



Basic Details

Organisation Chain	DEPARTMENT OF HIGHER EDUCATION NETAJI SUBHAS OPEN UNIVERSITY		
Tender Reference Number	AC/175/2025-26		
Tender ID	2025_DHE_886871_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	RATE CHART (AS PER FORMAT GIVEN IN ANNEXURE V 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	Provident Fund Certificate	Provident Fund Certificate	
3	CERTIFICATES	GST Registration Certificate	GST Registration Certificate	
4	CERTIFICATES	Permanent Account Number	Permanent Account Number	
5	COMPANY DETAILS	COMPANY DETAILS 1	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA,TRADE LICENCE,COMPANY REGISTRATION CERTIFICATE	
6	COMPANY DETAILS	COMPANY DETAILS 2	COMPANY DETAILS 2	
7	CREDENTIAL	CREDENTIAL 1	CREDENTIAL 1	
8	CREDENTIAL	CREDENTIAL 2	COMPLETION CERTIFICATES	
9	DECLARATION	DECLARATION FILE 1	DECLARATION FILE 1	
10	DECLARATION	DECLARATION FILE 2	DECLARATION FILE 2	
11	FINANCIAL INFO	P/L AND BALANCE SHEET 2021-22	P/L AND BALANCE SHEET 2021-22	
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	

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	Annual Maintenance Contract (AMC) for the 11 KV Substation at Kalyani Regional Centre, Netaji Subhas Open University(NSOU)				
Work Description	Annual Maintenance Contract (AMC) for the 11 KV Substation at Kalyani Regional Centre, Netaji Subhas Open University(NSOU)				
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)	730	Period Of Work(Days)	21
Location	KALYANI	Pincode	741235	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	04-Aug-2025 05:00 PM	Bid Opening Date	01-Sep-2025 01:00 PM
Document Download / Sale Start Date	04-Aug-2025 05:00 PM	Document Download / Sale End Date	29-Aug-2025 05:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	04-Aug-2025 05:00 PM	Bid Submission End Date	29-Aug-2025 05:00 PM

Tender Documents

NIT Document	S.No Document Name Description			Document Size (in KB)	
	1	Tendernotice_1.pdf	NIT	937.90	
Work Item Documents	S.No Document Type Document Name Description			Document Size (in KB)	
	1	BOQ	BOQ_2000248.xls	BOQ	285.00

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	pr2015124@gmail.com	PALASH GARANI	PALASH GARANI
2.	dyregadm@wbnsou.ac.in	Ananya Mitra	ANANYA MITRA
3.	gopaldas1984@gmail.com	Gopal Das	GOPAL DAS
4.	debanjanhr@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-I,SALT LAKE,KOLKATA-700064

Tender Creator Details

Created By	PALASH GARANI
Designation	FINANCE OFFICER
Created Date	04-Aug-2025 01:01 PM



Memo No. AC/175/2025-26

Date: 04-08-2025

Notice Inviting e-Tender

Online quotations through website <https://wbtenders.gov.in> are invited from competent and reputed organisation/vendor for Annual Maintenance Contract (AMC) for the 11 KV Substation at Kalyani Regional Centre, Netaji Subhas Open University(NSOU), Ghoshpara Station Road, Kalyani, Nadia, Pin-741235, West Bengal. Interested bidders are to participate in the bidding process as per specifications and conditions mentioned below.

DATE AND TIME SCHEDULE

Date of Publication of Tender Online through website https://wbtenders.gov.in/	04.08.2025 after 17.00 Hrs.
Date of Document Download Start	04.08.2025 after 17.00 Hrs.
Date of Bid Submission Start	04.08.2025 after 17.00 Hrs.
Date of Bid Submission Closing	29.08.2025 before 17.00 Hrs.
Date of Opening of Technical Bid	01.09.2025 after 13.00 Hrs.
Date of Opening of Financial Bid	To be notified later
Pre-Bid Visit	From 05/07/2025 to 13/07/2025 (12 am to 4 pm) excluding Saturday, Sunday & holidays) Contact No. 7479313233/8777729691/7980182510

Sd/-

Finance Officer
Netaji Subhas Open University
DD-26, Sector -1, Salt Lake, Kolkata-700064
Email: fo@wbnsou.ac.in/finance@wbnsou.ac.in



Bidders Eligibility:

1. The Bidders should have 5 years' Experience in similar type of job/work as specified in the tender notice.
2. The bidder must have the credential of supply of similar type of job/work to the Educational Institute/Government Office.
3. The bidder must have proper license regarding this job duly issued by the Government.
4. The bidder should have local office within 50 km from the Kalyani regional Centre, NSOU.
5. The Bidders should have legal compliance such as: (1) GST Number, (2) PAN / TAN , (3) Trade License other related Certificate.

Sd/-
Finance Officer
Netaji Subhas Open University
DD-26, Sector -1, Salt Lake, Kolkata-700064
Email: fo@wbnsou.ac.in



GENERAL SPECIFICATIONS (Scope of Work):

The scope of services under this tender shall include the routine maintenance, servicing, and general check-up of electrical substation equipment. The following terms must be strictly adhered to:

1. Frequency of Service / General Check-Up: The contractor shall carry out a minimum of 2 (Two) services/general check-ups per year for all electrical accessories in both HT and LT Panel, in accordance with applicable standards and best practices.
2. Submission of Reports: After each scheduled service, the agency must submit detailed Insulation Resistance (IR) and Thermographic Test Reports for the following equipment: A) Vacuum Circuit Breaker (VCB) B) Transformers C) Air Circuit Breaker (ACB) D) Automatic Power Factor Control (APFC) Panel E) Different Types of Rely F) Cable Networking G) Substation Earthing System (Body and Neutral) H) Other Accessories The reports must include test readings, photographic evidence (where applicable), observations, recommendations, and any corrective actions taken.
3. Compliance: Non-compliance in submission of reports within the stipulated time after servicing may lead to penalties as per contract terms.
4. Manpower Engaged: One highly skilled electrician, along with one semi-skilled assistant, may be assigned to address all electrical maintenance and service requirements throughout the campus.

Annual Maintenance Contract (AMC) for the 11 KV Substation at Kalyani Regional Centre, Netaji Subhas Open University(NSOU) includes repairing, overhauling, servicing and necessary rectification of 11 kv substation.

- 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. Service/ AMC charges/Rate of materials quoted in the tender/BOQ cannot be changed during the contract period.
- Cost of materials/parts (if require) will be paid separately on the submission of actual bill duly certified by the competent authority of the University.
- Rate to be quoted AMC charges for year wise.
- Rate of material (format given in Annexure-V) to be require must be uploaded in Financial Bid separately along with BOQ(Excel) in pdf format.



➤ Payment Terms:

- The AMC charges will be paid at the end of each quarter (i.e. after completion of 3 months from the date of commencement of the AMC). Payment will be paid on pro-rata basis i.e. yearly charges will be converted to quarterly.
- The agency needs to submit duplicate invoice / bill of AMC and separate bill for materials along with work completion certificate/detailed inspection report duly certified by the competent authority of the University.
- No advance payment will be made.
- GST, TDS and any other taxes will be applicable as per rule.

Pre bid Visit:

Interested bidder are requested to visit the place of work from 05/08/2025 to 13/08/2025(except Saturday/Sunday & holidays) from 12 pm to 4 pm. At Kalyani Regional Centre, Netaji Subhas Open University(NSOU),Ghoshpara Station Road,Kalyani, Nadia, Pin-741235, West Bengal Contact No. 7479313233/8777729691/7980182510. Please quote the rate after visit

GENERAL TERMS & CONDITIONS AND INSTRUCTIONS

1. The quotation should include the cost of installation and configuration of all the components.
2. The Bidders should have legal compliance such as: (1) GST Number, (2) PAN and /TAN, (3)Trade License (Current Financial Year) (4) Professional Tax (Current Financial Year) (5) Certificate of Authorization if applicable.
3. 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).
4. Price should be excluding GST(though GST will be applicable as per rule)
5. Price shall be quoted in INR only.
6. Incomplete and Conditional Bids will be summarily rejected without assigning any reasons thereof.
7. 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.
8. Details of job and items like specification of item, brand name, model name & no., quantity, service centre etc. must be attached.



9. The place of work is at Kalyani Regional Centre, Netaji Subhas Open University(NSOU),Ghoshpara Station Road,Kalyani, Nadia, Pin-741235, West Bengal The Bidders should quote all the items (Partial bidding will not be considered).
10. In case of any emergency the agency must provide the service on immediate basis.
11. In case of any accident caused to the person deployed by the agency during the work period, it is the sole responsibility of the agency to meet any expenditure in this regard.
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 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.
14. Quantity of items to be supplied may vary at the time of order.
15. The Authority of NETAJI SUBHAS OPEN UNIVERSITY reserves the right to reject the entire bid received without assigning any reason thereof.
16. 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).
 - ii. Any other parameters to be decided by the competent authority, if needed.
17. 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



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:

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	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose copy of Trade License)	
6	PAN(Please enclose copy of PAN 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 College.

Signature of the Bidder



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 Organisation 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:

1. That I have 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 /Institution in the State of West Bengal or other State or States.
2. 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).
3. 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.
4. 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.
5. 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.



Check List of General Terms and Conditions:

Name of the Bidder/Organisation:

Sl. No.	Particulars	Put Y if Yes/ Put N if No, respectively
1.	Copy of GST Registration Certificate attached	
2.	Copy of PAN & TAN attached	
3.	Copy of proof of Trade License attached	
4.	Copy of proof of Experience	
5.	Copy of License, 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)	

Signature with Seal & Date:

Annexure- V

Item wise(specimen) Rate Chart

**(to be submitted in pdf format separately along with BOQ in excel in
Financial BID, otherwise bid will be rejected in Financial Bid)**

Bidder Name:

Address:

Mobile No.

Email ID:

AMC Charges per year: ₹ GST (.....%) ...₹.....

Total Cost

Rupees in word.....

List of other items:

Sl. No.	Item/Description	Qty	Rate per unit	GST per unit	Rate with GST per unit	Total
A	B	C	D	E=D x GST %	F=D + E	G= C x F

PLEASE ADD ROW(s), IF REQUIRED

Signature with Seal & Date

Signature Not Verified

Digitally signed by PALASH GARANI
Date: 2025.08.04 12:56:58 IST
Location: West Bengal-VB