

eProcurement System of Government of West Bengal

Tender Details



Date : 26-May-2022 02:01 PM

**Basic Details**

Organisation Chain	DEPARTMENT OF HIGHER EDUCATION NETAJI SUBHAS OPEN UNIVERSITY		
Tender Reference Number	AC/047/22-23		
Tender ID	2022_DHE_382284_1		
Tender Type	Open Tender	Form of contract	Item Rate
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	NIT
2	Finance	.xls	BOQ

Other Important Documents

S.No	Category	Sub Category	Sub Category Description	Format/File
1	CERTIFICATES	GST Registration Certificate	GST Registration Certificate	
2	CERTIFICATES	Permanent Account Number	Permanent Account Number	
3	COMPANY DETAILS	COMPANY DETAILS 2	COMPANY DETAILS 2	
4	CREDENTIAL	CREDENTIAL 1	CREDENTIAL 1	
5	DECLARATION	DECLARATION FILE 1	DECLARATION FILE 1	

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	0.00	EMD through BG/ST or EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Nil	EMD Payable At	Nil

[Click to view modification history](#)
Work /Item(s)

Title	AC/047/22-23				
Work Description	CORIER SERVICE				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	0.00	Product Category	COURIER SERVICE	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	999	Period Of Work(Days)	7
Location	KOLKATA	Pincode	700064	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	KOLKATA

Should Allow NDA Tender	No	Allow Preferential Bidder	No
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Critical Dates

Publish Date	26-May-2022 05:00 PM	Bid Opening Date	07-Jun-2022 12:00 PM
Document Download / Sale Start Date	26-May-2022 05:00 PM	Document Download / Sale End Date	04-Jun-2022 05:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	26-May-2022 05:00 PM	Bid Submission End Date	04-Jun-2022 05:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	NIT	575.98

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_746801.xls	BOQ	295.00

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	sachindrakar@yahoo.in	SACHINDRA CHANDRA KAR	SACHINDRA CHANDRA KAR
2.	debanjanhr@gmail.com	DEBANJAN GHOSHAL	DEBANJAN GHOSHAL
3.	gopaldas1984@gmail.com	Gopal Das	GOPAL DAS

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bids Details	Yes
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	3
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

Tender Inviting Authority

Name	FINANCE OFFICER
Address	DD 26, SECTOR i, SALTA LAKE , KOLKATA, 700064

Tender Creator Details

Created By	SACHINDRA CHANDRA KAR
Designation	FINANCE OFFICER
Created Date	26-May-2022 01:47 PM



Memo No: AC/047/22-23

Dated:26-05-2022

Tender ReferenceNumber: AC/047/22-23

Tender ID: 2022_DHE_382284_1

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/	26.05.2022 after 17.00 Hrs.
Date of Document Download Start	26.05.2022 after 17.00 Hrs.
Date of Bid Submission Start	26.05.2022 after 17.00 Hrs.
Date of Bid Submission Closing	04.06.2022 upto 17.00 Hrs.
Date of Opening of Technical Bid	07.06.2022 after 12.00 Hrs.
Date of Opening of Financial Bid	To be notified later

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. 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.
6. Only one Tender will be accepted if multiple Tenders are submitted by same enterprise and its sister-concern/allied concern.
7. All the Rates should be quoted. Partial bidding / Rate for few Zone/items will not be accepted.

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 - 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 (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				
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 College),Durgapur, Pachim Bardhaman - 713 214, West Bengal				
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				
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):	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				
9	Parcel(Base Rate for 15 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				



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):	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):	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

DD 26, Sector - I, Salt Lake, Kolkata - 700064

Website: wbnsou.ac.in, Tele-Fax: 03340663224, Ph: 03340663213

12	Parcel(Every additional kg above 20 kgs upto 25 kgs)(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				
13	Parcel(Base Rate for 25 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				
14	Parcel(Every additional kg above 25 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				

Lowest of the Total would be selected and Rate must be excluding GST

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

Sachindra Chandra Kar, Finance Officer, Email: sachindrakar@yahoo.in, Mobile No: 9432747119



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. The Authority of NETAJI SUBHAS OPEN UNIVERSITY reserves the right to reject the entire bid received without assigning any reason thereof.
9. The judicature of any legal disputes will be under the Hon'ble High Court, Calcutta.
10. 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



NETAJI SUBHAS OPEN UNIVERSITY
DD 26, Sector - I, Salt Lake, Kolkata - 700064
Website: wbnsou.ac.in, Tele-Fax: 03340663224, Ph: 03340663213

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

Ref: Memo No: AC/047/22-23 Dated: 26-05-2022

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. Copy of Trade License

Sachindra Chandra Kar, Finance Officer, Email: sachindrakar@yahoo.in, Mobile No: 9432747119



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.	Are all the Rates per Kg. quoted for all the Categories as pe Delivery zones?	

Signature with Seal & Date:

Name of Signatory:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization: