University of Calcutta

87/1, College Street, Kolkata-700 073

E-Tender No. R/32/Paper/tender/26-27 (3rd call) **Dated: - 26.11.2026**

Registrar Department, University of Calcutta invites e –tender for the following work from the reputed, bonafide and resourceful agencies/contractors/bidders having credentials of similar nature of jobs in Government/ Semi-Govt./ Autonomous bodies/ State Universities under Govt. of West Bengal within last 3(three) financial years.

Name of work: Supplying of 12000 (Twelve thousand) reams Double White Paper Double Foolscap, Size – 43 cm × 68 cm Paper – 60 G.S.M. with C.U. Water mark at Controller of Examinations Department, University of Calcutta.

Name of the Item	Bid Validity Days	Time of completion of work	Earnest Money (EMD) Rs.	Name of the Concerned Department
Supplying of 12000 (Twelve thousand) reams Double White Paper Double Foolscap, Size – 43 cm × 68 cm Paper – 60 G.S.M. with C.U. Water mark at Controller of Examinations Department, University of Calcutta.	**180 days**	**30 days**	**1,70,000 /-** (To be deposited Online)	**The Controller of Examinations Department, University of Calcutta.**

Bid Opening: - University of Calcutta at 87/1 College Street, Darbhanga Building, 2nd floor Kolkata-700073.

1. **<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 (white paper/newsprint, etc. with water-mark) 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.

- **The bidder must have a registered office in Kolkata or its surrounding districts in West Bengal. A copy of the address proof as per GST is to be submitted with the tender documents.**

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.

2. **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).**
3. Consortium is not allowed and No Partial Quote will be accepted.
4. **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.
5. **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.
6. **No extra payment will be paid beyond the tendered amount.**
7. **Zero bid in any item is not allowed.**
8. **All the participants are asked to collect sample from Godown section before submitting quotation.**
9. **All credentials and relevant documents along with a sample to be quoted against must be submitted to the office of the undersigned on or before closing of bid submission date.**
10. **The selected vendor/s for all the items must produce a sample of the respective items and get the same approved by the University authority. The vendor/s will get the job-order only if the samples are approved.**
11. **If the samples approved and the materials/items supplied do not match in all respects, the vendor will be bound to take back the items and no payment may be claimed by the vendor.**
12. The Tender Inviting Authority reserves the right to accept or reject any tender without assigning any reasons.
13. **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.**
14. The University reserves the right to add or amend or modify any of the terms and/or conditions are contained here-in and/or bring forth/or incorporate such other terms or further term/or condition for performance of the job and or the contract.
15. After issuing the work order to the successful tenderer, if he/she fails to commence the work or unable to complete the work satisfactorily, then the EMD and Performance security amount of the said tenderer will be forfeited and no claim will be entertained.
16. The approved vendor has to take back the delivered /unused material if found defective or not at per with the sample provided by the University and University shall not pay any amount for the defective unused material.

17. Bills to be submitted in duplicate along with all relevant papers, particularly Original Challan, work order and Xerox copy of up-to-date trade license, PAN card etc. for payment.

18. **Mode of 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.

19. **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.

20. **Termination Clause:**
    I. 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.
    II. In case of deterioration of service the Work order will be cancelled as per rule and EMD may be forfeited.
    III. The work must be carried on as per given sample and instruction of the office of the undersigned. Failing which the work order will be cancelled and be debarred for next 3 years from apply in the similar nature of work.

21. **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.

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 P.M**
2	Documents downloading, Starting date (online)	**26.11.2026, 06:00 P.M**
3	Bid submission, starting date (online)	**26.11.2026, 06:00 P.M**
4	Bid submission, closing date (online)	**11.12.2026, 01:00 P.M**
5	Bid opening date for Technical Proposal (online)	**14.12.2026, 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 TO BIDDERS

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 –tender 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 logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

IV. Cost of Earnest Money (EMD)

Name of the Item	Earnest Money (EMD) Quoted INR	Transaction No. & Date	Bank Name
Supplying of 12000 (Twelve thousand) reams Double White Paper Double Foolscap, Size – 43 cm × 68 cm Paper – 60 G.S.M. with C.U. Water mark at Controller of Examinations Department, University of Calcutta.	**Rs. 1,70,000/-** (To be deposited Online)		

Earnest Money (EMD):- Intending bidders are requested to deposit Rs.1,70,000 /- (to be deposited online by each bidder) only to be deposited by the bidder concerned electronically: 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 closing date for bid submission as it requires considerable time for processing of Payment for EMD.

Getting exemption from EMD: - Bidders are requested to upload the NSIC / MSME Registered Certificate for getting exemption of EMD. For that they need to select the EMD page as Yes and provide the exemption type as fixed and put the actual EMD amount in Rupees and upload the exemption document.

N.B.: During evaluation, the bidders may be invited and clarification/ information or additional documents or original hard copy of any of the documents already submitted may be sought from them & if these are not produced within the stipulated time frame, their bid will be liable to rejection.

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.

I. 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 contain scanned copies of the followings further in two cover (folder).

c. Online bid submission process (Bidder/Contractor) inhttps://wbtenders.gov.inportal, download the pdf file.

II. Statutory Cover Containing

i) NIT and Corrigendum if any (Download the NIT and upload the same by digitally sign).

III. NON-STATUTORY/MYDOCUMENTS containing the following documents:

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.
			5. NSIC / MSME Registered Certificate for getting Exemption of EMD.
			6. For non-registered organizations under NSIC/MSME, EMD documents are to be enclosed.
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 of submission of any of the above mentioned documents will render the tender liable to summarily rejected for both statutory & non statutory cover.

IV. 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 contractor is to quote the rate through on line 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.

V. Opening & Evaluation of Tender:-

Opening of Technical Bid:

i) Technical bid will be opened by the University of Calcutta Officials. 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 is 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 committee may invite the bidders & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable for rejection.

VI. 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.

VII. Penalty for suppression / distortion of facts:

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

Sd/-

Registrar

University of Calcutta