



West Bengal  
Tenders

## eProcurement System of Government of West Bengal

### Tender Details

Date : 07-Feb-2024 11:59 AM



#### Basic Details

<b>Organisation Chain</b>	DEPARTMENT OF HIGHER EDUCATION  NETAJI SUBHAS OPEN UNIVERSITY		
<b>Tender Reference Number</b>	AC/327/23-24		
<b>Tender ID</b>	2024_DHE_662504_1	<b>Withdrawal Allowed</b>	Yes
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Item Rate
<b>Tender Category</b>	Works	<b>No. of Covers</b>	2
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	Yes
<b>Payment Mode</b>	Online	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No

#### Payment Instruments

Online Bankers	S.No	Bank Name
	1	ICICI BANK
	2	ICICI NEFT/RTGS

#### Cover Details, No. Of Covers - 2

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

#### Other Important Documents

S.No	Category	Sub Category	Sub Category Description	Format/File
1	CERTIFICATES	CERTIFICATES	VAT/SALES TAX REGISTRATION CERTIFICATE ALONG WITH ACKNOWLEDGEMENT , PAN, LATEST IT ACKNOWLEDGEMENT, PTAX,LABOUR LICENCE	
2	CERTIFICATES	GST Registration Certificate	GST Registration Certificate	
3	CERTIFICATES	Permanent Account Number	Permanent Account Number	
4	COMPANY DETAILS	COMPANY DETAILS 1	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA,TRADE LICENCE,COMPANY REGISTRATION CERTIFICATE	
5	COMPANY DETAILS	COMPANY DETAILS 2	COMPANY DETAILS 2	
6	CREDENTIAL	CREDENTIAL 1	CREDENTIAL 1	
7	CREDENTIAL	CREDENTIAL 2	COMPLETION CERTIFICATES	
8	DECLARATION	DECLARATION FILE 1	DECLARATION FILE 1	

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

<b>Tender Fee in ₹</b>	0.00		
<b>Fee Payable To</b>	Nil	<b>Fee Payable At</b>	Nil
<b>Tender Fee Exemption Allowed</b>	No		

#### EMD Fee Details

<b>EMD Amount in ₹</b>	1,00,000	<b>EMD Exemption Allowed</b>	No
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	Nil	<b>EMD Payable At</b>	Nil

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<b>Work /Item(s)</b>					
<b>Title</b>	AC/327/23-24				
<b>Work Description</b>	PRINTING OF QUESTION PAPER/BOOKLET				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Independent External Monitor/Remarks</b>	NA				
<b>Tender Stage to disclose bid details to other bidders/public domain</b>	No				
<b>Tender Value in ₹</b>	0.00	<b>Product Category</b>	Miscellaneous Works	<b>Sub category</b>	NA
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	730	<b>Period Of Work(Days)</b>	15
<b>Location</b>	KOLKATA	<b>Pincode</b>	700064	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	KOLKATA
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

<b>Critical Dates</b>			
<b>Publish Date</b>	07-Feb-2024 06:00 PM	<b>Bid Opening Date</b>	19-Feb-2024 11:59 AM
<b>Document Download / Sale Start Date</b>	07-Feb-2024 06:00 PM	<b>Document Download / Sale End Date</b>	17-Feb-2024 11:00 AM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	07-Feb-2024 06:00 PM	<b>Bid Submission End Date</b>	17-Feb-2024 11:00 AM

<b>Tender Documents</b>					
<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>	
	1	Tendernotice_1.pdf	NIT	213.71	
<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	BOQ	BOQ_1435308.xls	BOQ	233.50

<b>Bid Openers List</b>			
<b>S.No</b>	<b>Bid Opener Login Id</b>	<b>Bid Opener Name</b>	<b>Certificate Name</b>
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

<b>Tender Properties</b>			
<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	Yes
<b>Show Finance bid status</b>	Yes	<b>Show Bid Details in Public Domain stage</b>	Technical Bid Opening
<b>BoQ Comparative Chart model</b>	SingleWindow	<b>BoQ Compative chart decimal places</b>	2
<b>BoQ Comparative Chart Rank Type</b>	L	<b>Form Based BoQ</b>	Yes

**Tender Inviting Authority**

<b>Name</b>	FINANCE OFFICER
<b>Address</b>	NSOU,DD-26,SECTOR-I,SALT LAKE, KOLKATA - 700064

**Tender Creator Details**

<b>Created By</b>	SACHINDRA CHANDRA KAR
<b>Designation</b>	FINANCE OFFICER
<b>Created Date</b>	07-Feb-2024 11:52 AM



Memo No: AC/327/23-24

Dated: 07-02-2024

## Notice Inviting e-Tender

e-Tender is invited from reputed and registered Firm or Company (Private /Public Limited) for composition of question papers or booklets including proof reading and printing in 60 GSM paper of A4 size and Binding of the same. Interested bidders are to participate in the bidding process to perform Confidential Examinations Works to the Office of the Controller of examination, Netaji Subhas Open University, 134/1, Meghnad Saha Sarani, Kolkata-700029 as per specifications mentioned below in the Table.

Annexure I	SPECIFICATION FOR TECHNICAL BID	Page : 02
Annexure II	SPECIFICATION FOR FINANCIAL BID	Page : 03
Annexure III	GENERAL TERMS & CONDITIONS	Page : 04
Letter	Letter to be submitted	Page : 05
Annexure IV	CHECK LIST	Page: 06

Financial bid will be opened only for those bidders who will be found in order as per specifications.

### **DATE AND TIME SCHEDULE**

Date of Publication of Tender Online through website <a href="https://wbtenders.gov.in/">https://wbtenders.gov.in/</a>	07.02.2024 after 18.00 Hrs.
Date of Document Download Start	07.02.2024 after 18.00 Hrs.
Date of Bid Submission Start	07.02.2024 after 18.00 Hrs.
Date of Bid Submission Closing	17.02.2024 on or before 11.00 Hrs.
Date of Opening of Technical Bid	19.02.2024 on or after 12.00 Noon
Date of Opening of Financial Bid	To be notified later
Date of Demonstration by the bidders at the Chamber of Finance Officer, NSOU, 4th Floor, DD-26, Sector-I, Salt Lake, Kolkata-700064	20.02.2024 at 12.00 Hrs.

(a)The bidders are to submit tender in Code Name chosen by them. (b) Each bidder is to submit the details of the Address of the Firm or the Company including the details of the managing partner/director in a sealed envelope subscribing the code name on the front of the envelop. The said envelop is to be submitted to the box to be kept in the office of the Finance Officer, 4<sup>th</sup> Floor, NSOU on or before 17.02.2024(16.00 hrs). (C) Each Bidder is to submit the hard copies of all the documents attached in the e-Tender in a separate envelope subscribing the code name.

Contact No. 9830078978(regarding specifications)/ 9051162059(for other information)

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**

### **TECHNICAL SPECIFICATION:**

1. The Bidder should be a Registered Firm / Company under prevailing rules having an office in West Bengal preferably in Kolkata and should provide essential live registration numbers like TIN, GST, PAN, Trade License, Fire License etc.
2. The Annual Turnover of Bidder for the last three years must be more than 5 cores in each years. The audited statements are to be furnished for last three years.
3. The Bidder should provide the IT Return for last three years. (FY: 2019-20,2020-21,2021-22)
4. The Bidder should have the registration No under the Ministry of Micro, Small, & Medium size Enterprise. Registration No is to be submitted.
5. The Bidder should provide the Company's Profile with machineries and proper security systems with CCTV surveillance including nos. of employees.
6. The Bidder must have the experience in confidential printing work for more than 15 years at Secondary/Higher Secondary/University level. Preference may be given to those who have experience of same work in multiple states of India.
7. Bidder should deposit Earnest Money of Rs. 1,00,000/- (Rupees One Lakh) only through online vide West Bengal Government e-procurement system "<https://wbtenders.gov.in>"  
EMD will be refunded after selection of bidder without any accrued interest for all unsuccessful bidders through online vide West Bengal Government e-procurement system.  
<https://wbtenders.gov.in>
8. The intending applicant bidders are to submit relevant documents in support of their Credentials as noted above.

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

### Specifications for Financial Bid

Items	Rate (₹)
a)The cost of composition of Question Papers / Booklets including proof-reading, Printing in 60 GSM paper of A4 Size and Binding of Question Papers / Booklets :	
i) 2 Pages Question Papers/ Booklets (rate per QP/QB)	
ii)4 Pages Question Papers/ Booklets(rate per QP/QB)	
iii)8 Pages Question Papers/ Booklets(rate per QP/QB)	
iv)12 Pages Question Papers/ Booklets(rate per QP/QB)	
v)16 Pages Question Papers/ Booklets(rate per QP/QB)	
vi)20 Pages Question Papers/ Booklets(rate per QP/QB)	
vii) 24 Pages Question Papers/ Booklets(rate per QP/QB)	
viii)32 Pages Question Papers/ Booklets(rate per QP/QB)	
ix)40 Pages Question Papers/ Booklets(rate per QP/QB)	
x)48 Pages Question Papers/ Booklets(rate per QP/QB)	
xi)Graph ( 2 Pages — A-4 size )(rate per Graph)	
xii) Graph ( 2 Pages — B-4 size )(rate per Graph)	
b)Cost for inserting the Question Papers/Booklets in Transparent Poly-bags including cost of poly-bags. (rate per Poly-bag)	
c) Cost for packing the Question Papers/Booklets in good quality Cloth-lined Covers including sealing the covers by printed security paper seal and printed cello tape. (rate per Poly-bag)	
d) Cost for packing the Question Papers/Booklets in Non-transparent Printed Poly-pouches of 100 microns including sealing the poly-pouches. (rate per Poly-bag)	
e) Cost for packing the Question Papers/Booklets Centre-wise, Date-wise, Session-wise in Corrugated Box/Boxes(rate per Box)	
f) Transportation Cost including Escort Charges :	
i) To the Courier(rate per Vehicle)	
ii) To the office of the COEs(rate per Vehicle)	
iii) To the Police stations or treasuries of different districts of West Bengal (rate per Vehicle)	
GST will be applicable as per rules.	

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 – III**

### **GENERAL TERMS & CONDITIONS AND INSTRUCTIONS**

1. The bidders are to participate in the bidding process for the Tender only online at <https://www.wbtenders.gov.in> as per prescribed format (BOQ).
2. Price shall be quoted in INR only.
3. Any additional cost, if incurred not mentioned in the tender, has to be borne by the bidder.
4. Incomplete and Conditional Bids will be summarily rejected without assigning any reasons thereof.
5. In case of any dispute, the decision of the University authority shall be final and binding on the bidders.
6. Tenders must be submitted in two Separate Bids- (1) Technical Bid covering all the credentials noted above, (2) Financial Bid for different types of printing specified in the Rate Chart annexed in the Tender Notice. The Technical Bid, if found suitable to meet the specifications noted above, will be followed by Financial Bid.
7. The place of delivery of service is at the Office of the Controller of Examinations, 134/1, Meghnad Saha Sarani, Kolkata-700029 or at the Address specified by the Controller of Examination, NSOU.
8. The competent authority of the University shall issue a Work Order in favour of the Bidder selected in the tender process as per rules.
9. Interest-free Refundable Security Deposit of ₹ 10, 00,000/- is to be deposited online in favour of Netaji Subhas Open University within 15 days by the selected bidder from date of issue of Work Order. This Security Deposit will be refunded on successful completion of the assigned job or after the expiry of the period mentioned in the Work Order.
10. The quantity and delivery of the items will be as per the direction of the Controller of Examination.
11. The selected Bidders will be initially for two years and may be renewed further on same terms and conditions on the basis of their satisfactory performance.
12. The judicature of any legal disputes arising out of the above matters will be under the Hon'ble High Court, Calcutta.
12. The Authority of NETAJI SUBHAS OPEN UNIVERSITY reserves the right to reject any or the entire bids received without assigning any reason thereof.
14. Date of Demonstration by the bidders at the Chamber of Finance Officer, NSOU, 4th Floor, DD-26, Sector-I, Salt Lake, Kolkata-700064 on 20<sup>th</sup> February, 2024 at 12 pm.
15. The applicant bidders to participate in the bidding process are to fill in the following Formats given in the page No. 5 & 6 and BOQ along with related documents.

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/327/23-24 Dated: 07-02-2024

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

Sir,

As per guidelines given in the Tender Notice we are reporting that –

- a. We have submitted all documents for credentials related to technical specifications,
- b. We have submitted financial bid in BOQ,
- c. We have submitted tender in the code name chosen by us,
- d. We have submitted the details of the company/firm including the details of Managing Partner/Director in a sealed envelope subscribing the code name on the front of the envelope, addressed to the Finance Officer, NSOU. The sealed envelope has been dropped in the box kept in the Office of the Finance Officer, 4<sup>th</sup> Floor, NSOU HQ.

We have read all the terms and conditions given in the Tender Notice (NIT) and do hereby undertake to obey the rules and regulations of e-Tender.

With regards

Signature with Seal & Date:

Name of Bidder:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization:



## ANNEXURE - IV

### CHECK LIST OF TECHNICAL SPECIFICATION AND GENERAL TERMS & CONDITIONS AND INSTRUCTIONS

SL. No.	Particulars	Put y if Yes/N if No Respectively
1	At least 15 years' experience in similar kind of jobs as specified in Annexure-I.	
2	Yearly turnover of more than Rs. 5 crores/- (Five crores) for last three (3) years i.e. FY 2019-20, 2020-21 and 2021-22.	
3	IT Returns for last three years(FY: 2019-20, 2020-21 & 2021-22)	
4	Place of Works/office located in West Bengal preferably in Kolkata	
5	Legal compliance such as: (1) GST Number, (2) PAN & TAN (3) AADHAAR (wherever applicable) (4) Trade License (5) Fire License	
6	Registration No of Ministry of Micro, Small & Medium Enterprise Registration No.	
7	The Firm/Company's Profile with machineries and proper security systems with CCTV surveillance including Nos. of employees.	
8	Only one Tender is submitted by our organisation and sister Concern together.	
9	Proof of Deposit of Earnest Money of <b>Rs. 1,00,000/-</b> (Rupees One Lakh)	
10	Other related documents if any: i. ii. iii.	

Signature with Seal & Date: