

Ref. No.: MAKAUT-WB/2020-21/REGN.CERT./001

Dated: 15-01-2021

Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT, WB) invites quotation for Printing of Registration Certificate for MAKAUT, WB for Academic Session 2020-21.

Please follow the Part-A, Part-B, Part-C, Part-D and Part-E of this tender for further details.

PART-A: KEY INFORMATION

<u>Sl. No.</u>	<u>About</u>	<u>Remarks / Date</u>
1.	About the Assignment:	Printing of Registration Certificate for MAKAUT, WB for Academic Session 2020-21 (As per sample provided by the University).
2.	Name of the Tender Inviting Authority:	Registrar, MAKAUT, WB
3.	Last date of Submission of bids:	22-01-2021
4.	Tender Fee:	Rs. 500/- (Rupees Five Hundred only)
5.	University Bank Details for collecting Tender Fee: -	
5.a.	Bank & Branch:	Indian Bank, Salt Lake Branch
5.b.	Bank Account Number:	6360279330
5.c.	Name of the Account:	MAKAUT-WB
5.d.	Type of Account:	Current Account
5.e.	IFS Code:	IDIB000S147

PART-B: SPECIFICATIONS OF THE ITEM(S) / JOB(S)

<u>Sl. No.</u>	<u>Item & Specifications</u>	<u>Quantity</u>
1.	REGISTRATION CERTIFICATE FOR ACADEMIC SESSION 2020-21 (As per Sample to be provided by the University). SPECIFICATIONS: <ul style="list-style-type: none"> • 120 GSM MAPLITHO PAPER, • A4 SIZE, • MULTI-COLOUR PRINTING, • SERIAL NO. IN EVERY CERTIFICATE WITH UV SECURITY MARKING. 	46,000 Nos.

PART-C: TECHNICAL INFORMATION / DOCUMENTS (TO BE PROVIDED BY THE BIDDER)

- 1) Basic Information (to be provided on Company's Official Letterhead):
 - a) Name
 - b) Address
 - c) Contact No.
 - d) E-mail Id
 - e) Contact Person's details (Name, Designation, Contact No. E-mail id)
- 2) Valid Trade License for Financial Year 2020-2021
- 3) PAN
- 4) GSTIN
- 5) P. Tax Registration Number
- 6) Last paid Electricity Bill / Telephone Bill (at Official address)
- 7) Tender Fee & Earnest Money deposit details:

Sl. No.	Item	Amount	Transaction details*	Bank Details**
1.	Tender Fee	Rs. 500/-		

* Mode of Payment (NEFT / Net Banking / UPI / IMPS / Any other mode), Transaction Reference No. with the Date of transaction (Tender Fee and EMD have / has to be deposited separately).

** Bank Name & Branch, Bank Account No. of the Bidder from which the amount will be credited to the University Account.

- 8) Any other necessary information that the bidder would like to mention:
 - a)
 - b)
 - c)
 - d)
 - e)
 - :
 - :
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 - :
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PART-D: BOQ

<u>Sl. No.</u>	<u>Item / Job</u>	<u>Quantity</u>	<u>Item Rate (Rs.)</u>	<u>Item Value (Rs.)</u>
1.	REGISTRATION CERTIFICATE FOR ACADEMIC SESSION 2020-21. <u>SPECIFICATIONS:</u> <ul style="list-style-type: none"> • 120 GSM MAPLITHO PAPER, • A4 SIZE, • MULTI-COLOUR PRINTING, • SERIAL NO. IN EVERY CERTIFICATE WITH UV SECURITY MARKING. 	46,000 Nos.	XXXX	XXXXX
Item Value (excl. GST)				XXXXX
Add: GST @%				XXXX
Grand Total (incl. all)				XXXXX

Bids must be submitted as per the “Part-E” of this tender (General Terms & Conditions). So, before submitting the bid documents, interested vendors are requested to carefully go through the same to avoid cancellation / rejection of the bid or any unnecessary complications in future in this regard.

PART-E: GENERAL TERMS & CONDITIONS

- 1) The bidder should be a registered firm under prevailing rules. Bidder having an office in Nadia, North 24 Parganas or Kolkata may be given preference. The bidder will have to provide essential registration numbers like PAN, GSTIN, Profession Tax, etc.
- 2) The tendering process will be two-stage bidding: (a) Technical and (b) Financial. Bids should be submitted in properly sealed envelopes (no stapling). There should be separate sealed envelopes for Technical Bid and Commercial / Financial Bid. The envelopes should be addressed to the *Registrar, MAKAUT, WB*. The Tender Reference Number, Tender Date, Title of the tender, Name and Address of the vendor should be properly mentioned on the envelopes. Envelope in unsealed condition or without having any of the above information will not be considered for further process.
- 3) Last date of submission of bids: **22nd January, 2021** (hard copies).
- 4) Bid documents are to be dropped in the specified tender box at the Haringhata Campus of the University.
- 5) Prior to submitting the hard copies of the bid documents to the University, the scanned copies of the same should be mailed to makaut.purchase@gmail.com.
- 6) Any firm already having any legal dispute with the University need not to submit the bid.
- 7) Apart from the above list mentioned in Part-C of this tender notice, the University may ask the bidder for any other document(s) / information, if feels necessary. The bidder has to furnish the document(s) / information immediately failing which his bids will be rejected.
- 8) All the documents should be authenticated with official stamp and signature / signatures thereon by the bidder.
- 9) Submission of false document(s) / information by the bidder will result into cancellation of bid and the University may take strict action against that bidder.
- 10) Any document sent in .jpeg / .jpg / .doc / .docx / .xls / .xlsx format will not be accepted.
- 11) The University reserves the right to accept or reject any bid without showing any reason.
- 12) Any dispute which may arise between the bidder and the University regarding this bidding shall be referred to the Vice Chancellor of the University whose decision shall be final and irrevocable in this regard.
- 13) Being the lowest bidder (L1) in term of quoted amount (incl. all) may not be the only condition to receive the order, other criteria like having PAN, GSTIN, location of office, etc. may also be considered during selection of the eligible bidder. Decision of the University in such case will be the final.
- 14) In case the selected bidder is unable to supply the items after being selected to supply the items or after receiving the respective order from the University, the bidder should immediately inform the University Authority about the same by e-mail. Decision of the University in such case will be the final.
- 15) Delivery of the items to the destination is solely the bidder's responsibility and no extra charge will be paid by the University for the same. Any damage of the item during transit will be the responsibility of the bidder.
- 16) Govt. levies will be as per existing Government Rules. The University will provide DSIR Certificate against which all permissible tax relief has to be ensured.
- 17) If any vendor is registered under GST Composite Scheme, the same is to be mentioned in Part-C (Item No.4). The same may also be mentioned in the BOQ.

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- 18) Payment will be subject to successful delivery items and necessary approval by the Approval Authority of the University. No additional charge will be paid by the University towards installation charges.
 - 19) The bidder should submit GST-compliant bill / invoice for GST bill / invoice. Copy of the order received by the vendor always should be attached to the challan and bill / invoice.
 - 20) PAN, GSTIN and Bank details of the bidder are to be mentioned in the bill / invoice.
 - 21) Statutory deductions (if any) during payment process will be made as per existing Government Rules.
 - 22) The payment will be made only in favour of the bidder's name. Any exception in this regard will subject to the consideration of the University Authority only.
 - 23) For any query related to the bid submission, the bidder may contact the University by e-mailing to: purchase.makaut@gmail.com.

**Sd/-
Registrar
MAKAUT, WB**