



Ref. No.:F69.V4/ REG/2703-26

Date: 07.08.2026

NOTICE INVITING E-TENDER

The Registrar (Addl. Charge), Cooch Behar Panchanan Barma University, invites E-Tender, for Decoration and supply of required materials for the ensuing 5th Annual Convocation, 2026 of Cooch Behar Panchanan Barma University to be held on 30.09.2026 at the Utsav Auditorium (adjacent to D.M. Office, Cooch Behar).

Dates & Information:

Sl. No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC: https://wbtdenders.gov.in	10.08.2026
2	Documents download (Online)	11.08.2026 (from 01:30 p.m.)
3	Bid Submission Start Date(Online)	11.08.2026 (from 01:30 p.m.)
4	Bid Submission Closing Date (Online)	17.08.2026 (up to 06:00 p.m.)
5	Bid Opening Date (Online) – Technical Bid	20.08.2026 (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

Specification of Works

1) Decoration of main dais by wooden frame, Lying digital carpet, VVIP chair, VIP chair, tea table Podium, digital flex, flower decoration at the front of dais, flower bouquets & flower vase etc. Also arrangement of all complete sound system including materials and labour charges.
2) Making Box gate by wooden frame, flex, Flag stand, laying carpet at the front of the UTSAV auditorium. 1 nos, wooden stage for giant screen, flower work at the main entrance, garden etc. All complete including materials and labour charges.
3) Making view cutter over the boundary wall of the front and 2 side of the UTSAV auditorium. Making registration counter with chair, table with cover, arrangement of pre-convocation meeting with VVIP chair, VIP chair, table, flower basket etc. All complete including materials and labour charges.
4) Temporary water proof pandal by bamboo structure, Tarpaulin sheet, decorative false ceiling, wall etc as sitting arrangement for 100 guest at the outside of auditorium with chair with cover, table with cover, laying carpet over the floor. All complete including materials and labour charges.
5) Making temporary pandal by bamboo structure, tarpaulin sheet, decorative false ceiling, wall etc for storing and distribution of food packets for students at the backside of auditorium also for VIP at mahal /Yuba abash with chair with cover, table with table cover, laying carpet over the floor, distribution counters. All complete including materials and labour charges.



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TECHNICAL AND QUALIFYING CRITERIA

1. The Technical Bid shall be opened on **17.08.2026 at 11:00 AM** at **Cooch Behar Panchanan Barma University** in the presence of the bidder(s) who wish to be present. No separate communication will be sent in this regard.
2. In the event that the due date falls on a **closed holiday or a declared holiday** for CBPBU/Government offices, the bids shall be opened on the **next working day at the appointed time and venue**.
3. The University reserves the right to **add, delete, modify, or change any item of work**, as per its requirements, if necessary.
4. The University reserves the right to **accept or reject any tender, in whole or in part, without assigning any reason whatsoever**.
5. The bidder/firm should have **at least one year of experience in undertaking Convocation-related works or similar type VVIP related works**. A copy of the relevant work experience certificate/order must be submitted with the Technical Bid.
6. The bidder must have **successfully completed at least two similar or related works**, each having a value of **not less than ₹2.00 lakh**, for any Government Department/PSU/Company incorporated under the relevant Act/University/Institution, etc., during the **last two years**. Scanned copies of the relevant Work Orders and Completion Certificates must be attached with the Technical Bid.
7. Copies of the following documents must be attached with the Technical Bid:
 - o GST Registration Certificate;
 - o PAN Card/Certificate; and
 - o Acknowledgement of the latest Income Tax Return (ITR).
8. The bidder shall provide the **complete address of the firm**, along with the name(s) of the contact person(s) and their telephone/fax/mobile numbers. The relevant document must be attached with the Technical Bid.
9. The bidder must submit an **Undertaking on the firm's letterhead** stating that the firm has **not been blacklisted by any State Government, Central Government, Public Sector Undertaking, University, or any other Government/Autonomous Institution in India during the last two years**. The scanned copy of the undertaking must be attached with the Technical Bid.
10. A **Tender Acceptance Letter**, duly signed and stamped, must be submitted along with the Technical Bid as per **Annexure-I**.

[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)