



West Bengal
Tenders

eProcurement System of Government of West Bengal

Tender Details

Date : 03-Sep-2024 01:55 PM



Basic Details

Organisation Chain	DEPARTMENT OF HIGHER EDUCATION NETAJI SUBHAS OPEN UNIVERSITY		
Tender Reference Number	AC/150/24-25		
Tender ID	2024_DHE_743477_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	Yes
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	DD - Demand Draft

Cover Details, No. Of Covers - 2

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

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	DECLARATION	DECLARATION FILE 2	DECLARATION FILE 2	

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 ₹	5,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	NETAJI SUBHAS OPEN UNIVERSITY	EMD Payable At	SALT LAKE, KOLKATA

[Click to view modification history](#)

Work / Item(s)					
Title	AC/150/24-25				
Work Description	Management of the Universitys OER Repository of Netaji Subhas Open University				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Tender Stage to disclose bid details to other bidders/public domain	No				
Tender Value in ₹	0.00	Product Category	Miscellaneous Services	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	270	Period Of Work(Days)	21
Location	SALT LAKE, 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-Sep-2024 05:00 PM	Bid Opening Date	13-Sep-2024 01:00 PM
Document Download / Sale Start Date	03-Sep-2024 05:00 PM	Document Download / Sale End Date	10-Sep-2024 01:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	03-Sep-2024 05:00 PM	Bid Submission End Date	10-Sep-2024 01:00 PM

Tender Documents				
NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	NIT	766.22
Work Item Documents	S.No	Document Type	Document Name	Description
	1	BOQ	BOQ_1643001.xls	BOQ

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.	debanjanhlr@gmail.com	DEBANJAN GHOSHAL	DEBANJAN GHOSHAL

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

Tender Inviting Authority

Name	FINANCE OFFICER
Address	NSOU,DD-26, SECTOR-1,SALT LAKE , KOLKATA-700064

Tender Creator Details

Created By	PALASH GARANI
Designation	FINANCE OFFICER
Created Date	03-Sep-2024 01:11 PM



Memo No. AC/150/24-25

Date: 29-08-2024

Notice Inviting e-Tender

Online quotations through website <https://wbtenders.gov.in> are invited from the reputed organisation/firm for management of the University's OER Repository of Netaji Subhas Open University, DD-26, Sector-I, Salt Lake, Kolkata-700064, West Bengal subject to the following terms and conditions. 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/	3.09.2024 after 17.00 Hrs.
Date of Document Download Start	3.09.2024 after 17.00 Hrs.
Date of Bid Submission Start	3.09.2024 after 17.00 Hrs.
Date of Bid Submission Closing	10.09.2024 before 13.00 Hrs.
Date of Opening of Technical Bid	13-09-2024 on or after 13.00 Hrs.
Date of Opening of Financial Bid	To be notified later

Sd/-

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



TECHNICAL SPECIFICATION

1. The Bidders should have Experience in similar type of job as specified in at least for 3 years.
2. The supplier must have the credential of similar type of jobs to the Educational Institute/Government Organisation.
3. The Bidders should have legal compliance such as: (1) GST Number, (2) PAN and / TAN , (3) Trade License other related Certificate.
4. Bidder should deposit Earnest Money of **Rs. 5,000/-** (Rupees Five Thousand Only) through Demand Draft in favour of Netaji Subhas Open University payable at Kolkata.DD to be submitted at 4thFloor, Finance Department NSOU, DD-26, Sector-I, Salt Lake, Kolkata-700064 within 9.9.2024 before 3 pm. EMD in the form of demand Draft will be refunded as per Rules of e-Tender after selection of bidder without any accrued interest to all unsuccessful bidders.

WORK RELATED SPECIFICATION:

The scope of the services by the Service Provider shall include, maintenance and support in general, but will include the following specific elements:

1. Allocating storage space of 100 GB
2. Deploying Dspace version 7.x
3. Unlimited uploading of the learning materials along with metadata
4. Making decisions about community and collection definitions.
5. Notifying NSOU-OER of NSOU about organizational changes affecting submissions/uploading.
6. Replying to annual reconfirmation of community information.
7. Understanding and adhering to university community regarding these policies.
8. Clearing copyright for items of NSOU-OER submitted/uploaded when the copyright owner is other than the author (s0 of NSOU).
9. Deciding upon a submission/upload workflow for each collection in the format prescribed by the University.
10. Activating adequate security features.
11. Data migration after upgradation.
12. Arranging access to data and data backup with asset store file.
13. Keeping Status of analytics active.



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 including GST (Please put Total amount of GST of each item in GST Col. of BOQ Sheet).
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. The Authority of NETAJI SUBHAS OPEN UNIVERSITY reserves the right to reject the entire bid received without assigning any reason thereof.
9. If more than one bidder qualify 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.
10. The judicature of any legal disputes will be under the Hon'ble High Court, Calcutta.

Sd/-

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: AC/150/24-25 Dated: 29-08-2024

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
(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 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 OER Repository 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 OER Repository 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 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)	
8.	Proof of DD of Rs. 5000/- submitted	

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 as applicable
6. Details of jobs.
7. Copy of Audited P/L ACCOUNTS & BALANCE SHEET (For FY 2021-22, 2022-23 & 2023-24)
8. Proof of DD of Rs. 5000/- submitted

Signature Not Verified

Digitally signed by PALASH GARANI
Date: 2024.09.03 13:03:05 IST
Location: West Bengal WB