



প্রফেসর প্রদ্যুৎ কুমার পাল
নিয়ামক (ভারপ্রাপ্ত)
Prof. Prodyut Kr. Paul
Registrar (Acting)

উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়
পুন্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫
UTTAR BANGA KRISHI VISWAVIDYALAYA
P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

ইমেল/E-mail: registrarubkv@gmail.com
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NOTICE INVITING TENDER (NIT)

Ref. No. UBKV/Est. T/P-02/31/2024-25 Date: 04/10/2024

Online tenders are being invited under two bid systems viz, Part-I Technical Bid and Part-II Financial Bid from the Intending reputed, bonafied and experienced agencies to execute an **Annual rate contract** for publishing of Tender/Advertisements/Result/Notices etc. in daily newspaper **at discount basis** on current price list of below mentioned Daily Newspapers.

Sl. No.	Name of Newspaper	Language	Column	Percentage (%) of highest possible discount on current Price List
01	Ananda Bazar Patrika	Bengali	Display	
02	Ananda Bazar Patrika	Bengali	Classified	
03	Uttar Banga Sambad	Bengali	Display	
04	Uttar Banga Sambad	Bengali	Classified	
05	Bartaman	Bengali	Display	
06	Bartaman	Bengali	Classified	
07	Aajkal	Bengali	Display	
08	Aajkal	Bengali	Classified	
09	Janpath Samachar	Hindi	Display	
10	Janpath Samachar	Hindi	Classified	
11	The statesman	English	Display	
12	The statesman	English	Classified	
13	The Hindu	English	Display	
14	The Hindu	English	Classified	
15	The Hindusthan Times	English	Display	
16	The Hindusthan Times	English	Classified	
17	The Times of India	English	Display	
18	The Times of India	English	Classified	

Tender Schedule:

• Date of Online Publication	:	04/10/2024
• Starting Date of online upload & submission	:	04/10/2024
• Last date of online bid submission	:	21/10/2024
• Last date of quotation submission (Hard copy)	:	22/10/2024
• Opening date of Technical bids	:	23/10/2024
• Tender fee	:	Nil
• Earnest Money Deposit (EMD)	:	₹ 10000.00 (Rupees Ten thousand) only by means of D/D from any Indian Commercial Bank in favor of Uttar Banga Krishi Viswavidyalaya , Payable at Cooch Behar.
• Details available in the website	:	https://wbteners.gov.in

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1. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly signed by the Authorized Company personnel/Dealer/Proprietor. All papers must be submitted in English language.

2. Eligibility for Quoting: Vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular publication or publications are not eligible to participate in the current tender.

Annual Turnover Requirements:

Vendors having average annual Turn Over up to Rs. 20 Lakh or above for the last three financial years 2021-22, 2022-23 & 2023-24 are eligible to participate in the Tender.

3. General process of submission

All the documents including addendum/ Corrigendum related to the tender uploaded by the Tender Inviting Authority form an integral part of the contract. The bidders shall go through the tender documents carefully and prepare the required bids. Tenders to be submitted in two envelopes at a time, one is Technical Bid and the other is Financial Bid.

4.1 Audited Annual Accounts for last three years 2021-22, 2022-23 & 2023-24 or during the period since formation of the Firm, if it was set up in less than such 3- year period. Bidders whose accounts are not audited must submit 26AS for the above years as available in the official website of the Income Tax Department, Government of India with other documents stated below:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
			P -Tax Registration Certificate with a copy of last return
2	Company Details	Company Details 1	Trade License/Enlistment Certificate
			Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3	Credential	Credential 1	Copy of the order for publishing Similar nature of articles at least for last 2 years in an Institute of Higher Education Brief User List preferably for users in West Bengal
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment year 2018-19
			Income Tax Returns submitted for the Assessment year 2019-20
			Income Tax Returns submitted for the Assessment year 2020-21
			GST Return for last 3 months in 2020-21

4.2 Financial Bid

Financial Bid should contain the **rate of discount** along with current price list of publishing against each Newspaper. Rate of applicable GST if any also to be mentioned separately.

5 TERMS & CONDITIONS:

5.1 Bid Information:

- a) The rate of discount quoted by the bidders shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- b) Partial Tender/Incomplete tenders both for Technical and Commercial aspects may subject to cancellation of tender. However, University authority will define the Partial Tender/Incomplete Tender based on the tender evaluation status.

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- 5.2 Bidder has to submit an undertaking that no other University/Institute/Government bodies has been offered discount rate more than this.
- 5.3 A bidder should spell out in the tender that it shall remain valid for a minimum period of **one year** from the date of acceptance of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.
- 5.4 **Conditional bid may be liable for rejection.**
- 5.5 **Credentials:** Documents of publishing similar jobs in last two previous years of an Institute of Higher Education may be submitted along with the tender.
- 5.6 **Evaluation of Tender:** Firstly, Technical Bid will be evaluated and thereafter Price Bids of technically qualified bidders will be evaluated for selection of vender.
- 5.7 **Award of Contract:** The Viswavidyalaya will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially.
- 5.8 University enjoys the discretion to select vendor either in full or in part (Newspaper wise) for the betterment for pursuing of tender objectives.
- 5.9 The vendor should quote and be capable to publish all the necessary Tender/advertisements/Notices etc. as per orders.
- 5.10 The selected agency will have to sign an agreement with the authority of the Viswavidyalaya initially for a period of 01 (One) year, it may be extended further as per requirement, subject to satisfactory performance.
- 5.11 EMD of disqualified and unsuccessful bidders would be released without any accrued interest after completion of selection process.
- 5.12 **The selected agency will have to deposit security money by means of DD/BG in favor of Uttar Banga Krishi Viswavidyalaya from any Indian Commercial Bank payable at Cooch Behar amounting Rs. 25,000.00 (Rs. Twenty-five thousand) only at the time of signing of agreement for the period of the contract. The same would be released without any accrued interest after successful completion of the same.**
- 5.13 Statutory deduction for GST and other Government taxes in the hand of the payee will be made as per the law in force.
- 5.14 **Time Schedule:** The publishing work must be completed within time scheduled stated in order.
- 5.15 **Payment Schedule:** 100% Payment will be made after satisfactory publication of the Tender/Advertisement/Notice.
6. **University may forfeit the Security Money in the event of the following circumstances:**
- i. If selected bidder does not accept the order after issuing the same.
 - ii. **If selected bidder fails to publish the Tender/Advertisement/Notice etc. within the scheduled time as specified in the order.**
 - iii. In case of any false submission /statement by the bidder.
 - iv. In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions.
7. **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 Cooch Behar jurisdiction only.

8. Liquidated Damages: If the agency fails to publish the advertisement within the time frame(s) incorporated in the work order, the Viswavidyalaya shall, without prejudice to other rights and remedies available to the Viswavidyalaya under the work order, deduct from the order price, as liquidated damages, a some equivalent to 2% per month (part of a month to be taken as one month) of delay or part thereof on delayed publish the advertisement until actual publish the advertisement or performance subject to a maximum of 10% of the published value. Once it reached the maximum level purchaser/ consignee may consider termination of the order perform herein. During the above-mentioned period of publish of the advertisement/Notice and / or performance, the conditions incorporated herein shall also apply.

9. Discretion of the University:

- i) University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.
- ii) The University reserves the right not to accept the rate even from the bidder offered highest discount.
- iii) The University reserves the right to accept or reject any or all tenders without giving any reason whatsoever.
- iv) The Tender Selection Committee reserves the right to cancel the N.I.T. due to any unavoidable Circumstances and no claim in this respect will be entertained.

10. Arbitration: In the event of any dispute or difference whatsoever arising under the contract or in connection therewith including any question relating to existence, meaning and interpretation of the contract or any alleged breach thereof, the same shall be referred to the sole Arbitration of the Chairman of the **Uttar Banga Krishi Viswavidyalaya** or to a person appointed by him for that purpose. The arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Law 1996.

11. Jurisdiction: All matters of dispute arriving out of the order shall be referred to the District Court, Cooch Behar only.

12. Contact Details: Bidders may contact to Mr. Azad Rahaman Ahmed (m) 94348 12945 for any queries regarding submission of Tender.

Sd/-
Registrar (Actg.)