Sector I, Salt Lake, Kolkata-700064				
		New Town Campus, Netaji Subhas Open University,Kolkata-700135				
		Examination Department, Netaji Subhas Open University,134/1,Meghnad Saha Sarani,Golpark, Kolkata-700029				
		Kalyani Regional Center, NSOU, Ghosh Para Station Road, Kalyani , Nadia, 743134				
		Durgapur Regional Centre, Netaji Subhas Open University, Jawahar Lal Nehru Road (adjacent to Durgapur Govt. Degree College),Durgapur, Pachim Bardhaman - 713 214, West Bengal				
		Jalpaiguri Regional Centre, Netaji Subhas Open University, Patkata, Kotwali (Inside the premises of Govt. Engineering College, Jalpaiguri), Jalpaiguri - 735 102				
9	Parcel(Base Rate for 15 kgs)(Rate per kg):	Netaji Subhas Open University,HQ, DD 26, Sector I, Salt Lake, Kolkata-700064				
		New Town Campus, Netaji Subhas Open University,Kolkata-700135				
		Examination Department, Netaji Subhas Open University,134/1,Meghnad Saha Sarani,Golpark, Kolkata-700029				



9	Parcel(Base Rate for 15 kgs)(Rate per kg):	Kalyani Regional Center, NSOU, Ghosh Para Station Road, Kalyani , Nadia, 743134				
		Durgapur Regional Centre, Netaji Subhas Open University, Jawahar Lal Nehru Road (adjacent to Durgapur Govt. Degree College),Durgapur, Pachim Bardhaman - 713 214, West Bengal				
		Jalpaiguri Regional Centre, Netaji Subhas Open University, Patkata, Kotwali (Inside the premises of Govt. Engineering College, Jalpaiguri), Jalpaiguri - 735 102				
10	Parcel(Every additional kg above 15 kgs upto 20 kgs)(Rate per kg):	Netaji Subhas Open University,HQ, DD 26, Sector I, Salt Lake, Kolkata-700064				
		New Town Campus, Netaji Subhas Open University,Kolkata-700135				
		Examination Department, Netaji Subhas Open University,134/1,Meghnad Saha Sarani,Golpark, Kolkata-700029				
		Kalyani Regional Center, NSOU, Ghosh Para Station Road, Kalyani , Nadia, 743134				
		Durgapur Regional Centre, Netaji Subhas Open University, Jawahar Lal Nehru Road (adjacent to Durgapur Govt. Degree College),Durgapur, Pachim Bardhaman - 713 214, West Bengal				
11	Parcel(Base Rate for 20 kgs)(Rate per kg):	Jalpaiguri Regional Centre, Netaji Subhas Open University, Patkata, Kotwali (Inside the premises of Govt. Engineering College, Jalpaiguri), Jalpaiguri - 735 102				
		Netaji Subhas Open University,HQ, DD 26, Sector I, Salt Lake, Kolkata-700064				
		New Town Campus, Netaji Subhas Open University,Kolkata-700135				
		Examination Department, Netaji Subhas Open University,134/1,Meghnad Saha Sarani,Golpark, Kolkata-700029				
		Kalyani Regional Center, NSOU, Ghosh Para Station Road, Kalyani , Nadia, 743134				
		Durgapur Regional Centre, Netaji Subhas Open University, Jawahar Lal Nehru Road (adjacent to Durgapur Govt. Degree College),Durgapur, Pachim Bardhaman - 713 214, West Bengal				
12	Parcel(Every additional kg above 20 kgs upto 25 kgs)(Rate per kg): (Rate per kg)	Jalpaiguri Regional Centre, Netaji Subhas Open University, Patkata, Kotwali (Inside the premises of Govt. Engineering College, Jalpaiguri), Jalpaiguri - 735 102				
		Netaji Subhas Open University,HQ, DD 26, Sector I, Salt Lake, Kolkata-700064				
		New Town Campus, Netaji Subhas Open University,Kolkata-700135				
		Examination Department, Netaji Subhas Open University,134/1,Meghnad Saha Sarani,Golpark, Kolkata-700029				
		Kalyani Regional Center, NSOU, Ghosh Para Station Road, Kalyani , Nadia, 743134				



12	Parcel(Every additional kg above 20 kgs upto 25 kgs)(Rate per kg): (Rate per kg)	Durgapur Regional Centre, Netaji Subhas Open University, Jawahar Lal Nehru Road (adjacent to Durgapur Govt. Degree College),Durgapur, Pachim Bardhaman - 713 214, West Bengal				
		Jalpaiguri Regional Centre, Netaji Subhas Open University, Patkata, Kotwali (Inside the premises of Govt. Engineering College, Jalpaiguri), Jalpaiguri - 735 102				

Lowest of the Total would be selected

Rate must be excluding GST

Finance Officer
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ANNEXURE – III

GENERAL TERMS & CONDITIONS

1. The bidders are to participate in the bidding process for the Tender only online at <https://www.wbtenders.gov.in> as per prescribed formats.
2. Price shall be quoted in INR only. vendors are to quote rate per kg.
3. Incomplete and Conditional Bids will be summarily rejected without assigning any reasons thereof.
4. Tenders must be submitted in two Separate Bids- (1) Technical Bid covering all the credentials noted above, (2) Financial Bid as specified in Annexure - II. The Technical Bid, if found suitable to meet the specifications noted above, will be followed by Financial Bid.
5. The Bidders should quote all the items (Partial bidding will not be considered).
6. Rate must be excluding GST.
7. Lowest of the Total would be selected(The sum of all items would only be taken into consideration to have LOWEST QUOTATION.)
8. Pre-bid meeting will be held at the Chamber of Finance Officer, Netaji Subhas Open University, 4th Floor, DD-26, Sector -I, Salt Lake. Kolkata-700064 on 11/05/2022, Wednesday, at 12.00 pm. Contact No. 9051162059
9. The Authority of NETAJI SUBHAS OPEN UNIVERSITY reserves the right to reject the entire bid received without assigning any reason thereof.
10. The judicature of any legal disputes will be under the Hon'ble High Court, Calcutta.
11. The applicant bidders to participate in the bidding process are to fill in the following Formats given in page No. 9,10 and BOQ.

Finance Officer
Netaji Subhas Open University
DD-26, Sector -1, Salt Lake, Kolkata-700064
[Email: sachindrakar@yahoo.in](mailto:sachindrakar@yahoo.in)
Mobile No: 9432747119



To
The Finance Officer
Netaji Subhas Open University
DD 26, Sector – 1, Salt Lake
Kolkata – 700064

Ref: Memo No: AC/033/22-23 Dated: 06-05-2022

Sub: Submission of Bid Technical & Financial Bid with reference to the above.

Sir,

As per guidelines given in the Tender Notice we are submitting Financial Bid and Technical Bid separately. We are quoting the itemwise Rate per Kg in the prescribed BOQ format in the Financial bid along with the Technical Credentials supported with relevant documents as applicable. We have read all the terms and conditions given in the Tender Notice and do hereby undertake to obey the rules and regulations of e-Tender.

With regards

Signature with Seal & Date:

Name of Signatory:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization:

Enclosures:

1. Copy of GST Registration Certificate
2. Copy of PAN & TAN
3. Proof of Experience as specified in Annexure II.
4. Proof of Deposit of Earnest Money of Rs. 100000/- (Rupees One Lakh) through online.
5. Copy of Trade License



Check List

SL. No.	Particulars	Put Y if Yes/ Put N if No, respectively
1.	Is the Head Quarters of Bidder in Kolkata?	
2.	Is copy of GST Registration Certificate submitted?	
3.	Is copy of PAN/TAN submitted?	
4.	Is copy of Trade License submitted?	
5.	is proof of Experience in courier service as specified in Annexure II submitted?	
6.	Is proof of Deposit of Earnest Money of Rs. 100000/- (Rupees One Lakh) through online submitted?	
7.	Are all the Rates per Kg. quoted for all the Categories as per Delivery zones?	

Signature with Seal & Date:

Name of Signatory:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization: