

RAIGANJ UNIVERSITY
COLLEGE PARA, RAIGANJ, UTTAR DINAJPUR



EOI FOR EMPANELMENT OF BIDDER FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) WITH PLANNING, DESIGN, DRAWING AND ESTIMATION FOR CONSTRUCTION OF UPCOMING DEVELOPMENT PROJECT AT RAIGANJ UNIVERSITY.

Ref No.: *fin-18/26*

Date: *10/07/2026*

Raiganj University invites EOI for empanelment of bidder from the reputed Firm /Agency / Consultancy for preparation of detailed project report (dpr) with planning, design, drawing and estimation for construction of upcoming development project at Raiganj University.

Participation Fees: Applicant must deposit for Rs 3,000/- (Rupees three thousand only) as a tender fee. All applicable bank charges shall be borne by the applicant. The participation fee shall be non-refundable. **Deposit receipt for participation fees must be attached with Technical documents.** The participation fee must be deposited through NEFT / RTGS to the following account:

Particulars	Details
Account Title	Raiganj University
Account No.	34925186617
IFSC Code	SBIN0000162
MICR Code	733002202
Bank Name	State Bank of India

The EOI Inviting Authority reserves the right to cancel the EOI without assigning any reason thereof.

Schedule of Dates:

Sl. No.	Particulars	Date
1.	Published Date	10.07.2026
2.	Bid Submission Start Date	10.07.2026
3.	Bid Submission End Date	24.07.2026
4.	Bid Opening Date	TO BE NOTIFIED LATER

Completed EOI shall be sent on or before **24.07.2026** to the following address: "To The Finance Officer, Raiganj University, College para, Raiganj, Uttar Dinajpur, 733134".

INSTRUCTION TO BIDDERS (ITB)

Submission of EOI:

General process of submission:

EOI to be submitted offline in a single folders as "Technical Proposal" before the prescribed date and time mentioned in the list attached.

Technical Proposal

The Technical Proposal should contain copies and/or a declaration in standardized formats of the following in single folder:

Technical File

- a) GST Registration Certificate
- b) I.T.R. Acknowledgement Receipt (last 3 Assessment years)
- c) PAN Card
- d) Trade License for similar nature of work issued by Local Bodies under Government of West Bengal
- e) Intending bidders should produce a single credential of similar nature of project work of the minimum value of Rs. 10 crore (total project value) during 3 years prior to the date of issue of tender notice.
- f) Bidder should have minimum annual turn -over of Rs. 50 lakh in each year 2022-23, 2023-24 & 2024-25 (Documents to be supported by Audited Balance Sheet and P&L Accounts mentioning UDIN is compulsory)

Additional Criteria for participation in EOI:

(a) Where an individual person holds a Certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while submitting any tender for and on behalf of such company or firm, invariably submit a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to submit such tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.

(b) Neither prospective bidder nor any of the constituent partners had been debarred to participate in any Tender / EOI by the State/ Central Government, State /Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/ State statute during the last 5 (five) years prior to the date of this EOI. Such debarment will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format in non-judicial stamp paper, must be submitted with both sides of Stamp Paper - Affidavit-Y).

(c) The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility.

(d) Those who are blacklisted / filed case against this institute are not allowed.

(e) 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 the prospective bidder is found to have applied severally in a single job, all his applications will be rejected for that job. Sub contract will not be allowed.

(f) Conditional / Incomplete EOI will not be accepted under any circumstances.

(g) Absence of any of these details / lack of proof or lack of sufficient documents to substantiate the above shall make the Bidder ineligible for further consideration. During the process of evaluation, if the EOI Inviting Authority finds that there are any wrong details, misrepresentation or false declarations given by the Bidder, the EOI Inviting Authority shall have the right to disqualify and / or black list the firm and take other action as deemed necessary.

(h) Bidder has to produce duly self-attested supporting documents/certificate from the client with whom they have worked. Balance Sheet should be audited and certified by the Chartered Accountant (Mentioning UDIN is compulsory).

(i) Agencies are required to give a detail work programme in the form of a bar chart/work flow chart along with EOI.

(j) The bid submission by an intending bidder who is already blacklisted in any State/Central Government, State/ Central Government Undertaking, Statutory/ Autonomous bodies constituted under the Central/ State Statute will not be entertained.

(k) The eligibility of a bidder will be ascertained on the basis of the attached documents in support of the minimum criteria and the declaration executed through prescribed affidavit in non-judicial stamp paper (must be submitted both sides of Stamp Paper) of appropriate value duly notarized. If any documents submitted by a bidder is either manufacture or false, in such cases, the eligibility of the bidder will be out rightly rejected at any stage without any prejudice.

- Technical proposals will be opened by the authorized representatives Intending bidder may remain present, if they so desire.

If there is any deficiency in the Documents, the tender will summarily be rejected.

Due to unavoidable circumstances or exigencies, The EOI Inviting Authority may change the time and date of opening the Technical Bids. Bidders shall have to abide by the said changes.

- While evaluation, the Committee may summon the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

- Canvassing in connection with the EOI is strictly prohibited.

- The successful bidder will have to start the work as per the work order to commence the work.

- The bidder shall not be entitled for any compensation for any loss suffered by him due to delay arising out for modification of the work.

- No bidder shall be deemed to be fit for consideration unless the EOI documents are fully and completely filled in. All information that may be asked from the bidder must be unequivocally furnished. The eligibility of a bidder will be ascertained on the basis of the documents submitted by a bidder in support of eligibility criteria. If any document submitted by a bidder is found to be incomplete/incorrect/ manufactured / fabricated or false, his EOI will be out rightly rejected at any stage and legal action will be taken against him.

- In the event of a EOI being submitted by a firm, it must be signed by a member or members of the firm having legal authority to do so and if called for, legal documentations in support thereon must be produced for inspection and in the case of a firm carried out by one member or a joint family it must disclose that the firm is duly registered under the Indian Partnership Act.

- The bidder must sign at the bottom of each page of the EOI documents as a proof of acceptance of terms and conditions of the EOI. Overwriting shall not be allowed. All corrections, alternations etc. must be duly signed.

GENERAL TERMS & CONDITIONS OF CONTRACT

1. The authority of this University will evaluate and compare the documents, determined to be substantially responsive stage wise.

2. No deviation from the contract will on any account be allowed unless an order in writing is obtained from the EOI Inviting Authority.

4. The bidder shall not without the written consent and approval of the EOI Inviting Authority assign the agreement or sublet any portion of the work.

5. The successful bidder shall have to enter into an agreement with the EOI Inviting Authority. Stamp duty and all other costs connected with execution of such agreement shall be borne by the successful bidder.

6. Payment terms will be decided at the time of signing agreement.

7. Except where otherwise provided in the Contract, all questions and disputes relating to the meaning of the specifications, designs, drawings and instruction herein before mentioned and as to the quality of workmanship or materials used on the work, or as to any other question, claim, rights, matter, or things whatsoever, in any way arising out of or relating to the contract, design, drawings, specifications estimates, instructions, orders or these conditions or otherwise concerning the works or the execution or failure or execute the same, whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Competent authority of Raiganj University.

8. The EOI Inviting Authority will called the bidders for demonstration / discussion.

8. Selection of the bidder will be based on technical evaluation. Technically sounds bidder will be empanelled initially for one year. The price bid will called from the empanelled bidder as an when required.

Discretion of the University:

University reserves the right to relax any clause as stated hereinabove for selection of responsive vender. The EOI Inviting Authority reserves to right to accept or reject or to cancel the EOI due to unavoidable Circumstances and no claim in this respect will be entertained.

NOTE: [Raiganj University reserves the right to cancel this document, and/or invite afresh proposals with or without amendments to this document without liability or any obligation for such document, and without assigning any reason thereof. Raiganj University reserves the right to take the final decision regarding selection of bidder.]


Finance Officer
Raiganj University
Finance Officer
Raiganj University
Uttar Dinajpur

AFFIDAVIT – Y

(To be furnished in Non-judicial stamp paper of appropriate value duly notarized)

- (I) I, the undersigned 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 undersigned.
- (II) The undersigned also hereby certifies that neither our Firm/ Company nor any of constituent partners had been debarred to participate in tender by State/ Central Government, State /Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/ State statute in favour of whom credentials are preferred by the undersigned towards eligibility criteria claim; during the last 5 (five) years prior to the date of publication of this EOI.
- (III) The undersigned would authorize and request any Bank, person, Firm, or Corporation to furnish pertinent information as deemed necessary and/or as requested by The EOI Inviting Authority herein referred to as the EOI Inviting & Accepting Authority, to verify this statement.
- (IV) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the EOI Inviting & Accepting Authority.
- (V) Certified that I have applied in the EOI in the capacity of individual/as partner of a firm & I have not applied severally for the same job.
- (VI) I do not have any litigation in past or present with any Govt./PSU/Semi-Govt. organization of the State/ Central Government.
- (VII) I or any of my constituent partner shall neither have abandoned any work nor any of our contract have been rescinded during the last 5 (five) years from the date of publication of this EOI. Such abandonment or rescission will be considered as disqualification towards eligibility

Date:

Authorized signatory of the Firm/Company:

Title & Capacity of the officer:

Name of the Firm with Seal: