



# WEST BENGAL STATE UNIVERSITY

Berunanpukuria, Malikapur Barasat

24 Parganas (North), Kolkata - 700 126

Phone : (033) 2524 1975 / 1976 / 1978 / 1979 Fax : (033) 2524 1977

Ref. No : WBSU/Reg/NIQ/E-Procurement Work / 370 / 2021-2022

Date : 16.02.2022

## Notice Inviting Quotation for Outsourcing of E-Procurement Work of WBSU

The University intends to invite rates through sealed quotations for hiring the services of interested firms/agencies carrying out E-Procurement works in a reputed State Aided University which involves maintaining of E-accounts of the University, preparation of E-Documents, hosting of E-tenders in the website <https://wbtenders.gov.in>, evaluation of tenders (Technical and Financial), uploading of AOC, creation of NIT and BOQ, preparation of work order and all other related works. A person having experience in such type of works is to be deployed in the University Campus at WBSU, Barasat during the working hours on all working days for carrying out the work. The person deployed will report to Registrar(Officiating), WBSU on daily basis for allocation and execution of works.

The bidders should also consider the following before submitting the quotations –

- 1) The Company/Agency/ Firm has to carry out the entire installation, operation, maintenance process etc including registration and hosting on their own.
- 2) The vendor has to provide a backup of all the data hosted in the website as desired by the University.
- 3) Client list for carrying out such type of work of the vendor is a criteria for getting selected for which necessary documents to be submitted along with the quotation.
- 4) PAN, GST, Income-Tax return file/document for the last three financial years, Registration and other commercial details to be enclosed with the quotation.
- 5) **The rates will have to be quoted on per month for one person. Statutory Taxes/Duties shall be paid extra on submission of documentary evidence from the respective agency end.** Price negotiation may be carried out with the technically suitable vendor/vendors by the University depending on the requirement
- 6) Time Schedule for each work specified by the University will have to be adhered to strictly.
- 7) All technicalities and modalities of operations are to be carried by the vendor in consultation with WBSU.
- 8) Payment will be made per month basis and on successful completion of the work in all respect.
- 9) Penalty of 25% will be imposed, if any shortcomings are detected by the University and the University reputation is any way tarnished.
- 10) The interested vendors may contact the Office of the undersigned for any query/clarification before the submission of the bids.



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- 11) The interested vendor will may visit the Office of the Registrar, WBSU on 21.02.2022 between 12 Noon to 4.00 P.M. for obtaining information of any and other details pertaining to the quotation.
- 12) The work contract shall be valid for One (01) calendar year from the date of issue of the work order. However, there will be provision of extension of services for One (01) more calendar year depending on the satisfactory performance by the entrusted agency and with same rates, terms and conditions.

The rates quoted should be inclusive of all the taxes and duties as applicable as per Govt. Rules . Incomplete, conditional or those received without relevant documents after due date & time shall be summarily rejected. The quotations in sealed cover super scribed "QUOTATION FOR E-PROCUREMENT WORK, WBSU" along with Reference no., date, may be submitted in the Office of the Registrar on or before 23.02.2022 up to 3.00 p.m positively and will be opened by the committee at 3:00 p.m. in the University office on 24.02.2022. The University reserves the right to cancel any or all tenders without assigning any reason there-of. The University reserves the right to award the work to any party on part basis or in full. The details documents of the notice inviting quotation will have to be downloaded from the WBSU website [www.wbsubregistration.org](http://www.wbsubregistration.org) or [www.wbsu.ac.in](http://www.wbsu.ac.in). The accepted rates will be valid for a period of one calendar year and liable to be extended up to two years beyond the initial one year period and subject to satisfactory work and mutual agreement.

**Address for communication: REGISTRAR(Officiating), WEST BENGAL STATE UNIVERSITY, BERUNANPUKURIA, MALIKAPUR, BARASAT, DIST - 24 PARGANAS(NORTH), KOLKATA - 700126, WEST BENGAL**

  
16/2/22  
**Registrar(Officiating), WBSU**

Copy forwarded for information and necessary action, if any, to:

1. Vice-Chancellor's Secretariat, W.B.S.U.
2. Notice Board of the Office of the District Magistrate, North 24 Parganas.
3. The Prodhan, Ichhapore Nilgunj Gram Panchayet, North 24 Parganas.
4. The Sabhadhipati, North 24 Parganas Zilla Parishad, Barasat
5. The Officer-in-Charge, Duttapukur Police Station.
6. Finance Officer, W.B.S.U
7. University Engineer, W.B.S.U
8. Deputy Registrar, W.B.S.U
9. University Website
10. University Notice Board
11. Registrar's Department, Guard file

**Registrar (Officiating)**  
**West Bengal State University**  
**Barasat, Kolkata-700126**

**Registrar(Officiating), WBSU**