University of Calcutta

Expression of Interest

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/53/AC/Tender/26-27 **Dated: 25.11.2026**

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.

Name of Work: Expression of interest is invited from the original equipment manufacturer (OEM) for preparation of DPR with estimates and drawings to install new AC system (HVAC) in the Centenary Auditorium at the College Street Campus, University of Calcutta.

1) **Earnest Money (EMD)**: Rs 2000/- only. **(To be deposited Online).**

2) **Exemption of EMD is not allowed** in any case.

3) No interest will be paid on the EMD (if any).

4) **Completion time of the work**: 30 days from the date of issuing work order for preparation of Detail Project Report (DPR).

5) **Bid Validity Period**: 180 days.

6) **Name of the Concerned Department**: Office of the Registrar Department, Darbhanga Building, 87/1 College Street Kolkata- 700073, University of Calcutta.

7) Eligibility criteria for participation in the tender (up to date as on date):

- The intending bidder must attach the photo-copies of all the relevant documents such as Valid Trade License , 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.**
- **Failing of the above mentioned eligibility criteria the tender-bid may be rejected.**

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) **Applicability of CVC Circulars/Guidelines:** In accordance with the Vide Memo No. 1754-F(Y), Dated 19.05.2026, issued by the Finance Department, Government of West Bengal, the guideline and circulars from time to time as per Central Vigilance Commission (CVC) will be applicable to ensure transparency, fairness and competitiveness in the public procurement system.

13) **Compensation for Delay:** As per the rules stipulated in West Bengal Form No. 2911 under WBFR, Government of West Bengal.

14) **Action and Compensation Payable in Case of Bad Work:** As per Clause 14 of West Bengal Form No. 2911 under WBFR, Government of West Bengal.

15) **Procedure for Debarment During Contract Implementation Stage:** As per the rules stipulated in West Bengal Form No. 2911 under WBFR, Government of West Bengal.

16) No extra payment to be paid beyond the tendered amount.

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

18) **The intending bidder is requested to submit the bid amount in the prescribed format of the attached BOQ, failing which his/her tender, will be cancelled. The Bidder should inspect the site for the mentioned work before bidding of the tender.**

19) **The capacity of audience is approximately 1400 seats.**

Scope of Work:-

1. Preparation of the Detail project report for preparation of DPR with estimates and drawings to install new AC system (HVAC) in the Centenary Auditorium at the College Street Campus, University of Calcutta.

2. The costing of dismantling of existing HVAC system should also be consider in the DPR.

3. The tentative time required for completion of the project for installation of the HVAC system should be mention in the DPR.

4. **The relevant drawings and details specification of the HVAC system must be mentioned in the DPR.**

Selection Process:

The bidder will be selected through e-tendering in consideration of the **QCBS** method.

Sd/-
Registrar
University of Calcutta

INSTRUCTIONS TO BIDDERS

Earnest Money (EMD):- **Intending bidders are requested to deposit Rs. 2000/- 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	**26.11.2026; 06:00 pm**
2	Documents downloading, starting date (online)	**26.11.2026; 06:00 pm**
3	Inspection of Site	**27.11.2026 to 30.11.2026; 12:00 PM to 04:00 PM (Working Days)**
4	***Pre-Bid Meeting Date*** **(Offline)** **Pre-Bid Meeting Address:** Meeting room at the 1st floor Darbhanga Building, College Street Campus, University of Calcutta.	**On or after 01.12.2026; 01:00 PM**
5	Bid submission, starting date (online)	**02.12.2026; 06:00 pm**
6	Bid submission, closing date (online)	**17.12.2026; 01:00 pm**
7	Bid opening date for technical proposal (online)	**19.12.2026; 01:00 pm**
8	Date of uploading of the list of technically qualified bidder (online)	**To be communicated later**
9	Date and place for the opening of financial proposal (online)	**To be communicated later**
10	Date of uploading of the list of bidders along with the approved rate	**To be communicated later**

SUBMISSION OF TENDER

Instruction to Bidder

1 Bids for the tender are to be submitted through online mode 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 scheduled date and time using the Digital Signature Certificates.

2 Online bid submission (Bidder/Contractor) process is given in https://wbtenders.gov.in portal; please download the pdf file.

3 Possession of a valid DSC in the form of smart card / e-token is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorized certifying agencies.

4 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the Portal.

5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

6 The Bidders are required to log in to the site through the secured log-in by entering their respective user ID/ password and the password of the DSC.

7 The portal also has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for ready reference.

The bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.

Online Bid Submission Procedure

Cover-1: The file should be saved in a PDF version and should comprise of the following items:

- *Packet-1*: Duly Completed Scanned PDF of Registration Certificate Details.
- *Packet-2*: Duly Completed Scanned PDF of PAN Card.
- *Packet-3*: **Duly Completed Scanned PDF of GSTIN** (**The participant bidder or agency must submit a self-declaration mentioning that the GST payment has been up-to-date and there is no default of GST payment with duly signed supporting documents**)
- *Packet-4*:Duly Completed Scanned PDF of Trade License.
- *Packet-5*: Scanned PDF of Address Proof of Bidder's Office in Kolkata.
- *Packet-6*: Scanned PDF of this document (Modified NIT) (*duly signed and stamped on each page*).

Cover-2: The file should be saved in a PDF version and should comprise of the following items:

- *Packet-1*: Duly Completed Scanned PDF copy of Annexure-I with supporting documents.

- *Packet-2*: Duly Completed Scanned PDF copy of Annexure-II with supporting documents.
- *Packet-3*: Duly Completed Scanned PDF copy of Annexure-III with supporting documents.
- *Packet-4:* Duly Completed Scanned PDF copy of Annexure-IV with supporting documents.

Cover-3: The BOQ should be downloaded from the website and should comprise of the following item:

Packet-1: Financial Bid in XLS version Filled with all relevant information.

Q.C.B.S:

EVALUATION OF BID

The Bidder would be selected on the basis of Quality and Cost Based Selection (QCBS) i.e. on the basis of ranking and evaluation of Technical and Financial Bids by the concerned Tender Committee of the University and Committee's decision would be final. The Committee will decide on the parameters to be used for determining the suitability and adequacy of the bids.

The process of selection of the successful bidder would be determined as under:

Stage – 1: Verification of Technical Eligibility

Only those bidders who satisfy the required technical criteria would be considered eligible for Stage – 2.

Stage – 2: Technical Criteria Evaluation

Following parameters carrying 100 marks will be used to evaluate the Bidder's technical credentials.

Sl. No.	Particular	Marks Breakup		Allocation of Marks		
				Min.	Max.	Actual
1.	Firm's existence as per tender (Annexure-I)	5 to 7 Years	5	5	20	
		> 07 to 09 Years	10			
		>09 to 10Years	15			
		> 10 Years	20			
2.	Average annual turn over of the previous three years. (Annexure-II)	50 lakh to 1 Crores	5	5	20	
		> 1 to 3 Crores	10			
		>3 Cr to 5Cr	15			
		>5 Crores	20			
3.	credentials of similar nature of works (completion certificate will only be considered) (Annexure-III)	3 to 5 Contracts	5	5	20	
		5 to 7 Contracts	10			
		> 7 to 10Contracts	15			
		>10Contracts	20			
4.	Operational Contracts (Running contract Details) (Annexure-IV)	3 to 5 Contracts	5	5	20	
		5 to 7 Contracts	10			
		> 7 to 10Contracts	15			

		>10Contracts	20			
5.	PPT Presentation		20	5	20	
	Total Marks of Stage -2 Evaluation	Maximum Marks	100			
		Qualifying Marks	50			

Only those bidders who will score minimum 50 (out of maximum 100) in technical evaluation will be considered eligible for next stage.

The marks of technical evaluation are normalized in the scale of 10 as under:

$$\text{Technical Bid Score} = \frac{\text{Marks in Technical Bid obtained by the Bidder} \times 10}{\text{Highest marks of Technical Bid obtained by any Bidder}}$$

For example, consider total marks obtained in technical evaluation by three bidders A, B & C are as follows:

Bidder	Total Marks of Technical Evaluation
A	80
B	55
C	90

Then the technical scores for the bidders would be as follows:

Bidder	Technical Score (TS)
A	8.89
B	6.11
C	10.00

Stage – 3: Financial Bid Evaluation

The financial bids of bidders who have scored minimum of 50% marks in each of the stage- 2 will be opened.

Note: Bidders quoting NIL or Negative will be cancelled from the tendering process.

The financial bid is mapped in the scale of 10 as under:

Financial Bid score= Lowest Quoted by any Bidder x 10
Quoted by the Bidder

For example, consider the three bidders A, B & C quoted the following rates

Bidder	Quoted in Rs.
A	425
B	300
C	850

Then financial score of the bidders would be as follows:

Bidder	Financial Score (FS)
A	7.06
B	10.0
C	3.53

Stage–4: Combiner Score and Successful Bidder

The score of technical proposal would be given 70% weightage, and the financial proposal would be given 30 % weightage. The weighted combine score combining technical bid score (TS) and financial bid score (FS) shall be used to rank the bidders on the basis of formula as given below:

*Combined Score = 70% * TS + 30% *FS.*

For the given example, the normalized Combined Score would be as follows:

Bidder	Technical Score (TS)	Financial Score (FS)	Combined Score (0.7*TS + 0.3*FS)	Remarks
A	8.89	7.06	8.341	**Successful bidder**
B	6.11	**10.0**	**7.277**	
C	**10.00**	3.53	8.059	

- The successful bidder will be the one who has the maximum combined score in Stage-4.
- The purpose of the four–stage selection process spelt out above is to get the services which combine optimally the quality and price.

IMPORTANT: The portal recommended L1 bidder may not be the winner of the tender. The successful bidder will be considered on the basis of combined score in QCBS method.

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. 2000/- (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.**

https://wbtenders.gov.in/

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.**	

Rejection of Bid:

Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes& 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 ground for Tender Committee's action.

Note: Failure of submission of any of the above mentioned documents, the tender will be rejected.

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: While evaluation, the Tender committee may invite the bidders & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted. For any anomaly or deviation in this regard, his/her tender will be rejected.

X. Opening and evaluation of Financial Bid:

Financial bid of 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:

Submission of false document by bidder is strictly prohibited and will be liable for rejection of the tender and blacklisted.

Sd/-
Registrar
University of Calcutta

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. Awarding of Contract

University of Calcutta will award the contract to the successful bidder whose bid has been valued as per price and other criteria. University of Calcutta reserves the right not to accept the lowest price bid without assigning any reason whatsoever and the bidder will not challenge such decision in any forum whatsoever. University of Calcutta also reserves the right to split the order and / or drop any line item as per requirement. The successful bidder will have to give security deposit of 5% of total value (Govt. Finance Rule 171 (i), Dt. 01.01.2024) of the letter of intent (LOI) in the form of BANK GUARANTEE and it should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations. After receiving the Performance security in form of Bank Guarantee from any Nationalized Bank, work order will be issued.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. **Performance security should be paid in favour of UNIVERSITYOF CALCUTTA payable at Kolkata.**

9. The University will not be bound to accept the lowest bidder.

10. **The work will be executed under the monitoring of the University Engineer.**

11. After issuing the work order to the successful tenderer, if he/she fails to commence the work or unable to complete the work, then the EMD and Performance security amount of the said tenderer will be forfeited and no claim will be entertained.

12. Termination Clause:

i. Failing to supply and commissioning of the items as per work order within the stipulated time, the contract will be rejected except application of Force majeure Clause and EMD will be forfeited.

ii. If any deviation of quality and specification from the stipulated specification as per B.O.Q observed, the purchase order will be cancelled and EMD will be forfeited.

iii. In case of deterioration of service the Work order will be cancelled as per rule and EMD may 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. 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.

15. Mode of payment: -

- Phase wise RA bill may be applied for processing payment.
- After completion of the work as per work order or any subsequent work order against the original work order the triplicates bills (RA/Final bill) duly checked and verified by the concern department with the completion certificate by the concern department and should be submitted to the office of the undersigned within 10 days after completion of the work.

Sd/-
Registrar
University of Calcutta

ANNEXURE – I

Firm's existence as per date of registration:

SL No.	Details	Years
01.		

Note: Supporting documents are to be attached along with the Annexure-I.

Date:

Seal

Authorized Signatory

Name:

Designation:

Contact No.:

Place:

Email:

ANNEXURE – II

ANNUAL TURNOVER DETAILS

Bidder's Annual Turnover for last three Financial Years		
Sl. No.	Financial Year	Turnover in Rs.
1	2025-26	
2	2024-25	
3	2023-24	

Note: Supporting documents are to be attached along with the Annexure-II.

Date:

Place:

Seal

Authorized Signatory

Name:

Designation:

Contact No.:

Email:

ANNEXURE – III

Credentials of similar nature of works (completion certificate will only be considered)

SL No.	Work order	Completion date
01.		

Note: Supporting documents are to be attached along with the Annexure-III.

Date:

Seal

Authorized Signatory

Name:

Designation:

Contact No.:

Email:

Place:

ANNEXURE – IV

RUNNING CONTRACT DETAILS

Sl. No.	Name of the Client with Contact Details	Order No. & Date	Contract Value
1			
2			
3			
4			

Note: Supporting documents (work order issued by the clients and performance certificate from clients) are to be attached along with the Annexure-IV.

Date:

Seal

Authorized Signatory

Name:

Designation:

Contact No.:

Place:

Email: