

RAIVERSIFEST' 2023-24

RAIGANJ UNIVERSITY

P.O RAIGANJ, DIST. UTTAR DINAJPUR, WEST BENGAL

PIN – 733134, INDIA



Ref No. Fin-50 (Raiver)/24

Date: 08.02.2024

Raiganj University invites the E-tenders as resolved in the competent committee meeting for “**Hiring of Agency for arranging Artists with production for Cultural Programmes of Raiversifest' 2023-24**” from prospective bidders to be held tentatively from 1st March to 7th March, 2024 at Raiganj University. The complete scope of work, eligibility criteria and evaluation criteria are mentioned in tender document available on www.wbtenders.gov.in. The E-tender can be submitted online up to 22.02.2024 till 03:00 PM. Only Online applications/ e-tenders shall be accepted. The competent authority of Raiganj University reserves the right to accept / reject any or all the bids without assigning any reason.

Dates & Information:

1. Date of uploading of N.I.T. – 08.02.2024
2. Documents download (online) – 09.02.2024
3. Bid Submission Start Date (Online) – 09.02.2024
4. Bid Submission Closing Date (Online) - 22.02.2024 (up to 05:00 P.M.)
5. Technical Bid Opening Date (Online) – 24.02.2024
6. Date of uploading list for technically qualified bidder (Online) **To Be Notified Letter**
7. Date of opening of Financial Bid **To Be Notified Letter**
8. Date of uploading of list of bidders along with the approved Rate **To Be Notified Letter**


Registrar
Raiganj University
Registrar
RAIGANJ UNIVERSITY

1. General Instructions:

In the event of e-tendering, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC) or from the Raiganj University website www.raiganjuniversity.ac.in.

2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website www.wbtenders.gov.in. All papers must be submitted in English language.

3. Time Schedules for the e-tender:

The Time Schedule for obtaining the Bid Documents, the submission of bids and other documents etc. will be as per the list given above.

Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardized formats in two covers (folders):

Technical File (Statutory Cover) containing:

1. Annexure –

- a) Basic Information (Vide Annexure I) *(to be submitted in “ Annexure ” folder)*
- b) Application for Tender - (Vide Annexure II) *(to be submitted in “ Annexure ” folder)*
- c) Copy of PAN Card of the Bidder
- d) Copy of Trade License/Enlistment Certificate
- e) Copy of Income Tax Return of last assessment year i.e 2023-24
- f) Credential - A copy of the Work order / Payment Certificate / Completion Certificate for the period from 1st April 2019 to 31.01.2024.

Financial Bid

The Financial Bid should contain the following document in one cover (folder):

Bill of Quantities (BOQ): The tenderer should fill-up the designated cell as marked by the University in the BOQ sheet. Partial Quoting will not be accepted and Tender will be liable for cancellation.

The tenderers are not required to submit hard copies of Technical File (Statutory) or any documents (Non-Statutory). Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line through NIC portal.


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TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

1 Bid Information:

A) **Bidder must quote for all the items in the BOQ. Quotation for the single item/partial quotation will not be considered and the tender will be rejected in that case.**

B) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

Evaluation of Quotation: The competent authority of Raiganj University will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated based on and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

Award of Contract: The competent authority of Raiganj University will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially for both the items. The competent authority of Raiganj University reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

Validity of offer: A bidder should spell out in the tender that it shall remain valid for a minimum period of fifteen days from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

Place: Raiganj University, Collegepara, Raiganj, Uttar Dinajpur, West Bengal, 733134.

Payment Schedule : Payment to be made in two installments after proper certification by the Dean, Students' Welfare, Raiganj University. 1st Installment - 50% as advance for preparation of work, 2nd Installment - after completion of the work. There is no provision for making any cash payment

The applicant should have Bank Account where payment from the University be made.

Deduction : Deduction will be made as per rules of the Govt.

Disposal of Disputes: In case of any dispute, the University's decision will be treated as the final and conclusive.

All legal actions are subject to Raiganj University jurisdiction only.


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Annexure I

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. PAN No.**
- 6. Trade License No.**
(Please enclose copy of Trade License)
- 7. Do you have previous experience for service similar nature of work**
- 8. Status of the bidder(Please enclose copy authenticating your status)**
- 9. Bank Details (for financial transaction)**
Name of the Account Holder
Name of the Bank
Account No.
IFSC Code

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 II

APPLICATION FOR TENDER

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

To
Registrar
Raiganj University
Raiganj-733134
Uttar Dinajpur, West Bengal

Sub: NIET for Hiring of agency for arranging of artist with production..

Ref: - N.I.E.T. Nodated

Sir,

Having examined the pre-qualification & other documents published in the N.I.E.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf ofin the capacity duly authorized to submit the offer. The authorization letter from the Company is attached in
2. We accept the terms and conditions as laid down in the tender document and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time
4. We are offering rate for as per BOQ.

In the event of being selected, I will make the service at the stipulated period excepting the condition which is beyond our control.

Signature of Applicant

Date :
Contact no :
E-mail address:
Postal Address: