MURSHIDABAD UNIVERSITY

1, No. Sahid Surya Sen Road,
Berhampore, Murshidabad,
West Bengal, Pin- 742101

Website: www.msduniv.ac.in

Phone (Off): -03482-295824
Phone (Off): +91-70748-13298

Email: registrar@msduniv.ac.in

Memo No: MU(R)/21/D/647(N)/25 **Date:**19/07/2025

NOTICE

Murshidabad University invites e-Tender for procurement of ACs, Office Almirahs and Water Purifiers.

e-Tender No: MU/ONLINESERVICE/eNIT-1/25-26

Tender Id: 2025_DHE_880479_1

Please visit: www.wbtenders.gov.in Or www.msduniv.ac.in

MURSHIDABAD UNIVERSITY Estd-2018 Berhampore (W.B.)

Sd/-
Registrar
Murshidabad University

Registrar
Murshidabad University

Murshidabad University
মুর্শিদাবাদ বিশ্ববিদ্যালয়

Invites e-Tender for procurement of ACs, Office Almirahs, Water Purifiers.

Please Visit:
www.wbtenders.gov.in
or
www.msduniv.ac.in

Registrar (Acting)
Murshidabad University

West Bengal Tenders

eProcurement System of Government of West Bengal

Tender Details

Date : 23-Jul-2025 05:00 PM

Print

Basic Details

Organisation Chain	DEPARTMENT OF HIGHER EDUCATION||MURSHIDABAD UNIVERSITY		
Tender Reference Number	MU/ONLINESERVICE/eNIT-1/25-26		
Tender ID	2025_DHE_882172_1	**Withdrawal Allowed**	Yes
Tender Type	Open Tender	**Form of contract**	Item Wise
Tender Category	Goods	**No. of Covers**	2
General Technical Evaluation Allowed	No	**ItemWise Technical Evaluation Allowed**	Yes
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
		.pdf	TECHNICAL FILE
2	Finance	.xls	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	COMPANY DETAILS	COMPANY DETAILS 1	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA,TRADE LICENCE,COMPANY REGISTRATION CERTIFICATE	
4	COMPANY DETAILS	COMPANY DETAILS 2	COMPANY DETAILS 2	
5	CREDENTIAL	CREDENTIAL 1	CREDENTIAL 1	
6	CREDENTIAL	CREDENTIAL 2	COMPLETION CERTIFICATES	
7	FINANCIAL INFO	P/L AND BALANCE SHEET 2021-22	P/L AND BALANCE SHEET 2021-22	
8	FINANCIAL INFO	P/L AND BALANCE SHEET 2022-23	P/L AND BALANCE SHEET 2022-23	
9	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	MU/ONLINESERVICE/eNIT-1/25-26
Work Description	MU/ONLINESERVICE/eNIT-1/25-26

Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	Yes				
Tender Value in ₹	0.00	**Product Category**	Equipments	**Sub category**	NA
Contract Type	Tender	**Bid Validity(Days)**	120	**Period Of Work(Days)**	28
Location	MURSHIDABAD UNIVERSITY	**Pincode**	742101	**Pre Bid Meeting Place**	NA
Pre Bid Meeting Address	NA	**Pre Bid Meeting Date**	NA	**Bid Opening Place**	MURSHIDABAD UNIVERSITY BERHAMPORE,MURSHIDABAD
Should Allow NDA Tender	No	**Allow Preferential Bidder**	No		

Critical Dates

Publish Date	23-Jul-2025 05:00 PM	**Bid Opening Date**	07-Aug-2025 04:00 PM
Document Download / Sale Start Date	23-Jul-2025 05:00 PM	**Document Download / Sale End Date**	05-Aug-2025 04:00 PM
Clarification Start Date	NA	**Clarification End Date**	NA
Bid Submission Start Date	23-Jul-2025 05:00 PM	**Bid Submission End Date**	05-Aug-2025 04:00 PM

Tender Documents

NIT Document

S.No	Document Name	Description	Document Size (in KB)
1	Tendernotice_1.pdf	NIT	596.52

Work Item Documents

S.No	Document Type	Document Name	Description	Document Size (in KB)
1	BOQ	BOQ_1989434.xls	BOQ	344.00

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	amalsarkar20@gmail.com	AMAL SARKAR	AMAL SARKAR
2.	rajib_raju786@yahoo.com	RAJIB MUKHERJEE	Rajib Mukherjee
3.	mhaqueknc007@gmail.com	MD. MIZANUL HAQUE	Md.Mizanul Haque

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**	Yes

Tender Inviting Authority

Name	THE REGISTRAR OF MURSHIDABAD UNIVERSITY
Address	MURSHIDABAD UNIVERSITY BERHAMPORE,MURSHIDABAD

Tender Creator Details

Created By	AMAL SARKAR
Designation	ASSITANT PROFESSOR MURSHIDABAD UNIVERSITY

Created Date	23-Jul-2025 04:16 PM

MURSHIDABAD UNIVERSITY

Berhampore, WestBengal
Phone: (03482) 2958248 /+91 7074813298
Email ID: office@msduniv.ac.in
Website: https://www.msduniv.ac.in/

SECTION-I

NOTICE INVITING TENDER (NIT), Dt. 18/07/2025

Notice inviting E-Tender No. **MU/ONLINESERVICE/eNIT-1/2025-26** of MURSHIDABAD UNIVERSITY, Berhampore, Murshidabad invites e-tender for the work detailed in the table below. (submission of bid through online)

SL No	Name of Product (s)	Quantity of Products	Earnest Money (Rs.)	Completion period	Name of the Concerned Officer
1	See SECTION-II		Nil	28 Days from issuance of Work Order	Registrar, Murshidabad University

1. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website **https://wbtenders.gov.in**.

2. Tender documents may be downloaded from website and submission of Technical Bid andFinancial Bid will be done as per Date and Time Schedule.

3. The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the **Purchase Committee, Murshidabad University.** The decision of the 'Purchase Committee, Murshidabad University' will be final and absolute in this respect.

SECTION-II
TECHNICAL SPECIFICATION

Sl No.	Specification(s) of Equipment(s)	Brand	Model	Quantity	Price per Quantity (₹)
1	• Split Air Conditioner (AC) • 5-Star Energy Inverter Rating • 1.5 Ton Capacity • Backet Included	Hitachi	RAS.V518PCCISH1	11	Not more than ₹48000
2	• Split Air Conditioner (AC) • 5-Star Energy Inverter Rating • 2 Ton Capacity • Backet Included	Hitachi	RAS.V522PCBISH1	9	Not more than ₹60000
3	• Office Almirah • Color – Milky Blue • Made of – Steel • One Locker • 4 (Four) Shelves • No Drawer • Dimensions W x H x D (cm) – 90 x 195 x 50.7 • Thickness 20 Gauge	Godrej	-	32	Not more than ₹25000
4	• Water Purifier • 6 stage purification • High Flow Rate • Inbuilt Storage • 50 LpH • RO + UV + TDS	Aquaguard	Aquaguard Reviva	11	Not more than ₹70000

All product prices should be including GST and all taxes

Techno-commercial Specification of Item Sl. No 1 & 2

- Split Air Conditioner (AC)
- 5-Star Energy Inverter Rating
- 1.5 Ton Capacity
- Backet Included
- Installation and other accessories will be as per site requirement.

- Split Air Conditioner (AC)
- 5-Star Energy Inverter Rating
- 2 Ton Capacity
- Backet Included.
- Installation and other accessories will be as per site requirement.

SPECIFICATION OF SLIMLINE PLAIN 2 DOOR:

Sl. No.	Feature or parameter	Specifications
1.	Product Size:	• 900mm(W)x507mm(D)x1950mm(H) (Height without leveler)
2.	Construction & Material	• Legs fitted with screw type leveler • Made from combination of CRCA (preferably 20 gauge)
3.	Main Door	• Steel Hinged Door.
4.	Main Door Locking / handle:	• 3-way 90 Degree Removable key type Cam lock & locking mechanism.
5.	Locker Door & it's locking / handle for Model 'H'	• Fixed Half locker on RH side • Hinged Door • 2-way Cam lock

Additional terms & conditions for Sl. No. 3 of the Technical Specification:

1. The OEM Should Have More than 5 years of work experience in supply of the required material.

2. The Bidder shall submit proof of valid authorization from original manufacturers. Scanned copies to be uploaded with a consent letter from OEM that they will be responsible for service of all items as necessary within the warranty period and it will be considered for eligibility.

3. The bidder shall submit technical data sheets along with test certificates, latest catalogue having photograph of the items of SOQ.

4. The Bidder shall submit OEMs dedicated service team telephone number / Mobile number, e mail address & Toll-free number for service support.

5. The Bidder shall submit their dedicated technical & service team telephone number / Mobile number, e. mail address. (Escalation matrix shall submit towards eligibility in this regard)

6. The bidder & OEM shall submit declaration of Non debarment or no Blacklisting from any Govt. semi government, quasi-Government or any Govt. undertaking (Declaration through Affidavit on non- judicial stamp paper of 100/- duly attested by Notary).

Item Sl. No. 4

Description	AG Reviva 50LPH storage
Dimension in mm W x D x H	525 X 425 X 1450
Weight in Kg. (Approx.)	75Kg
Tank Capacity	50 LIT
Production Capacity	50 LPH
RO Membrane (Thin Film Composite)	80 GPD X 4 Nos or 150 GPD X 2 nos
Filtration	Particulate Filter - Membrane Life Enhancer Filter -Sediment Filter-Pre Carbon Filter-

Stages/Cartridge	ROMembr - Post Carbon Filter- Storage Tank
Power Consumption	120 W
Input Power Rating	230 V AC, 50 Hz.
System Operating Voltage	48 & 24 V DC
Operating Temperature	5° C to 45° C
% of Recovery of Purified Water	20 to 25%
% of Recovery in TDS	90% (Approx.)
RO Membrane Flushing	Auto Flush @ Every Start, Every Stop and Every One Hour of Working - for 1 minute

Commercial Terms & Conditions:			
1	**Payment terms:**		100% payment after delivery, successful installation and acceptance of the materials.
2	**Delivery period:**		28 days from the date of issuance of Contract/ Purchase Order. Please execute the Order within the stipulated delivery period.
3	**Warranty:**		12 months Product warranty from the date of installation and acceptance.
4	**Tender acceptance:**		The bidder shall sign and stamp on each and every page of Bid documents / "Technical Specification Sheet" as token of acceptance of each terms & conditions of the Contract.
5	**Important Note:**		Joint bidding is not allowed and all product should be from Same OEM or its authorized dealer.
6	**Make & Model:**		Bidder shall clearly mention the Make and Model (if any) of the Product.

SECTION-III
GENERAL GUIDANCE FOR E-TENDERING

Instructions/Guidelines for tenders for electronic submission of the tenders online (**www.wbtenders.gov.in**) have been given below for assisting the contractors to participate in e-Tendering.

1. **Registration of Contractor**

Any contractor/agency/firm willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to **www.wbtenders.gov.in.** The contractor is to click on the link for e-Tendering site as given on the web portal.

2. **Digital Signature certificate (DSC)**

Each contractor having valid Digital Signature Certificate (DSC) for submission of tenders can have the necessary details after log-in to **www.wbtenders.gov.in.**
Bidders willing to take part in the process of e-Tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India. (Viz. nCode Solution, Safes crypt, e-Mudhra, TCS, MTNL, IDRBT) or as mentioned in e-tendering portal of GOWB https://wbtenders.gov.in. DSC is given as a

USB e-Token. After obtaining the Class 2/3 Digital Signature Certificate (DSC) from the approved CA they are required to register the Digital Signature Certificates through the registration system available in the website

3. **Eligibility for Participation**

Reputed supplying companies, Consortiums and Partnership firms having proper valid trade license with GST number and PAN with at least 5 years of work experience in the specific field of work are eligible to participate. *Joint venture firms are not eligible to participate*.

4. **Collection of Tender Documents**

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website given in clause 1 above, directly (**www.wbtenders.gov.in**) using the Digital Signature Certificate (DSC) provided.
This is the only mode of collection of tender documents.

5. **Participation of work**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If a prospective bidder is found to have applied severally in a single job in different capacity all his applications will be rejected for that job.

6. **Submission of Tenders**

6.1 **General Process of submission**

Tenders are to be submitted online through the website stated in Clause1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. The agency/contractors/firms need to fill up the rates of items/percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded arevirus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

6.2 **Technical proposal**

The Technical proposal should contain scanned copies and/or declarations in the following standardized formats in covers (folders).

A.1. Technical File (Statutory Cover) Containing: -

i. Application for Tender - (Annexure-I) of NIT.

ii. Notice Inviting Tender (NIT) – The NIT as published is to be downloadedand then uploaded and digitally signed.

iii. Pre-Qualification Application as per prescribed format given in Annexure-II of NIT.

iv. Detail of experience as per prescribed format given in Annexure-III of NIT.

v. Letter of acceptance of terms and conditions of tender document in the prescribed format as given in Annexure-IV of NIT.

vi. Declaration as per Affidavit- "V" of NIT.

vii. Scanned copy of credential certificate of 100% completed works of similar nature (to be submitted in "credential" folder).

viii. Drawings if any. (to be submitted in "Drawings" folder)

ix. Tender Fee: - NIL

A) My Document (Non-Statutory Cover): -

1. **Certificates: -**

a) Photo copy of income tax certificate/income tax return for the last 3 financial years up to 2023-24 FY (preferable) i.e. 2021-22/2022-23/2023-24 FY and PAN/TAN/TIN of bidding firm.

b) Details of GST registration and photocopy of registration certificate.

c) Letter of acceptance of terms and conditions of tender document inthe prescribed format as given in **Annexure-IV**.

d) Pre-qualification Application as per prescribed format given in**Annexure-II**.

e) Professional Tax Clearance Certificate/ Professional Tax (PT) deposit receipt Challan for the last 3 financial years up to 2025-26 FY (preferable) i.e. 2023-24/2024-25/2025-26 FY

f) Manufacturer authorization certificate (if applicable)

2. **Company Profile**

3. **Trade License**

B) Balance Sheet

Audited Balance Sheet & Profit & Loss Account certified by Auditor for the last 3 financial years up to 2023-24 FY (preferable) i.e. 2021-22/2022-23/2023-24 FYwith auditor's certificate regarding annual turnover from contracting business in each year.

Bidders whose annual turnover is less than 1 Crore shall need to submit payment certificates obtained from clients and IT submission certificates for the corresponding years if audited balance sheets are unavailable.
(If the company was set up less than three years ago, audited balance sheet for the no of years since inception is to be submitted)

C) Addenda/Corrigenda: if published

Note: - Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIT and upload the download copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. Tenders submitted without the Addendum /Corrigendum may be rejected.

6.3 **Financial proposal**

The rate will be quoted in the B.O.Q. along with the name of the agency in a particular space provided in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under financial bid. Rate must be quoted strictly as per format in the BOQ and no space as provided in the BOQ shall be left blank otherwise the bid will be treated as incomplete and unresponsive and hence liable to be rejected.

A-2. Non-statutory cover

Sl No.	Category	Details
1.	Certificates	1. Self-attested copy of PAN. 2. Self-attested copy valid Trade License. 3. Self-attested copy of Valid GST Registration certificate. 4. Declaration on the Letter Head regarding not ever been Blacklisted. 5. Professional Tax Clearance Certificate/ Professional Tax (PT) deposit receipt Challan for the last 3 financial years up to 2025-26 FY (preferable) i.e. 2023-24/2024-25/2025-26 FY.
3.	Credentials	1. Copy of relevant work orders along with completioncertificate in support of the detail experience asfurnished in **Annexure-III**. 2. Manufacturer authorization certificate (if applicable)
4.	Financial Information	1. Self-attested copy of Income Tax Return for the last 3 financial years up to 2023-24 FY (preferable) i.e. 2021-22/2022-23/2023-24 FY. 2. Self-Attested Copy of Audited Balance Sheet for the last 3 financial years up to 2023-24 FY (preferable) i.e. 2021-22/2022-23/2023-24 FY certified by Chartered Accountant.

Note: -

Failure of submission of any of the above-mentioned documents will render the tender liable to be summarily rejected. All the forms as mentioned in the statutory cover are required to be furnished exactly in the prescribe format.

6. **Earnest Money Deposit (EMD):** -
On line submission of EMD is not mandatory.

1. **Payment through ICICI Bank Payment Gateway:** -

i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
ii. Bidder will make the payment after entering his Unique ID and password of the Bank to process the transaction.
iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government /PSU/Autonomous Body/Local Body/ PRIs, etc.
v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

2. **Payment through RTGS/NEFT: -**

i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.
iii. Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/ Autonomous Body/Local Body/PRIs, etc.
v. Hereafter, the bidder will go to e-procurement portal for submission of his bid.
vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. **Refund of Earnest Money Deposit (EMD) of all unsuccessful bidder(s):** -

Details guidelines of the same have been obtained from **FinanceDepartment G.O. No.3975-F(Y), Dated 28th July, 2016.**

Refund / Settlement Process: -

i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e- procurement portal through web services.

ii. On receipt of the information from the e-procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidder's bank account from which they made the payment transaction. Such refund will take place within T+2Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority.

iii. Once the financial bid evaluation is electronically processed in the e- procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank account from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

iv. If the bidder accepts the LOI and the same is processed electronically in the e-procurement portal EMD of the L2 bidder will be refunded through automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-procurement portal by the tender inviting authority.

v. As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-procurement portal: -

I. EMD of the L1 bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443—00—103—001—07" through GRIPS along with the bank particulars of the L1 bidder.

ii. EMD of the L1 bidder for tenders of the State PSUs/ Autonomous Bodies/Local Bodies/PRIs etc. will automatically get transferred from the polling account to their respective linked bank account along with the bank particulars of the L1 bidders. In both the above cases, such transfer will take place within T+2 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.

vi. The Bank will share the details of the GRN No. Generated on successful entry in GRIPSwith the e-procurement portal for updating.

vii. Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tenderfees, if any, deposited by the bidders will be transferred electronically from the polling account to the Government revenue receipt head "0070—60—800—013—27"-through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/ Local Body/ PRIs, etc. tenders.

viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.

4. Accounting and Monitoring Process:

i. The Tender Inviting Authority of the Government Offices/PSUs/ Autonomous Bodies/Local Bodies/PRls, etc will be using their respective e- procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.

ii. The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders' accounts, as applicable by using user access as provided by NIC.

8. **Bid opening**

The Purchase Committee (PC) of MURSHIDABAD UNIVERSITY shall open bids in presence of the bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submittedby the bidder before they are allowed to participate in bid opening.

9. **Evaluation**

Bidders who have submitted the valid security, i.e., EMD as per requirement shall be considered for further evaluation. Absence of bid security may lead to summary rejection of the bid.

Technical Evaluation, The PC, MURSHIDABAD UNIVERSITY will evaluate if the biddercomplies with all the eligibility conditions as provided in the tender document. If the bidder ensures compliance to all eligibility conditions and furnish all documentary proofs of the same as considered necessary, they would be considered for participation in the financial bid.

Financial bids shall be opened of those bidders whose technical bids are foundeligible.

10. **Penalty for suppression / distortion of facts**

If any bidder fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Purchase Committee, MURSHIDABAD UNIVERSITY, within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the bidder will be suspended from participating in the quotations on e-Quotation platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. MURSHIDABAD UNIVERSITY may take appropriate legal action against such defaulting bidder.

The Purchase Committee, MURSHIDABAD UNIVERSITY, reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time the prior to the award of Contract without thereby incurring any liability to the affected Bidder or

Bidders or any obligation to inform the affected Bidder or Bidders of the ground for the said Authority's action.

11. **Award of contract**

The Bidder whose Bid has been accepted will be notified by the Quotation Inviting& Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract.
The Agreement will incorporate all necessary documents e.g. NIQ, all addenda corrigenda, special terms & conditions, specification of work, different filled-up forms and in the same will be constituted between the Quotation Accepting Authority and the successful Bidder.

12. **Right to vary quantities**

The University Authority reserves the right at the time of award of contract to increase or decrease the required quantity of services as specified in the schedule of requirements without any change in rate of the offered quantity or other terms and conditions.

13. **Signing of contract**

Signing of Agreement shall constitute the award of hiring contract on the bidder.

14. **Annulment of Award**

Failure of successful bidder to comply with requirement regarding signing of Agreement shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which the University Authority may make the award to any other bidder at the discretion of the University or call for new bids.

15. **Period of validity of bids**

The bids shall remain valid for a period of 180 days from the date of opening of the bids. A bid valid for a shorter period shall be rejected by the University Authority as non-responsive.

SECTION-IV

MINIMUM ELIGIBILITY CRITERIA

a) Reputed companies, Consortiums and Partnership firms are eligible to participate. **Joint venture firms are not eligible to participate**.
b) The agency must have a valid Trade license. Valid license must be furnished.
c) The supplier must have GST number and PAN.
d) The company should have at least 5 years of work experience in the particular segment of work. The certificate also must be produced.
e) The Bidder should not have ever been blacklisted by any State/Central Govt.Department/PSU/Agency in the past for breach of general or specific condition of the contract, fraudulent, unethical or corrupt business practices. A declaration to be furnished on the letter head of the bidder.

f) Bidder should have experience during the last five financial years of working with any government/reputed private organization in West Bengal as follows (Detail of experience as per prescribed format given in Annexure-III): -

g) Earnest Money Deposit (EMD): NIL

h) Intending bidder should produce Photo copy of income tax certificate/income tax return for the last 3 financial years up to 2023-24 FY (preferable) i.e. 2021-22/2022-23/2023-24 FY and PAN/TAN/TIN of bidding firm. Details of service tax registration and photocopy of registration certificate.

i) Intending bidder should produce Certificate of registration for GST.

j) Letter of acceptance of terms and conditions of tender document in the prescribed format as given in Annexure-IV.

k) Pre-qualification Application as per prescribed format given in Annexure-II.

l) Certificate from the Banker regarding Bank solvency.

m) Professional Tax Clearance Certificate/ Professional Tax (PT) deposit receiptChallan for the last 3 financial years up to 2025-26 FY (preferable) i.e. 2023-24/2024-25/2025-26 FY.

n) Must have Manufacturer authorization certificate (if applicable)

Note:
Prospective applicants are advised to note carefully the eligibility criteria mentioned above and follow the check list as appended in Annexure-V to ensure that all the requirements are complied with before submitting the bids.

SECTION-V
IMPORTANT DATES AND INFORMATION

Sl. No.	Particulars	Date & Time
1	Date of Uploading of NIT Documents (online) (Online Publishing Date)	23/07/2025 at 05:00 PM
2	Documents download start date (online)	23/07/2025 at 05:00 PM
3	Documents download end date (online)	05/08/2025 at 4:00 PM
4	Bid submission start date(online)	23/07/2025 at 05:00 PM
5	Bid submission closing (online)	05/08/2025 at 04:00 PM
6	Bid opening date for Technical Proposal (online)	07/08/2025 at 4:00 PM

7	Date of uploading list of Technically Qualified Bidders (online)	To be notified accordingly
8	Date & place for opening financial proposal (on line)	To be notified accordingly

SECTION-VI

SCOPE OF WORK

- Delivery and installation of the procured items.
- Demonstration of the functionalities to the concernedpersons of MURSHIDABAD UNIVERSITY.

SECTION-VII
GENERAL TERMS & CONDITIONS

1. No escalation of rates under any circumstances will be entertained during the period of contract except any enhancement in the rates under any Statute.

2. If the bidder withdraws his bid after opening of the Commercial or Price Bid, then theEMD will be forfeited.

3. The PURCHASE COMMITTEE, MURSHIDABAD UNIVERSITY reserves the right to accept or reject any tender or all the tenders without assigning any reason to the bidder.

4. **The successful bidder** to enter into the service contract agreement on prescribed Pro-forma (Annexure-V) on non-judicial stamp paper value Rs. 100/- [Rupees One Hundred only] at his own costs within period specified in the letter of intent, failingwhich, offer liable to be cancelled and EMD will be forfeited.

5. On line submission of EMD is mandatory no other mode of payment will be entertained. In case of payments through **RTGS/NEFT**, bidders are advised to make their payment minimum 3 (three) working days before the last date & time of bid submission closing. **No interest will be paid on the Security Deposit**.

6. In case of non-compliance of the contract, unsatisfactory performance or any deviation from terms of service contract, the Performance Security Deposit amount will be forfeited in part or whole.

7. Any kind of canvassing with regard to the offered services, after submitting Tender will be treated as disqualification.

8. Contractor is solely responsible for all actions including payment of any type of claims arising out of infringement of rules, regulations, laws, accident or any other unforeseen happening. The User, MURSHIDABAD UNIVERSITY authority, is not at all responsible on these accounts.

11. PAYMENTS TERMS:

a) Payment will be made through PFMS within 30 days from completion of work.

b) Income Tax as applicable will be deducted at source.

c) Service Tax/VAT as applicable will be deducted at source.

12. TERMINATION OF CONTRACT:

i. If the service of contractor at any stage is found unsatisfactory, the MURSHIDABADUNIVERSITY is likely to terminate the Contract without assigning any reason and notice. The performance security deposit will be forfeited, in that case, without any intimation.

ii. The PURCHASE COMMITTEE, MURSHIDABAD UNIVERSITY may without prejudice to any other remedy for breach of contract may terminate the contract in whole or parts if the contractor fails to arrange the supply of any or all of the personnel within the period(s) specified in the contract.

iii. The PURCHASE COMMITTEE, MURSHIDABAD UNIVERSITY may without prejudice to other rights under law or the contract provided, get the work done at the risk and cost of the contractor, in above circumstances.

13. TERMINATOR FOR INSOLVENCY:

The PURCHASE COMMITTEE, MURSHIDABAD UNIVERSITY may also give written notice for termination of contract and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bankrupt otherwise insolvent without affecting its right of action or remedy as hirer.

14. **AWARD OF CONTRACT:**

The contract will be awarded to the company which meets the technical parameters and then comes lowest in total.

15. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of the competent authority.

16. It will be the responsibility of the service providing agency to meet transportation, delivery, installation, demonstration and any other requirements if considered necessary by the company in respect to meet the job. MURSHIDABAD UNIVERSITY authority will have no liability in this regard.

17. The successful agency will be required to execute an agreement in specific terms and conditions, with MURSHIDABAD UNIVERSITY within the period specified in the award letter. In case the successful agency fails to enter into the agreement with the University within the specified date mentioned in the award letter, the EMD deposited by such agency shall stand forfeited without any further notice.

18. The Service Provider on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission or omission on the part of its staff or its workers etc. If University suffers any loss or damage on account of negligence,

defaults or theft on the part of the personnel of the Service Provider, then the service provider shall be liable to reimburse the pecuniary value of the loss, as decided by the competent authority of MURSHIDABAD UNIVERSITY for the same. The Service Provider shall keep MURSHIDABAD UNIVERSITY authority fully indemnified against any such loss or damage caused by the acts of commission, omission or negligence on the part of personnel deployed.

REGISTRAR
MURSHIDABAD UNIVERSITY

(TO BE TYPED ON BIDDER'SLETTERHEAD)

Annexure-I
DECLARATION BY THETENDERER

Memo No./Letter No. **Date:**

To,
The Registrar,
Murshidabad University
Berhampore, Murshidabad
742101

I/We have carefully gone through the "Notice Inviting e-Tender" bearing no. dt. and others tender documents mentioned therein. I/We have also carefully gone through the Terms & Conditions [both general& specific] of the above referred NIT. My /Our tender is offered taking due consideration of all factors, and if the same be accepted I/We promise to abide by all the terms and conditions [both general & specific] laid down in the said Tender documents and carry out and complete the work to the satisfaction of the MURSHIDABAD UNIVERSITY, Berhampore, Murshidabad-742101.

Dated this day of 201_____

Full name of applicant: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids
For & on behalf of (Name of Firm): _____
(In block capitals or typed)

Office address:

Telephone no(s) (office): _____

Mobile No: _____

Fax No: _____

E mail ID: _____

(TO BE TYPED ON BIDDER'S LETTERHEAD)

Annexure-II
PRE-QUALIFICATION APPLICATION

To,
The Registrar,
Murshidabad University
Berhampore, Murshidabad
742101

Ref: - Quotation for …… (Name of work) in response to N.I.T. No……. Dated……

Dear Sir,

Having examined the detailed e-tendernotice no……. dated …… I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of……
In the capacity……. duly authorized to submit the tender.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the bidding agency for Application and for completion of the contract documents is attached herewith.

The information *I* documents furnished along with the above application are true and authentic to the best of my knowledge and belief. 1/ we, am *I* are well aware of the fact that furnishing of any false information *I* fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law. We understand that:

1. The Registrar, MURSHIDABAD UNIVERSITY can amend the scope & value of the contract bid under this project.

2. The Registrar, MURSHIDABAD UNIVERSITY reserves the right to reject any application without assigning any reason.

Signature of applicant including title and capacity in which application is made

(TO BE TYPED ON BIDDER'SLETTERHEAD)

Annexure-III
EXPERINCE CERTIFICATION

Ref: Quotation for ……. (Name o No…….. Dated……

5 years of experience of working with any Government /PSU/reputed Private Organizations in
West Bengal

Detail of experience in similar type of contract						
Sl.	**Year of work**	**Description of work undertaken**	**Name and address of the Agency that awarded the contract**	**Value of the work**	**Date of work order**	**Date of completion**
(a)	(b)	(c)	(d)	(e)	(f)	(g)

This is to certify that the information contained in table above is true and correct.
Copy of the work order along with the satisfactory completion from the Agency awarding the work order must be furnished in order to consider the eligibility.

Name of the Applicant:
Signature of the
Applicant:
Date:

Seal of theApplicant:

Annexure–IV

LETTER FOR ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER ENQUIRY

File No. Date.

To,
The Registrar,
Murshidabad University
Berhampore, Murshidabad
742101.

Ref: Quotation for ……. (Name of work) in response to NIT No……. Dated…….

Sir/Madam,

Having read and understood the conditions of contract and services to be provided we, undersigned offer to provide Caretaking, guarding, sweeping and cleaning, housekeeping personnel in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

I/We abide by the provisions of Minimum Wages Act, Contract Labour Act. and other statutory provisions like Provident Fund Act, ESI, Bonus and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

I/We shall provide the service as per your requirement.

We agree to abide by this Bid for a period of one year from the date fixed from opening and it shall remain binding upon us and may be accepted on any time before the expiration of that period.

Until an agreement is signed and executed, this Bid together with your written acceptance of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Date:

Place:

(Signature of bidder with address & Seal)

ANNEXURE – V

AFFIDAVIT – "X"

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

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.

2. The under-signed also hereby certifies that neither our firm M/S_____ nor any of constituent partner had beendebarred to participate in quotation byGovt. of WB/ PSU/Statutory/local Bodies during the last 5 (five) years prior to the date of this NIT.

3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the PURCHASE COMMITTEE, MURSHIDABAD UNIVERSITY to verify this statement.

4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the authority of MURSHIDABAD UNIVERSITY.

5. Certified that I have applied in the quotation in the capacity of individual/ as a partner of a firm & Ihave not applied severally for the same job.

6. Certified that I have applied in the quotation in the capacity of individual/ as a partner of a firm in this circle.

_____

Signed by an authorized officer of the firm

_____

Title Of the Officer

_____

Name of the Firm with Seal

Date:

Annexure-VI

CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID

Ensure the enclosure of all the below listed documents without which technical bid will not be eligible for considering the financial bid

Sl. No.	Items	Confirm [Yes/No]
1	Earnest Money Deposit [EMD]	NIL
2	Self-attested Copy of PAN Card.	
3	Self-attested copy of Valid Trade License.	
4	Self-attested copy of Valid GST Registration Certificate.	
5	Bank Solvency Certificate from the Banker	
6	Declaration on Company letter head regarding not ever been blacklisted.	
7	Copy of relevant work orders along with completion certificate in support of detail experience as furnished in Annexure-III.	
8	Self-attested copy of Income Tax Return for the last 3 financial years up to 2023-24 FY (preferable) i.e. 2021-22/2022-23/2023-24 FY certified by Chartered Accountant.	
9	Self-attested copy of Audited Balance Sheet for the last 3 financial years up to 2023-24 FY (preferable) i.e. 2021-22/2022-23/2023-24 FY certified by Chartered Accountant.	
10	Declaration as per Affidavit – "X".	
11	Professional Tax Clearance Certificate/ Professional Tax deposit receipt challan for the last 3 financial years up to 2025-26 FY (preferable) i.e. 2023-24/2024-25/2025-26 FY	
12	Manufacturer authorization certificate (if applicable)	

Date: Signature:

Place: Full Name:

Company's Seal: