eProcurement System of Government of West Bengal

Tender Details



Date: 26-May-2022 02:01 PM



Basic Details	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

Othe	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		

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

Click to view modification history

Work / Item(s)						
Title	AC/047/22-2	047/22-23				
Work Description	CORIER SER	RIER SERVICE				
Pre Qualification Details	Please refer	ase refer Tender documents.				
Independent External Monitor/Remarks	NA	A				
Show Tender Value in Public Domain	No	lo				
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	DLKATA Pincode 700064 Pre Bid Meeting Place NA				
Pre Bid Meeting Address	NA					

1 of 2 26-05-2022 14:01

ı		I	I	I	I I
Should	Allow NDA	No	Allow Preferential	No	
Tender			Bidder		

<u>Critical Dates</u>			
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

NIT Document	S.No	Document Name		Description		Document Size (in KB)
	1	Tendernotice_1.pdf		NIT		575.98
Work Item				L NI=	Description	Document Size
Documents	S.No	Document Type	Documen	t Name	Description	(in KB)

<u>Bi</u>	Bid Openers List		
S.1	lo Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	sachindrakar@yahoo.in	SACHINDRA CHANDRA KAR	SACHINDRA CHANDRA KAR
2.	debanjanhlr@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 Compartive chart decimal places	3
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

Tender Inviting Authority		hority
	Name	FINANCE OFFICER
	Address	DD 26, SECTOR i, SALTA LAKE , KOLKATA, 700064

<u>Tender Creator Details</u>	
Created By	SACHINDRA CHANDRA KAR
Designation	FINANCE OFFICER
Created Date	26-May-2022 01:47 PM

2 of 2



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

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

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

NETAL SUBJECT STREET

NETAJI SUBHAS OPEN UNIVERSITY

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

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

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.
- 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



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

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

ANNEXURE - II

SPECIFICATION FOR FINANCIAL BID

	T	FOR FINANCIAL BID	1	Delivery	Location	
SI	Head	Pick up 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 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				



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

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

3 [
	grams to 500	Kalyani Regional Center, Netaji Subhas Open University,, Ghosh Para Station Road, Kalyani , Nadia, 743134		
	grams):			
		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		
		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		
	Documents	University,134/1,Meghnad Saha Sarani,Golpark, Kolkata-700029		
4	(Additional 500 grams or part	Kalyani Regional Center, Netaji Subhas Open University,, Ghosh		
	thereof):	Para Station Road, Kalyani , Nadia, 743134		
	thereory.	raia Station Noau, Kalyani , Naula, 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		
		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		
	Parcel (upto 5	University,134/1,Meghnad Saha Sarani,Golpark, Kolkata-700029		
5	kgs)(Rate per			
	kg):	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		
-+		Netaji Subhas Open University,HQ, DD 26, Sector I, Salt Lake,		
	Parcel(Every additional kg	Kolkata-700064		
6	upto 10	New Town Campus, Netaji Subhas Open University,Kolkata-		
	kgs)(Rate per	· · · · · · · · · · · · · · · · · · ·		
	1.80/(1.10.10 p.o.	700135	l	



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

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

Faccel(Every additional kg upto 10 kgs)(Rate per kg): Parcel(Base Rate for 10 kgs)(Rate per kg): Parcel(Base Rate per kg): Parcel(Base Rate per kg): Parcel(Base Rate per kg): Parcel(Base Rate for 10 kgs)(Rate per kg): Parcel(Base Rate per kg): Parcel(Base Rate for 10 kgs)(Rate per kg): Parcel(Base Rate per kg): Parcel(Base Rate for 10 kgs)(Rate per kg): Parcel(Base Rate per kg): Parcel(Base Rate for 10 kgs)(Rate per kg): Parcel(Base Rate for 10 k	-	3 OPER			
Parcel(Every additional kg upto 10 kgs)(Rate per kg): Rational Ra			Examination Department, Netaji Subhas Open		
additional kg upto 10 kgs)(Rate per kg): Naila, 743134 Netali Subhas Open University, Patkata, Kotwali (Inside the premises of Govt. Engineering College, Jalpaiguri, 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 Parcel(Base Rate for 10 kgs)(Rate per kg): Reali Subhas Open University, HQ, DD 26, Sector I, Salt Lake, Kolkata-700135 Examination Department, Netaji Subhas Open University, 13471, Meghnad Saha Sarani, Golpark, Kolkata-700029 Reali Subhas Open University, Javahar 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 Netaji Subhas Open University, HQ, DD 26, Sector I, Salt Lake, Kolkata-700064 New Town Campus, 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-700135 Raili Subhas Open University, HQ, DD 26, Sector I, Salt Lake, Kolkata-700035 Raili Subhas Open University, HQ, DD 26, Sector I, Salt Lake, Kolkata-700135 Raili Subhas Open University, HQ, DD 26, Sector I, Salt Lake, Netaji Subhas Open University, Patkata, Kotwali (Inside the premises of Govt. Engineering College, Julpaiguri, Agalpaiduri - 735 102 Parcel(Base Rate For 15 kgs)(Rate per kg): Netaji Subhas Open University, HQ, DD 26, Sector I, Salt Lake, Kolkata-700046 Parcel(Base Rate For 15 kgs)(Rate Per Raili Subhas Open University, HQ, DD 26, Sector I, Salt Lake, Kolkata-700054 New Town Campus, Netaji Subhas Open University, Patkata, Kotwali (Inside the premises of Govt. Engineering College, Jalpaiguri, Agalpaiduri - 735 102 Retaji Subhas Open University, HQ, DD 26, Sector I, Salt Lake, Kolkata-700054 New Tow			University,134/1,Meghnad Saha Sarani,Golpark, Kolkata-700029		
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additional Rg upto 10 kgs)(Rate per kg):			Kalvani Regional Center, NSOU, Ghosh Para Station Road, Kalvani		
Near Subhas Open University, Savahar Lai Nehru Road (adjacent to Durgapur Govt. Degree Salgaiguri Regional Centre, Netaji Subhas Open University, Pastata, Kotwali (inside the premises of Govt. Engineering Salgaiguri Regional Centre, Netaji Subhas Open University, Pastata, Kotwali (inside the premises of Govt. Engineering Salgaiguri Regional Centre, Netaji Subhas Open University, Salt Lake, Nolikata-700054		additional kg			
Isawahar Lal Nehru Road (adjacent to Durgapur Govt. Degree College). Durgapur, Pachim Bardhaman - 713 214, West Bengal Jalpaigur Regional Centre, Netaji Subhas Open University, Patkata, Kotwali (Inside the premises of Govt. Engineering College Jalpaiguri, 735 102	6	upto 10			
College), Durgapur, Pachim Bardhaman - 713 214, West Bengal Jaipaiguri Regional Centre, Netaji Subhas Open University, Patkata, Kotwali (Iniside the premises of Govt. Engineering College, Jaipaiguri), Jaipaiguri - 735 102 Netaji Subhas Open University,HO, 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 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 dadjacent to Durgapur Govt. Degree College, Jurgapur, Pachim Bardhaman - 713 214, West Bengal Jaipaiguri Regional Center, Netaji Subhas Open University, Patkata, Kotwali (Inisde the premises of Govt. Engineering College, Jalpaiguri), Jalpaiguri - 735 102 Netaji Subhas Open University, HO, DD 26, Sector I, Salt Lake, Kokata-700049 New Town Campus, Netaji Subhas Open University, Kolkata-700029 Watdi Subhas Open University, HO, DD 26, Sector I, Salt Lake, Kokata-700135 Examination Department, Netaji Subhas Open University, Jaly1, Meghnad Saha Sarani, Golpark, Kolkata-700029 Watdi Subhas Open University, Volkata-700029 Watdi Subhas Open University, Volkata-700029 Watdia, 743134 Jaipaiguri Regional Centre, Netaji Subhas Open University, Patkata, Kotwali (Inside the premises of Govt. Engineering College, Jalpaiguri), Jalpaiguri - 735 102 Netaji Subhas Open University, Patkata, Kotwali (Inside the premises of Govt. Engineering College, Jalpaiguri), Jalpaiguri - 735 102 Netaji Subhas Open University, Kolkata-700029 Watdi Subhas Open University, Kolkata-700029 Parcel(Base Rate For 15 kgs)/Rate For 15 kgs)/		kgs)(Rate per			
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		Kalyani Regional Center, NSOU, Ghosh Para Station Road, Kalyani , Nadia, 743134			
		Durgapur Regional Centre,			
	Parcel(Base Rate				
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	per kg):	College), Durgapur, Pachim Bardhaman - 713 214, West Bengal			
		Jalpaiguri Regional Centre, Netaji Subhas Open University, Patkata, Kotwali (Inside the premises of Govt. Engineering			
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		Netaji Subhas Open University,HQ, DD 26, Sector I, Salt Lake,			
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	additional kg				
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10	upto 20	, Nadia, 743134			
	kgs)(Rate per	Durgapur Regional Centre,			
	kg):	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			
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		New Town Campus, Netaji Subhas Open University, Kolkata-			
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11	for 20 kgs)(Rate	, Nadia, 743134			
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		Jalpaiguri Regional Centre, Netaji Subhas Open University,			
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		College, Jalpaiguri), Jalpaiguri - 735 102			
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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

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NETAJI SUBHAS OPEN UNIVERSITY

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

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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 goute 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

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NETAJI SUBHAS OPEN UNIVERSITY

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

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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 Finacial 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

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NETAJI SUBHAS OPEN UNIVERSITY

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Check List

SL. No.	Particulars	Put Y if Yes/ Put N if No, respectivel
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: