University of Calcutta

ITEM RATE E-TENDER

REGISTRAR DEPARTMENT
DARBHANGA BUILDING

87/1 College Street
Kolkata - 700073

University of Calcutta

Notice Inviting e-Tender

(Bidding through e-tendering mode only)

E-Tender No. : R/03/tender/26-27 **Dated: 14.07.2026**

The University of Calcutta invites e-tenders for the following work from experienced & bonafide firms/ organizations having credential of similar nature of work in any Government/ Semi-Govt./State Aided University/Autonomous Govt. aided Institution.

<u>Name of Work</u>: Supply, Installation, Testing and Commissioning of 2.0 Ton Split (3 Star and 100 Percent Copper) Inverter Ac Machine at Ro Section, 1st Floor, Darbhanga Building, College Street Campus, University of Calcutta.

1) **Earnest Money (EMD)**: Rs **19700**/- only. **(To be deposited Online).**
2) **Estimated cost put to tender: Rs. 9,89,017.00 (including GST) (Approx.)**
3) No interest will be paid on the EMD (if any).
4) **Completion time of the work**: 45 days from the date of issuing work order.
5) **Bid Validity Period**: 180 days.
6) **Name of the Concerned Department**: **Office of the Registrar Department, University of Calcutta.**
7) **<u>Eligibility criteria for participation in the tender (up to date as on date):</u>**

   - The intending bidder must attach the photo-copies of all the relevant documents such as **Valid Trade License in similar nature of work** , P.Tax, GST & Pan and credential for satisfactory completion of **similar nature of job amounting to 75% of the quoted value** in a single tender in the last three (03) financial years in Government, or Government Undertaking or any State Aided University. **Only completion certificate of the work will be considered as Credential of works.** Original documents **(up to date as on date)** may be asked for verification of technical checking on the date of tender opening. Failing to produce original documents, the tender will be rejected.

   N.B: – Completion certificate should contain a) Name of work, b) Name and address of Client, c) Amount put to tender, d) Date of commencement of work e) Date of completion of work.

   - **The bidder must have a registered office at Kolkata or surrounding districts in West Bengal. A copy of the address proof is to be submitted.**

8) **BOQ for the respective work should be uploaded along with valid trade license, P.Tax, PAN, GST & completion certificate for last 03 financial years (up to date as on date).**
9) Consortium is not allowed and No Partial Quote will be accepted.

10) **Time Extension:** Time is the essence of the contract, generally no time of extension will be allowed. But, in case of Force Majeure, the extension of time may be considered on the basis of actual situation and subject to consideration of the Tender Inviting Authority.

11) **Liquidated damage:** Liquidated damage will be charged to the contractor, if they fail to complete the work within the stipulated time as per contract@0.01% per day to a maximum limit of 10 % of the contract value.

12) **Defect& Liability Period:** The defect & liability period will be for a period of **manufacturer guarantee** from the date of completion of the job. Any defects pointed out during said period has to be mending good damages by the agency at their own cost failing which the retention money will be forfeited.

13) No extra payment will be paid beyond the tendered amount.

14) The Tender Inviting Authority reserves the right to accept or reject any tender without assigning any reasons.

15) **The intending bidder must quote all item/s rate on the BOQ, failing which his/her tender, will be cancelled. The Bidder should inspect the site for the mentioned work before bidding of the tender.**

Sd/-
Registrar
University of Calcutta

INSTRUCTIONS TO BIDDERS

Earnest Money (EMD):- Intending bidders are requested to deposit Rs. 19700/- online through his net banking enabled bank account, maintained at any bank or: offline – through any bank generating NEFT/RTGS challan from the e–tendering portal. Intending bidder will get the beneficiary details from e–tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e–Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E–Procurement site.

(Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires considerable time for processing of Payment of EMD.)

N.B.: During evaluation of the tender , the bidder may be requested to produce original hard copy of any of the documents for verification, failing which his/her tender will be liable to rejection.

Important Dates:

Sl. No.	Items	Publishing Date (s)
1	Date of uploading of N.I.T. & Tender documents (online) from this end	**14.07.2026, 06:00 P.M**
2	Documents downloading, Starting date (online)	**14.07.2026, 06:00 P.M**
3	Bid submission, starting date (online)	**14.07.2026, 06:00 P.M**
4	Bid submission, closing date (online)	**29.07.2026, 01:00 P.M**
5	Bid opening date for Technical Proposal (online)	**31.07.2026, 01:00 P.M**
6	Date of uploading of the list of Technically qualified Bidder (online)	**To be communicated later**
7	Date and Place for opening of Financial Proposal (online)	**To be communicated later**
8	Date of uploading of the list of bidders along with the approved rate	**To be communicated later**

Instructions / guidelines for electronic submission of tenders have been annexed for assisting the contractors to participate in e- tendering.

I. Registration of Bidder: - Any bidder willing to take part in the process of e –tendering will have to be enrolled & registered with the Government e – Procurement system through logging on to **https://wbtenders.gov.in.**The bidder is to click on the link for e – Tendering site as given on the web portal.

II. Digital Signature Certificate (DSC): - Each bidder is required to obtain a class - II or class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider.

III. Collection of Tender documents: - The bidder can search & download NIT & Tender documents electronically from computer once he/she logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

IV. Cost of Earnest Money (EMD)

Earnest Money (EMD) Quoted INR
Rs. 19700/- **(To be deposited Online)**

V. Submission of Tenders:-

a. General process of submission: - Tenders are to be submitted through online to the website **https://wbtenders.gov.in** in two folders at a time for each work, one is Technical bid and other is Financial Bid, before the prescribed date and time using the Digital Signature Certificates.

b. Technical Bid:- Technical Bid contains scanned copies of the followings further in two covers (folder)

c. Online bid submission (Bidder/Contractor) process in https://wbtenders.gov.in portal, download the pdf file.

VI. Statutory Cover Containing

i. For NIT and Corrigendum if any (Download the NIT and upload the same by through digital signature).

VII. NON-STATUTORY DOCUMENTS containing the following documents (Up to date as on date):

Sl.No.	**Category**	**Sub Category**	**Sub-Category Description**
A.	Certificates	Certificates	1. PAN Card 2. Professional Tax Registration Certificate 3. GST Registration Certificate 4. Valid Trade License in similar nature of job.
B.	Credential	Credential for satisfactory completion of **similar nature of job amounting to 75% of the quoted value** in a single tender in the last three (03) financial years in Government, or Government Undertaking or any State Aided University. **Only completion certificate of the work will be considered as Credential of works.**	
C.	Financial Information	**P/L AND BALANCE SHEET FOR LAST 03 (three) FINANCIAL YEAR.**	

Note: Failure to submit any of the above-mentioned documents will result in the rejection of the tender.

VIII. Financial Bid:- BOQ in INR (in excel sheet)

i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The Bidder has to quote the rate through online in the space marked for quoting rate in the BOQ.

ii) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

IX. Opening & Evaluation of Tender:-

Opening of Technical Bid:

i) Technical bid will be opened by the Central Tender Committee. Intending bidders may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there be any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.

ii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the evaluation committee.

iii) List of technically qualified bidders would be uploaded.

NB: During evaluation, the Tender Committee may invite the bidders and seek clarification, information, additional documents, or the original hard copy of any document already submitted. In the event of any anomaly or deviation in this regard, their tender will be rejected.

X. Opening and evaluation of Financial Bid:

The financial bids of the bidders declared technically eligible by the Committee will be opened electronically from the web portal on the prescribed date and time.

XI. Penalty for suppression / distortion of facts:

The submission of false documents by a bidder is strictly prohibited and will result in the rejection of their tender and the blacklisting of the bidder.

Sd/-
Registrar
University of Calcutta

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. Refund of Earnest Money Deposit (EMD): Earnest Money Deposit (EMD) furnished by all unsuccessful bidders should be returned to them without any interest whatsoever, at the earliest after the expiry of the final bid validity period but not later than forty five days after the award of the contract. Earnest Money Deposit (EMD) of the successful tenderer should be returned, without any interest whatsoever, after receipt of performance security Deposit from him as stipulated in the contract.

2. Forfeiture of Earnest Money Deposit (EMD): Earnest Money Deposit (EMD) of a tenderer shall be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of his tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, his Earnest Money Deposit (EMD) shall be forfeited.

3. Security Deposit : The University authority will retain a sum amounting to 10% of the bill of the contract for a period of six months from the date of completion of work as **Security Deposit**. This will be released after a period of six months from the date of completion of the work on application.

4. Refund of Performance Security: Performance Security will be refunded to the contractor without any interest, whatsoever, after he/she duly performs and completes the contract in all respects but not later than sixty days of completion of all such obligations under the contract.

5. Forfeiture of Performance Security deposit : Performance security will be forfeited and credited to University of Calcutta in the event of a breach of contract by the tenderers, in terms of the relevant contract.

6. Verification of the Bank Guarantees: Bank Guarantees submitted by the tenderers as Earnest Money Deposit (EMD)/Performance Security need to be immediately verified from the issuing bank before its acceptance, through written communication.

7. Materials brought to the site for the execution of the work must not be removed from the site without the prior permission of the Office of the Registrar, University of Calcutta.

8. The University is not bound to accept the lowest bid and reserves the right to reject any or all bids without assigning any reason.

9. The bidder must obtain the necessary instructions regarding the execution of work from the Office of the Registrar Department, University of Calcutta.

10. If the successful tenderer fails to commence or is unable to complete the work after the work order is issued, their EMD and Performance Security will be forfeited, and no claims shall be entertained.

11.If the successful contractor's bid rate is 80% or less than the estimated amount put to tender the contractor will have to submit a Bank Guarantee amounting to 10% of the Tendered amount in addition to the EMD amount before issuing of the Work order and receiving the Letter of Acceptance by the authority failing which the EMD will be forfeited. The Bank Guarantee should be valid till the end of the contract period and shall be renewed accordingly if required. <u>This bank Guarantee is an Additional Performance Security</u> . So provision of deducting Security deposit from bills will hold goods

per relevant clause of the contract. The bank Guarantee shall be returned immediately on successful completion of contract.

12. Termination Clause:

i. **Failure to supply and commission** the items as per the work order within the stipulated time will result in the **cancellation of the contract** and forfeiture of the EMD, except under the application of the Force Majeure clause.

ii. If any deviation in quality or specification from the stipulated **Bill of Quantities (B.O.Q.)** is observed, the work order will be cancelled and the EMD will be forfeited.

13. Force majeure Clause: If the work(s) be delayed for the following reasons:-
Due to war, internal emergency and other conditions such as abnormally bad weather, flood, cyclone natural calamity or serious loss or damage by fire or civil commotion, the contractor shall immediately give notice thereof in writing to the Central Tender Committee but shall nevertheless use constantly his/her best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Central Tender Committee to proceed with the works.

14. Rejection of Bid:

The Tender Committee reserves the right to accept or reject any Bid, to cancel the Bidding process, and reject all Bids at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Tender Committee's action.

15. Mode of payment: -

Upon successful completion of the work specified in the original or any subsequent work order, triplicate bills (RA/Final bill)—duly checked and verified by the concerned department along with a completion certificate—must be submitted to the office of the undersigned.

Sd/-
Registrar
University of Calcutta