

Ref. No: F69.V2/REG/2599-26

Date: 31.07.2026

NOTICE INVITING E-TENDER

The Registrar (Addl. Charge), Cooch Behar Panchanan Barma University, invites E-Tender, for Printing of the University Degree Certificates.

NAME OF THE WORK	SPECIFICATIONS	Qty. (Approx.)
1. Printing of the University Degree Certificates	Paper Size - 12 inch x 8.6 inch, Cream Texture paper of 140 gsm, Multi-colour printing (with software enable printing), embossed (University Logo) 2.5 cm x 2.5 cm on certificate.	23000
2. Diploma Register	Diploma Register Size: 14'' x 10''	10
1. Amount should be quoted including Certificate Printing and Carrying Charge. 2. University Degree Certificates are to be delivered to the University premises (Cooch Behar Panchanan Barma University, Panchanan Nagar, Vivekananda Street, Cooch Behar – 736101, West Bengal, India) on or before 2 nd week of the month of September 2026.		

Dates & Information:

Sl. No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC: https://wbtenders.gov.in	31.07.2026
2	Documents download (Online)	01.08.2026 (from 09.00 a.m.)
3	Bid Submission Start Date(Online)	01.08.2026 (from 09.00 a.m.)
4	Bid Submission Closing Date (Online)	14.08.2026 (up to 06:00 p.m.)
5	Bid Opening Date (Online) – Technical Bid	17.08.2026 (from 11.00 a.m.))
6	Date of uploading list for technically qualified bidder (Online)	To be notified
7	Date of opening of Financial Bid	To be notified
8	Date of uploading of list of bidders along with the approved Rate	To be notified

1. INTRODUCTION

In the event of e-tendering, intending bidder may download the tender documents from the website: <https://wbtenders.gov.in/> indirectly with the help of Digital Signature Certificate (DSC) or from the Cooch Behar Panchanan Barma University website www.cbpbu.ac.in.

2. Scope of Work

The Contract shall be valid for a period of one year from the date of issue of first Purchase Order and no upward revision will be allowed during the period of contract.

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3. TERMS & CONDITIONS

- 3.1 **University Degree Certificates** shall be supplied within the stipulated time.
- 3.2 The quantity mentioned in the tender document may vary depending upon requirement. The University will place Purchase Orders from time to time depending upon operational requirements at the approved rate(s).
- 3.3 Rate should be quoted including all taxes, charges i.e. freight, labour, transportation and other rates.
- 3.4 The University reserves the right to extend timelines for delivery of the University Degree Certificates & decision taken by the University shall be abiding on the bidder.
- 3.5 **All the University Degree Certificates and others material are to be supplied at Cooch Behar Panchanan Barma University, Panchanan Nagar, Cooch Behar - 736101.**
- 3.6 The Bidder will be responsible to make all arrangement to ensure complete security and secrecy with regard to the safe custody and timely supply of the University Degree Certificates to the University.
- 3.7 The University will not be responsible in case of any loss of the University Degree Certificates while in transit.
- 3.8 A Penalty of 4% per week subject to a maximum of 10% on the proportionate amount of the bill on account of delayed supply of the University Degree Certificates will be imposed in case the supply is not made within the stipulated period. However, if the supply is made beyond 30 days from due date, EMD/Security Deposit will also be forfeited in addition to the penalty.
- 3.9 Tax shall be deducted as applicable as per rules on all bills.

4. TECHNICAL AND QUALIFYING CRITERIA

- 4.1 **The Technical Bid shall be opened on 17.08.2026 at 11:00 AM in the Cooch Behar Panchanan Barma University in the presence of those bidder(s), who wish to be present. No separate communication will be sent in this regard. In the event of due date being a closed holiday or declared Holiday for CBPBU/ Government offices, the due date for opening of the bids will be the following working day at the appointed time and venue.**
- 4.2 **The Bidder needs to submit Sample Copy of Certificate for Inspection and verification of quality and eligibility at time Technical Evaluation.**
- 4.3 The bidder should have been in the business of Supplying of University Degree Certificates or similar type of Certificates for at least from last two years or more. **(A scanned certificate from the authorized signatory to be attached along with the technical bid) and above experience to supply in the Universities or Other Institute.**
- 4.4 The Bidder should have undertaken and successfully completed Two similar or related Work Order each of value of at least **Rs. 2 lakhs** of different Government Department/PSU/Company incorporated under the act/University/Institutions etc. in last two years **(Scanned copy must be attached with the technical bid)**
- 4.5 Copies of GST Registration Certificate, PAN certificate and last I Tax Return Acknowledgement have to be attached with Bid. **(Scanned copy must be attached with the technical bid)**

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- 4.6 The bidder shall indicate the complete address of the firm with the name(s) of the contact person(s) and their telephone/Fax/Mobile numbers. **(Scanned copy must be attached with the technical bid)**
- 4.7 The bidder must submit an Undertaking on its letter head that they have not been blacklisted by any State Government/Central Government/Public Sector Undertaking/University in India in last two years. **(Scanned copy must be attached with the technical bid)**
- 4.8 A tender acceptance letter must be attached along with the technical bid as per **Annexure-II**.
- 4.7 After the opening of the Technical Bid, the technically qualified bidder(s) shall be required to provide a demonstration of their proposed printing plan and the methodology/procedure to be adopted for the execution of the work covered under this tender.

BID SUBMISSION

- 4.9 “Technical Bid” shall comprise of all documents as per **Annexure-I**.
- 4.10 “Financial Bid” shall comprise of the price bids of the items included in
- 4.11 Tender acceptance letter must be signed by the authorized signatory of the bidder with seal.
- 4.12 Conditional tenders will not be accepted.
- 4.13 Manual bids shall not be accepted.
- 4.14 Bids shall be submitted online only at WB Tender portal: <https://wbtenders.gov.in/>
- 4.15 Bidder are advised to follow the instructions provided in the ‘Instructions to the bidder for the e-submission of the bids online through WB Tender Portal for e-procurement at <https://wbtenders.gov.in/>
- 4.16 Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4.17 Bidder who has downloaded the tender from the University website www.cbpbu.ac.in and West Bengal Procurement Portal <https://wbtenders.gov.in/nicgep/app> , shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Cooch Behar Panchanan Barma University.
- 4.18 Intending bidder are advised to visit again University website www.cbpbu.ac.in and WB Tender Portal <https://wbtenders.gov.in/nicgep/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

5. OPENING OF FINANCIAL BID AND EVALUATION

Financial bid of only eligible and technically qualified bidder will be opened. Generally the lowest financial bid in respect of each category/brand of medals will be considered separately for the award of work as per terms and condition.

6. FINAL DECISION MAKING AUTHORITY

The University reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the university to the bidder(s).

7. SUMMARY REJECTION OF TENDER:

The tenders not accompanied by Tender Fee Deposit shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions



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mentioned, etc., his tender is liable to be rejected.

8. AMENDMENT OF TENDER DOCUMENT:

8.1 Before the deadline for submission of tender, the University may modify the tender document by issuing addendum/corrigendum.

8.2 Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the University website (www.cbpbu.ac.in) and Wb Tender portal <https://wbtenders.gov.in/nicgep/app> Prospective bidders must visit the website before filling and submission of Tender Document for such information.

9. ARBITRATION AND SETTLEMENT OF DISPUTES:

In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Registrar or any other person as approved by the Vice- Chancellor, Cooch Behar Panchanan Barma University. There will be no objection for to such appointment on the found that the arbitrator is an Employee of Cooch Behar Panchanan Barma University or that he/she has to deal with the matter to which the agreement relates or that in course of his/her duties as Cooch Behar Panchanan Barma University Employee he/she has express views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties.

The arbitrator may from time to time with the consent of parties change the time for making and publishing the award. Subject to India Arbitration and Conciliation Act 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause. The proceedings of the arbitration shall be carried out in Kolkata with its jurisdiction of courts at Kolkata.

10. TAXES AND DUTIES: The GST taxes and duties should be quoted separately be mentioned in the bid. In the event of an increase in taxes/duties, the extra Liability on account of these taxes shall be borne by Cooch Behar Panchanan Barma University. Similarly in the and clearly. The terms such GST as Taxes and duties as applicable or at actual should not event of abolition/reduction of taxes/duties, the savings accruing to the bidder shall be passed on to Cooch Behar Panchanan Barma University.

11. TERMS OF PAYMENT

11.1 PAYMENT MODE: Payment will be made to the bidder against the Bill by ways of ECS/RTGS after deducting the TDS as applicable.

[Tender Fee: Rs. 1,000/- (Rupees One Thousand Only) and Earnest Money Rs. 10,000/- to be Deposited at the time of Submitting the bid in favour of Cooch Behar Panchanan Barma University, Savings Account Number: 32741316141, IFSC Code: SBIN0000058]

Sd/-

Registrar (Addl. Charge)

Cooch Behar Panchanan Barma University

Panchanan Nagar, Vivekananda Street

Cooch Behar – 736101, West Bengal

TECHNICAL BID

1. Name of the Company
2. Address (with Tele No. fax No. & e-mail)
3. Contact person Name and mobile number
4. The number of years of experience in the business. _____
5. (a) Registration Number _____
 (b) GST Number _____
 (c) PAN Number _____

6. Whether owned/rented.

7. Bank details:

8. Confirm the Attachment: -

S. No.	Document	Whether attached	Page No.
1.	Whether the firm is in existence for two years or more in the business. If yes, necessary supportive document should be attached?	Yes/ No	
2.	Attach the copies of two similar or related Work Order each of value of at least Rs. 2 lakhs.	Yes/ No	
3.	Copy of I Tax Return Acknowledgement , GST Registration Certificate and PAN Certificate.	Yes/ No	
4.	Attach the copy of complete address of the Company Office Along with the name(s) of the contact person(s) and their telephone/Fax/Mobile numbers.	Yes/ No	
5.	Attach a letter that they have not been blacklisted by any State Government/Central Government/Public Sector Undertaking/ University in India in last two years.	Yes/ No	
6.	Attach tender acceptance letter.	Yes/ No	

Declaration

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company will be black-listed and will not have any deal with the Organizations in future.

**Authorized Signature
with Seal of Company**

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: _____

Name of Tender / Work:-

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No._ to_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking/University of India in last 3 years.
6. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)