UNIVERSITY OF CALCUTTA

OFFICE OF THE UNIVERSITY ENGINEER
87/1 College Street
Darbhanga Building, GroundFloor
Kolkata-700073
Website :-www.caluniv.ac.in

NOTICE INVITING TENDER

University of Calcutta invites **sealed** tender from resourceful and bonafide contractors for the following work:

1.	**N.I.T. No**	**:-**	**Eng./ CQ -124/26 - 27** **Date : 19.11.2026**
2.	**Name of Work**	**:**	**Topographical Survey Works including preparation of building floor plan of Hazra Law College Campus, 51/1, Hazra Road, kolkata - 19.**
3.	**Estimated Cost put to Tender**	**:-**	**Rs. 97553.36 including cost of GST @ 18 %**
4.	**Earnest Money Deposit (EMD)**	**:-**	A sum of **2(Two) %** of quoted price in the form of CTS demand draft in favour of University of Calcutta payable at Kolkata is to be attached with the Tender as earnest money failing which the tender will be treated as cancelled. Exemption of EMD is not allowed.
5	**Bid validity period**	**:**	60(sixty) days after opening of the tender.
6	**Time of completion**	**:-**	21 Days .
7	**Eligibility Criteria and Documents to be submitted along with Application.**	**:-**	Valid trade License, GST &PAN and credential for satisfactory completion of similar nature of job amounting75 % of the estimated value in a single tender in the last three financial years in Government /Government Undertaking or University of Calcutta. Original documents may be asked for verification of technical checking on the date of issuing tender paper. Failing to produce original documents, the tender will be rejected. The participant bidder must submit the following documents in sealed envelope in the tender box kept at the **Office of the Engineer at the Ground Floor of the Darbhanga Building, University of Calcutta, 87/1, College Street, Kolkata – 700073 within the last date of submission of the tender**. 1. NIT documents duly filled and signed by the intending bidder. 2. Bank Draft for EMD in favour of the University of Calcutta. 3. Self-attested copy of Valid trade License , GST & Pan and credentials for satisfactory completion of similar nature of jobs . 4. Issued paper with application and completion certificate of jobs must be enclosed in scaled envelope. 5. Application through postal service or courier service is not accepted
8.	**Date of Submission of Application**	**:**	**On 23.11.2026 from 11AM to 4 PM (Must contain above mentioned document. The application duly signed by Engineer CU should be enclosed with tender documents.**
9.	**Date of issue of tender paper**	**:**	**To be download from University Website (www.caluniv.ac.in)**
9.	**Date and Time of tender Submission**	**:-**	**Dully filled and signed tender/quotation to be submitted on 30.11.2026 from 11am to 2.00 PM in to the Tender Box kept in the Office of the University Engineer**
10.	**Date and Time of Tender Opening**	**:-**	**On 30.11.2026 after 3:00 pm at the Office of the University Engineer. Intending bidders are requested to be present at the time of opening tenders/quotations.**

N.B:

(i) N.I.T /NIQ no, Name of work, name of the bidder and the date of opening tender/quotation should be written on the sealed envelope, failing which the tender/quotation will not be opened and thus cancelled.
(ii)The undersigned reserves the right to reject any or all Tenders/quotations without assigning any reason what so ever.

UNIVERSITY ENGINEER (C.U)

UNIVERSITY OF CALCUTTA

N. I.T.NO. : Eng./ CQ -124/26 - 27 **Date : 19.11.2026**

Name Of Work **: Topographical Survey Works including preparation of building floor plan of Hazra Law College Campus, 51/1, Hazra Road, kolkata - 19.**

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Estimated cost Put to Tender:- Rs. 97553.36 including cost of GST @18 %

Name of Agency:-

Address of Agency:-

Rate quoted by Agency:- …….. …….. …….. (in figure and words)

Signature of the Agency with date &stamp:-

UNIVERSITY OF CALCUTTA

N. I.Q. NO. : **Eng./ CQ -124/26 - 27** **Date : 19.11.2026**

TENDER AND CONTRACT FOR WORK

GENERAL TERMS AND DIRECTION FOR THE GUIDANCE OF CONTRACT

1. Eligible Tenders will have to download the tender papers from the website & drop the filled tender papers signed with seal and date at every page along with copy of Valid Trade license's, GST & PAN and Credential for satisfactory completion of similar nature of job amounting to at least seventy five percent of the job value in a single tender from any Government, Govt. undertaking or University of Calcutta in the last three financial year in sealed envelope in the Tender box kept in the Office of the undersigned with in the specified time mentioned in the NIT which will be opened by the undersigned or by his representative with in the specified time and date mentioned in the NIT. The tendered must write the name of the work .NITno., the date of opening and name of the bidder on the envelop failing which the tender will not be opened thus will be treated as cancelled.

2. The rate should be quoted after inspection of the site and inclusive of all incidental charges i.e. freight, insurances, labour insurances, handling charges, necessary government taxes, duties etc as well as the Water, Electricity charges which are to be paid as per rules .

3. The contractor shall be responsible to ensure compliance with the provision of minimum wages act 1948 as modified up to date and the rules made in respect of any employees, employed by the contractor directly or through the petty or subcontractor for the purpose of carrying this contract. The contractor shall be responsible for any damage, injury or loss caused by the work or workmen to any person, animal or material during the progress of work.

4. **Time Extension:**The allotted time for completion of the work is as specified in the NIT from the date of receipt of work order .Time is the essence of this contract. Normally no time extension will be granted. In case of prayer for extension of time the University authority has the full right reserved to grant it or discard it.

5. 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. **Earnest Money Deposit :** A sum of 2(Two) % of the quoted amount in the form of CTS demand draft in favour of the

University of Calcutta payable at Kolkata is to be attached with the Tender application as earnest money deposit, failing which the tender will be treated as cancelled. Exemption of EMD will not be allowed in any case. The Earnest Money Deposit (EMD)shall remain valid for a period of sixty days beyond the final tender validity period. The Bid Validity Period may beextended if required.

7. **Refund of Earnest Money Deposit (EMD):** Earnest Money Deposit (EMD) furnished by all unsuccessful biddersshould be returned to them without any interest whatsoever, at the earliest after the expiry of the final bid validity periodbut 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 deduction of security deposit @10% of the Tendered amount from his/her Running /final bill.
8. **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.
9. **Additional Performance Security:** 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 before issue of Work order failing which the EMD will be forfeited and the agency may be blacklisted. The Bank Guarantee should be valid till the end of the contract period and shall be renewed accordingly if required. This bank Guarantee is an Additional Performance Security .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.
10. **Refund of Additional Performance Security:** Performance Security should be refunded to the supplier without any interest, whatsoever, after he duly performs and completes the contract in all respects but not later than sixty days of completion of all such obligations under the contract.
11. **Forfeiture of Performance Security:** Performance security is to 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.
12. **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.
13. Returned of **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 which will be released after a period of six months from the date of completion of the work on application.
14. **EMD and Additional Performance security(If applicable) should be paid in favour of UNIVERSITYOF CALCUTTA payable at Kolkata .EMD must be attached with the tender in sealed envelope, failing which the tender will be treated as cancelled.**

15. EMD Amount:-Rs

D.D No..... Dated / /20

Name of Issuing Bank:--

B ranch :-

16. Work is to be carried out as per specification laid in the B.O.Q or PWD specification as per instruction of the University Engineer or his representative.

17.The materials brought to site for execution of the work should by no means be taken out of site without the permission of the Engineer C.U.

18. The rates must be quoted in words and in figure, otherwise the tender will be cancelled.

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

20. The University will not supply any materials to the contractor.

21. The contractor will work under the strict supervision of the Engineer/ Sub-Assistant Engineer. The estimate given along with the tender are provisional payment will be made on the actual work done jointly measured by the Engineer or his representative (Sub-Assistant Engineer)& the contractor or his representative. The contractor will have to submit bill in printed format in duplicate .

22. The contractor will have to take necessary instruction from the Engineer CU/ Sub-Assistant Engineer regarding the execution of work.

23.Defects & liability Period:-The defect & liability period will be for a period of 6(six) months from the date of completion of the job. Any defects pointed out during this period has to be mend good by the agency at his/her own cost, failing which the retention money will be forfeited.

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

Sd/-

University Engineer

Name of the Agency:

Address :-

Signature of the Agency with date &stamp:-

NIQ REF: **Eng./ CQ -124/26 - 27** **Date : 19.11.2026**

Name of Work :- "Topographical Survey Works including preparation of building floor plan of Hazra Law College Campus, 51/1, Hazra Road, Kolkata - 19."

Schedule of item with approx. quantity

Sl. No	Description of Item	Unit	Quantity	Rate	Amount
	Topographical survey of Hazra Law college building with Total Station Instrument including preparation of floor plan of each floor i.e. detailed measurement class rooms, faculty room, common rooms, library , washrooms of all floors , showing of column position, doors & window position with area etc. and preparation of Two sets of drawing (using Auto CAD) with spiral binding along with soft copy of drawing to be submitted in a pen drive.	Sqm.	7690.45		
	TOTAL basic cost excluding Taxes				
	Tax component as per GST norms				
	CGST@				
	SGST@				
	Total Cost with tax				

Name of the Agency:

Address of the Agency:

Signature of the Agency with date and stamp.