



Basic Details

Organisation Chain	DEPARTMENT OF HIGHER EDUCATION NETAJI SUBHAS OPEN UNIVERSITY		
Tender Reference Number	AC/090/25-26		
Tender ID	2025_DHE_873436_1	Withdrawal Allowed	Yes
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
		.pdf	BOQ IN PDF AS PER FORMAT PROVIDED IN PAGE NO.18 OF TENDER NOTICE

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	
9	FINANCIAL INFO	WORK IN HAND	WORK IN HAND	
10	FINANCIAL INFO	P/L AND BALANCE SHEET 2021-22	P/L AND BALANCE SHEET 2021-22	
11	FINANCIAL INFO	P/L AND BALANCE SHEET FOR LAST FINANCIAL YEAR	P/L AND BALANCE SHEET FOR LAST FINANCIAL YEAR	
12	FINANCIAL INFO	P/L AND BALANCE SHEET 2022-23	P/L AND BALANCE SHEET 2022-23	
13	FINANCIAL INFO	P/L. AND BALANCE SHEET 2023-24	P/L. AND BALANCE SHEET 2023-24	
14	MANPOWER	TECHNICAL PERSONNEL	TECHNICAL PERSONNEL ON PAYROLL	
15	MANPOWER	TECHNICAL PERSONNEL ON CONTRACT	TECHNICAL PERSONNEL ON CONTRACT	

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 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	Tender for setting up technical, academic and support infrastructure for development and management of ICT enabled ODL and online programs for Netaji Subhas Open University
Work Description	Setting up technical, academic and support infrastructure for development and management of ICT enabled ODL and online programs for Netaji Subhas Open University
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	Miscellaneous Services	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	365	Period Of Work(Days)	30
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		

Critical Dates					
Publish Date	03-Jul-2025 05:00 PM		Bid Opening Date	28-Jul-2025 12:00 PM	
Document Download / Sale Start Date	03-Jul-2025 05:00 PM		Document Download / Sale End Date	25-Jul-2025 05:00 PM	
Clarification Start Date	NA		Clarification End Date	NA	
Bid Submission Start Date	03-Jul-2025 05:00 PM		Bid Submission End Date	25-Jul-2025 05:00 PM	

Tender Documents					
NIT Document	S.No	Document Name		Description	Document Size (in KB)
	1	Tendernotice_1.pdf		Tender for setting up technical, academic and support infrastructure for development and management of ICT enabled ODL and online programs for Netaji Subhas Open University	791.86
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_1965936.xls	BOQ	284.50

Bid Openers List			
S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	pr2015124@gmail.com	PALASH GARANI	PALASH GARANI
2.	dyregadmn@wbnsou.ac.in	Ananya Mitra	ANANYA MITRA
3.	gopaldas1984@gmail.com	Gopal Das	GOPAL DAS
4.	debanjanhlr@gmail.com	DEBANJAN GHOSHAL	DEBANJAN GHOSHAL

Tender Properties			
Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Compartive chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

Tender Inviting Authority.	
Name	FINANCE OFFICER
Address	NSOU,DD-26,SECTOR-1,SALT LAKE,KOLKATA

Tender Creator Details	
Created By	PALASH GARANI
Designation	FINANCE OFFICER
Created Date	03-Jul-2025 12:53 PM



NETAJI SUBHAS OPEN UNIVERSITY

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

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

Memo No. AC/090/25-26

Date: 02-07-2025

Notice Inviting e-Tender(2nd Call)

The e-tender in two bid system through website <https://wbtenders.gov.in> are invited by Netaji Subhas Open University (NSOU) from eligible organisations for setting up technical, academic and support infrastructure for development and management of ICT enabled ODL and online programs for Netaji Subhas Open University, Salt Lake, Kolkata, West Bengal, 700064 subject to the following terms and conditions.

DATE AND TIME SCHEDULE

Date of Publication of Tender Online through website https://wbtenders.gov.in/	03/07/2025 after 17:00 hrs
Date of Document Download Start	03/07/2025 after 17:00 hrs
Date of Bid Submission Start	03/07/2025 after 17:00 hrs
Date of Bid Submission Closing	25/07/2025 before 17:00 hrs
Date of Opening of Technical Bid	28/07/2025 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: fo@wbnsou.ac.in



ELIGIBILITY OF AGENCY:

Following criteria prescribed as the Pre-Qualification criteria for bidder interested in undertaking the project. The bidder shall fulfil the following preconditions and must also submit documentary evidence in support of fulfilment of these conditions while submitting the technical bid. Claims without documentary evidence will not be considered.

S. No.	Parameter	Eligibility Criteria	Supporting documents required
1.	Legal Entity	i. A company incorporated in India under the Companies Act, 1956, 2013 and subsequent amendments thereto/ Firm/LLP/Sole Proprietorship ii. Should have GST Number iii. Should have a valid PAN Number	i. Copy of Certificate of Incorporation and Copy of Memorandum of Associations (MOA), Articles of Association (AOA), in case of company ii. GST Registration Copy iii. PAN Card
2.	Financial Strength	Bidders should be profitable and should have positive Net Worth for the last three financial years i.e. 2021-22, 2022- 2023 and 2023-2024.	Certificate from the Chartered Accountant for Profitability and Positive Net Worth
3.	Financial Strength	The bidder should have minimum average annual turnover of Rs. 1 crores for the last three financial years i.e. 2021-22, 2022- 2023 and 2023-2024. (Sole turnover may be accepted not group turnover)	The copy of audited Balance sheet and P&L Statement
4.	Infrastructure	The bidder should have already established an operational setup as desired in this RFP for running ICT enabled ODL /OL Programs with credentials at least for last 3 years	Credentials
5.	Experience	Experience of working with at least 3 reputed Universities/Higher Education Institutions including at least ONE(1) or more Open University/University running ODL programmes who got the approval from UGC-DEB/ AICTE/ related term	Agreement Copy of any university along with the list of implemented courses



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6.	Technology	The Bidder must - be OEM for the LMS platform necessary for delivery of the Online Courses. No sub-contract or sub-letting of work or consortium of companies for Online Platform is permitted. The LMS must be SWAYAM complaint and SWAYAM certified so that any online credited course can be offered through LMS portal. AI enabled LMS is desired.	Self-declaration of being the OEM
7.	Certification	ISO and other industry standard certifications	Copy of Certificates
8.	Non-Blacklisting	The Bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government (Central or State), Semi-Govt. & PSU in India in last five years (from the date of submission of bid)	Self-Declaration Letter duly signed by authorized signatory on company letter head as per format given in this “Request for Proposal” i.e. RFP

TECHNICAL ELIGIBILITY CRITERIA

Technical Proposal for only those Bidders will be opened who have found to be in compliance with the Pre-Qualification Criteria. Conditional bids are liable to be rejected. The authority shall check technical eligibility of the bidder based on criteria.

The Bidders should have legal compliance such as: (1) GST Number, (2) PAN / TAN, (3) Trade License and other related Certificate.



SCOPE OF WORK:

Detailed Scope of Work for Agency

Tenderer should be able and will be required to extend all the services mentioned below to all the students who shall be taking admissions to all distance courses of the university:

1. Providing the required Technology Infrastructure for the University (No capital expenditure to university)
2. Provisioning and Hosting of the content on a server/ cloud-based Learning Management System (LMS) provided by the Tenderer
3. Provisioning and Hosting of a server cloud/ based student information system and streamlining the process of student
4. Academic support services delivered to the students on behalf of the University in the form of Multimedia Content Development and Content Provisioning, marketing and engaging academic expertise.
5. Creation and operations of a video content recording infrastructure in the University
6. Content Development, Provisioning and customization in Bengali, English as required
7. Providing telephonic, email and other modes of support to the students
8. Providing a team at the University to manage the project. The team should be headed by a Project Manager (minimum 5 years' experience) and assisted by project executives, academicians and subject matter experts as needed.
9. Creation of a Call-centre for managing and answering student's queries. The infrastructure should be able to record, log and store all inbound calls for future auditing.
10. Creation of the SMS and e-mail gateway for inbound and outbound messaging
11. Creation of the Mobile learning platform
12. Any work related to Student Support Services after generation of enrolment.
13. Any other related services as per requirement of NSOU
14. To maintain the alumni portal
17. The LMS should be in the domain name of NSOU for the purpose of SWAYAM examination.
18. Hosting of Web Radio and Web TV

The selected agency is expected to provide the managed services to NSOU for running ICT Services for ODL and Online Programs smoothly and effectively as per the prevailing UGC Regulations.

Overview of Technology Infrastructure Required

The project envisages centralized cloud-hosted core application consisting of a Learning Management System, Content Management System, Student Information System and related services. The hosting Infrastructure should include necessary servers as required in the data centre together with other network infrastructure including firewalls, switches and storage. The infrastructure should include UPS and Power Generators to ensure uninterrupted power. The service provider should select the IT infrastructure and

hosting environment that is best suitable for the proposed solution. The infrastructure and hosting should ensure the highest level of security for the data and reliability of the services offered to students.

The service provider will also be required to set up at least 6 recording studios along with any infrastructure that is required by the team that will operate in the University Premises. (Existing 6 : HQ-2, SOE-1, KRC-3)

Software requirements

The broad software requirements are listed below. The service provider will however be required to provide all software that is necessary for provisioning the services envisaged in the proposal.

- The automation should be web-based solution (having web-based front-end for users and as well as for system administrative functions) having centralized database, web and application server
- Should support interoperable, portable, and scalable applications, services, interfaces, data formats and protocols.
- The system should work on the latest version of the proposed RDBMS based database systems.
- Integration of the core application with a payment gateway and messaging gateways.
- Implementation of a Learning management system for the students.
- Document management integrated with the admission management system
- Development of web portal for online enquiry, admissions, fees payment
- NSOU Mobile application for android/iOS to access the LMS

Details of Scope of Work

Details of Scope of Work are as below:

S. No.	Activities
1	Infrastructure Set-up <ul style="list-style-type: none"> • Cloud based Data Centre set-up & Maintenance • Setting up Student Management System integrated with Learning Management System and Managing it on day-to-day basis • Setting up the Mobile learning platform and maintaining/upgrading it • Setting up the messaging platform (SMS/Email/ Whatsapp like messaging app) for the University's ODL/Online Programs • Setting up virtual classroom set up for University's ODL/Online Programs • Setting up the NSOU Mobile learning app • LMS should be SWAYAM complaint so that we can take examination in future with the approval of SWAYAM Board, GOI.

	<ul style="list-style-type: none"> • LMS should have AI features like chatbot, gamification, learning analytics, automated content creation - quizzes, course outline, accessibility - translation into Bengali /English etc. • Conducting examination for skill based courses/ programmes with proctored facilities. • Barrier free accessibility to LMS • Synchronous & Asynchronous Interaction • Learner engaged system • Creation or retaining Studio Facilities for all campuses • AVL compatibility • Proctored Examination Facilities backed by AI powered features • Service provided for Certificate courses run by NSOU Centres of different Schools 	
2	<p>Content Creation & Set-up</p> <ul style="list-style-type: none"> • Setting up the content development & recording studios in the university and maintenance/management of its operations on day-to-day basis • Providing access to digital content through LMS and Mobile App [Features minimum as per the Annexure IX of UGC Regulation 2020 (ODL and OL)] • Recording, editing, finishing, uploading and managing of video content using university faculty. The content IP shall belong exclusively with the University. • Digitization of academic content provided by university faculty • Making the existing video content available to all students • On the LMS, creation of self-assessment quizzes, practice tests as per video content/lectures and integrating them along with online/video lectures as provided by the faculty • Creation of facility for discussion forums among students • Creation of tracking mechanism of learning by the students • Providing facility for virtual classes/live lectures by university professors (ZOOM/ WEBEX) • Medium of teaching may be English and/or Bengali 	



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3	Reporting Support <ul style="list-style-type: none">• Software should provide various reports required by the University or any other regulatory authorities like DEB-UGC, WB Higher Education Department etc.• Support for registration and data sharing for Academic Bank of Credit of UGC• The Service Provider must provide monthly and yearly progress report to the University for the progress being made
4	Student Support <ul style="list-style-type: none">• Setting up dedicated call centre-based support infrastructure, phone numbers, email IDs, online ticketing/grievance handling system, support team• Onboarding of the students on the LMS and providing them the guidance to use the LMS• Providing continuous call centre-based support to students through call, email, online ticketing/grievance handling system• Provision for Student and Professor communities through chat/discussion forums.• Students should be able to raise the ticket for any issues or concerns.• Enrolment generation and examination (Pre and Post) of School of Vocational Studies (SVS) and Centre for Lifelong Learning (CLL) courses.
5	Placement Assistance <ul style="list-style-type: none">• Facilitating apprenticeship and placement opportunities for all enrolled students from the date of start of the program• Offering placement assistance to all graduating students• Tie up with job/OJT/apprenticeship aggregators as well as employers for providing apprenticeship to all students and placements to successful candidates• Arrange at least one job fair every year for facilitating apprenticeships and placements to the enrolled students.• Reporting on the government portal for all statutory purposes
6	ICT Assistance to the University <ul style="list-style-type: none">• Provide the Technological assistance to the University as and when needed



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	<ul style="list-style-type: none">• Assist the University in conducting the virtual connects (zoom/ Webex) all the seminars as requested by the University• Creation of SMS and e-mail gateway, creation and maintenance of alumni management portal, creation of live streaming system (like web TV, Web radio etc)• When required, providing free of cost SD card (one time) for audio visual lectures to B.Ed, SEDE enrolled students in particular academic year.• ICT support services and relevant infrastructure to be made available at NSOU Hqrs, all Regional Centres, LSC's, external venues as may be required in the needs of the university• Service provider must agree to provide all ICT related services to the Centres attached with various Schools of Studies
7	Any other requirement related to this service as per need of the University.

Also,

- The agency will provide technology support services to NSOU in all pre-admission and post-admission services to all the students enrolling for Programs from India or abroad as per the norms.
- The agency will provide e-learning materials with technology to study for all of the Programs in association and approval from NSOU.
- The agency will fulfil and will deliver services and goods as given in RFP irrespective of the number of students enrolled for the Program.
- The agency will provide technology support to NSOU for inclusion in the Academic Bank of Credit System of UGC if requested by the University.
- All technological infrastructure, software, LMS, contents, admission process, examination, assessment etc. must be at least in conformation with UGC Regulation 2020 (ODL and OL) and its amendments.



Duration of the Project Work

Initially, the contract will be for two years from the date of issuance of the order/MOU, or it may be increased for another year (s), subject to satisfactory function of the agency. Service charges quoted in the tender/BOQ cannot be changed during the contract period.

Implementation schedule

The project must be implemented and launched in 4 weeks' time from the date of signing the contract ensuring that the system will be operational before the next admission cycle commences. The agency should be able to provide services in respect of all the courses decided by the university.

The agency has to provide a detailed implementation schedule including Infrastructure and content development in his response.

Commercial Terms and Payment Schedule

The Service Provider/Agency shall get a fee for delivering the said services to the University. The services shall be provided to all the students who are enrolled and are Bonafide students of the University. The service provider shall receive **a percentage of share on ICT (Information and Communication Technology) Support Services Fees per student per year being paid by the student, hence please quote appropriately.**

If some students drop out of the course midway, payment of the remaining fee for the following terms for those dropouts will not be made.

GENERAL TERMS & CONDITIONS AND INSTRUCTIONS:

1. The quotation should include the cost of installation and configuration of all the components.

The Bidders should have legal compliance such as: (1) GST Number, (2) PAN / TAN & (3) Current Trade License (4) Professional Tax (5) Income Tax return for the last three financial year (6) Certificate of Authorization if applicable., (7) Any other related licenses and registration certificates, if any, and also credentials.

2. 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).
3. The intending Bidders are required to quote online only. No offline tender will be entertained.
4. Incomplete and Conditional Bids will be summarily rejected without assigning any reasons thereof.
5. Tenders must be submitted in two Separate Bids- (1) Technical Bid and (2) Financial Bid. The Technical Bid, if found suitable to meet the specifications noted above, will be followed by Financial Bid.
6. The agency shall not subcontract the assigned work to any other agencies.
7. NSOU shall notify the agency of any dishonest, wrongful or negligent acts or omissions of the contractor's employees or agents in connection with the assigned services as soon as possible

- after the office becomes aware of them. In such cases the agency must take appropriate measures immediately.
8. If required amendment to the contract shall be affected from time to time in accordance to Government notifications or otherwise.
 9. All the payments to the agency by the Office shall be made through NEFT/RTGS/DD/a/c payee cheque only with applicable TDS & other tax like GST etc, in accordance with the Finance Department, Govt. of West Bengal guidelines from time to time.
 10. Initially, the contract will be for two years from the date of issuance of the order/MOU, or it may be increased, subject to satisfactory function of the agency. Rate quoted in the tender/BOQ cannot be changed during the contract period.
 11. The quoted bids shall have the validity for a period of 365 days from the last date of bid submission.
 12. The contractor shall execute the assigned work as per the schedule and if the same have not been executed up to the expected level, warning notice shall be issued in this regard. If the situation continues still, penalty will be imposed.
 13. The University does not have a policy to issue any advance against its agreements.
 14. The NSOU at its sole discretion will decide on the rollout of the services covered under this agreement, both in respect of the courses and also the batch of students from which the coverage will commence.
 15. NSOU will continue to hold the copyright of any content and material provided to the Tenderer and the Tenderer may not use this for any other purpose. The Tenderer is however free to use content created by him at his cost for any other purpose.
 16. Web hosting on the servers, data security & data backups is the responsibility of the selected vendor and NSOU will be owner of the entire data.
 17. The qualifying bidder shall sign the Agreement.
 18. The contract may be terminated by NSOU by giving notice in writing to the agency. If in case there is any serious negligence or serious breach of any of the terms and conditions of the contract by the agency, NSOU will decide to terminate the contract and take necessary actions without any notice.
 19. **Final selection of agency will not be decided on the basis of lowest rate (L1). The selected bidder for the technical bid and/or financial bid shall give a demonstration about their job and on the basis of demonstration and other parameters (information submitted in technical & financial bid), the Purchase and Tender Committee of NSOU will decide the L1 bidder. The date of the demonstration will be announced later.**
 20. If more than one bidder qualifies as L1 Bidder then the Authority has the right to choose the particular L1 Bidder on the basis of following method:
 - i. Highest average annual turnover of last 3 financial years (2021-22, 2022-23, 2023-24) as per the Audited Financial Statements. (All Financial Statements should bear Audited certification) and / or related technical credentials.
 - ii. Any other parameters to be decided by the competent authority, if needed



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21. Security Deposit: The successful Bidder shall have to deposit security money of Rs. 10,00,000 (Rupees Ten Lakh) only in favour of the Netaji Subhas Open University.
22. The Authority of NETAJI SUBHAS OPEN UNIVERSITY reserves the right to reject the entire bid received without assigning any reason thereof.
23. The judicature of any legal disputes will be under the Hon'ble High Court, Calcutta.

Finance Officer

Netaji Subhas Open University

DD-26, Sector -1, Salt Lake, Kolkata-700064



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Experience certificate of providing similar services as desired in RFP (Request for Proposal):

This is to certify that M/s. _____ has worked with _____ (Name of Universities) in the _____ (Year) for Setting up Technical, Academic and Support Infrastructure for Development, Launch and Management of our ODL/Online Programs. The details of services provided by M/s. _____ are as follows:

Sr. No.	Year	Details of services provided
1		
2		
3		
4		
5		

Note: This certificate should be issued on letter head of University and certified by competent authority of University. Alternatively, a copy of the services agreement with the university must be annexed.



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ANNEXURE – I

APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc.)

To

The Finance Officer

Netaji Subash Open University

DD 26, Sector – 1, Salt Lake

Kolkata – 700064

Ref: Memo No:Dated.....

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

Sir,

As per guidelines given in the Tender Notice, we are quoting the rate 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 Bidder:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization:



ANNEXURE – II

FURNISHING BASIC INFORMATION

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

1	Name of the Bidder	
2	Address for Communication (One regional office in West Bengal must be exist.)	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose copy of Trade License)	
6	PAN and / or TAN (Please enclose copy of PAN & / or TAN Card)	
7	GST No.(Please enclose copy of GST)	
8	Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning (Please enclose copy of Purchase order & user list, if yes)	Yes/No (Please put tick mark)
9	Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET	FY 2021-22: Rs..... FY 2022-23 : Rs..... FY 2023-24 : Rs..... Average Annual Turnover: Rs.....
10	Status of the bidder (Please enclose copy authenticating your status)	Manufacturer/Dealer/Distributor/Selling Agent/Stockiest/Supplying Agent (Please put tick mark)

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 - III

(Authorization letter in favour of the applicant (other than Managing Director/
Proprietor/Partner) from the competent authority.)

FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail
address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Sri/Smt..... (Name),
employee of this Organization as (Official Designation) is hereby
authorized to submit tender online , Vide Notice No.....Dated on behalf
of the Organization.

Signature of the competent authority with Seal

.....
(Signature of the Authorized Person)

Signature of Mr.....
.....is hereby attested.

Signature of the competent authority with Seal



ANNEXURE – IV

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

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:

That the.....(name of the bidder) has not ever been convicted of any offence making myself liable to be disqualified to supply of the above-mentioned items to any Govt. or Govt. undertaking Organization / University / Institution in the State of West Bengal or other State or States.

That no case is pending against me or against my firm in any criminal court of law to supply the above-mentioned 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).

1. 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.
2. 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 organization is concerned.
3. 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.

Signature with Seal & Date:



Enclosures:

1. Copy of GST Registration Certificate
2. Copy of PAN & TAN
3. Copy of proof of Trade License
4. Copy of proof of Experience
5. Certificate of Authorization if applicable
6. Details of jobs.
7. Copy of Audited P/L ACCOUNTS & BALANCE SHEET (For FY 2021-22, 2022-23 & 2023-24)

Check List:

Sl. No.	Particulars	Put Y if Yes/ Put N if No, respectively
1.	Copy of GST Registration Certificate & return attached	
2.	Copy of PAN & TAN attached	
3.	Copy of proof of current Trade License attached	
4.	Copy of proof of Experience	
5.	Copy of Certificate of Authorization, if applicable, attached	
6.	Details of jobs is attached	
7.	Copy of Audited P/L ACCOUNTS & BALANCE SHEET (For FY 2021-22, 2022-23 & 2023-24)	



Share of the Agency Charged to be submitted separately (in PDF) in Financial Bid along with BOQ (in excel) :

Name of the Bidder:

Address:

Mobile No.

Email ID:

Tender Ref No. :

Share of the Agency on ICT (Information and Communication Technology) Support Services Fees per student per year (in terms of %)
..... %

There will be Zero Capital Investment (No Upfront Cost) to the NSOU for Scope of Work as given in this RFP.

Note:

1. No bidder could charge “Zero Share” as Share of the Agency, if so then the bidder concern will not be considered as a valid participant in the concerned Tender process.
2. Maximum Cap of the Share of the Agency is 50 %.
3. ICT support services is 5% of Total Course Fee per year per student (Excluding Examination Renewal Fees). Example: if Course is ₹5900/- per year per student, then ICT support services will be 5% of ₹5900/- i.e ₹295/-.

Signature with Date & Seal

Signature Not Verified

Digitally signed by PALASH GARANI
Date: 2025.07.03 12:46:46 JST
Location: West Bengal WB Page 18 of 18