



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/157/25

Dated: 21.03.2025

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: Periodic (Half yearly) maintenance of LAN active components. Cleaning of RACK(LAN & CCTV), LAN active components etc. are required to be done using vacuum cleaner or any other necessary equipment as applicable for smooth functioning of the University LAN infrastructure at all academic (09) campuses and hostels (16), University of Calcutta.

- 1) **Earnest Money (EMD):** Rs 2000/- only. (To be deposited Online).
- 2) No interest will be paid on the EMD (if any).
- 3) **Completion time of the work:** 1095 days from the date of issuing work order.
- 4) **Bid Validity Period:** 180 days.
- 5) **Name of the Concerned Department:** Office of the Registrar Department, University of Calcutta.
- 6) **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 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 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.**

- 7) 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) including above mentioned documents.
- 8) Consortium is not allowed and No Partial Quote will be accepted.
- 9) **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.
- 10) **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.
- 11) **No extra payment will be paid beyond the tendered amount.**
- 12) The Tender Inviting Authority reserves the right to accept or reject any tender/bidder without assigning any reasons.
- 13) **The intending bidder must visit the site before submission of bid in this tender and quote all item/s rate on the BOQ, failing which his/her tender, will be cancelled.**

Annexure-I

Name of the work: Periodic (Half yearly) maintenance of LAN active components. Cleaning of RACK(LAN & CCTV), LAN active components etc. are required to be done using vacuum cleaner or any other necessary equipment as applicable for smooth functioning of the University LAN infrastructure at all academic (09) campuses and hostels (16), University of Calcutta.

Detail specification:

Cleaning of RACK (LAN & CCTV), LAN active components etc. are required to be done using vacuum cleaner or any other necessary equipment as applicable for smooth functioning of the University LAN infrastructure at all academic (09) campuses and hostels (16).

The agency will do **periodic (Half yearly)** inspections for cleaning and maintenance of networking infrastructure at all academic **campuses (09)** and **hostels (16)** run by the University. The call response of the agency should be within two working hours if there is any requirement for such kind of maintenance at any location among all academic campuses and hostels run by the University.

Terms & Condition:

1. **The agency to confirm that they have necessary technical capability and manpower to attend whenever any service is required in case of any fault occurs in networking/CCTV PASSIVE components for payments on an actual basis.**
2. The agency should take sufficient care before doing such kind of maintenance work. No active component should get damage at the time of work. If any active component get damage during the said maintenance work, the agency will be liable to replace the damaged component(s) on urgent basis to reinforce the LAN/Internet services in respective department/campus/hostel.

3. Proper schedule of such kind of maintenance work is required to be submitted to respective campus / hostel authority well before. Without prior intimation of the respective authority no such work will be allowed.

4. **Before cleaning Unfixing of Networking devices must be done by the agency:**

- 4.1. **Power Down the devices:** Turn off the network switch by unplugging it from the power source. This will prevent any electrical issues while cleaning.
- 4.2. **Disconnect Cables:** Unplug all network cables connected to the switch. This includes Ethernet cables and any other connected devices.
- 4.3. **Remove from Mounting:** If the switch is mounted on a rack or wall, remove it carefully from its mounting bracket or position.
- 4.4. **Check for Physical Issues:** Inspect the switch for any physical damage or loose components that may need attention before re-fixing.

5. **Re-fixing the Network Devices:**

- 5.1. **Reposition the devices:** Place the switch back into its original mounting position or bracket.
- 5.2. **Secure the Mounting:** If it was mounted on a rack or wall, securely reattach it to the mounting bracket. Ensure its level and firmly in place.
- 5.3. **Reconnect Cables:** Plug all network cables back into their respective ports. Make sure connections are made correctly according to the network configuration.
- 5.4. **Power Up:** Reconnect the power source and turn ON the switch power.
- 5.5. **Verify Connections:** Check the status lights on the switch to ensure that it is powered ON and functioning properly. Also, ensure that all connected devices are communicating correctly through the switch.
- 5.6. **Test Network Functionality:** Verify that network is operating as expected by testing connectivity between devices and ensuring there are no issues.

6. **Visiting of sites:** The agency representative must visit the site as per the roster.

7. **Scope of the work:**

- The Vendor shall provide dust cleaning services for network racks at the Campus premises as per the specifications agreed upon.
- Cleaning shall involve removing accumulated dust, dirt, and other particles from network racks and associated equipment, using appropriate tools (preferably vacuum cleaner) and methods to ensure no damage to sensitive components.
- Vendor shall clean network racks from inside and outside, including air vents, glasses, power supplies, cable management systems, and all exposed components.
- Vendor shall clean bird / bat or paint droppings
- Any hazardous material or excessive build-up of dust shall be reported immediately by the Vendor to the University.

8. **Responsibilities of the Vendor:**

- The Vendor shall provide all necessary tools, cleaning equipment, and supplies required for the dust cleaning.

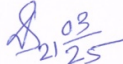
- The Vendor must use non-abrasive, non-corrosive, and non-conductive cleaning products and methods that are safe for electronic devices.
 - The Vendor shall perform a preliminary inspection of the site and network racks prior to cleaning to identify any damage or issues that could hinder the cleaning process and subsequently report that to University authority in writing.
 - The Vendor shall ensure that all technicians are properly trained and equipped to perform the service safely.
 - The Vendor is responsible for ensuring that no cleaning equipment or process causes damage to the network racks or other components.
9. **Service Schedule:** The Vendor will perform the cleaning service during a mutually agreed-upon time, preferably outside of regular working hours to minimize impact on Universities academic or official operations.
10. **Duration of Service:** The Vendor shall provide an estimate of time required before commencing the work.
11. **Liability:**
- The Vendor shall maintain adequate liability to cover any damage to equipment during the dust cleaning process.
 - The Vendor is not liable for any pre-existing damage to the network racks or equipment.
12. **Confidentiality:**
- The Vendor must agree to maintain the confidentiality of any sensitive or proprietary information discovered during the cleaning process.
 - The Vendor shall not disclose any information regarding the Campus's network systems and University assets to third parties without the Universities written consent.
13. **Warranty:** The Vendor guarantees that the dust cleaning will be performed to industry standards and that no damage will occur to the network racks or equipment.
14. **Tenure of maintenance:** The agreement will be valid for three (03) years.
15. **Mode of payment:** Payment to be made half-yearly against the bill(s) including work done report duly checked and verified by the campus/hostel authority under the guidance of Network Technician(s) deputed at campuses/hostels.
16. **Pro-rata deductions:** If the bidder/agency will not execute any operation then, pro-rata deduction shall be made as per rate of schedule.
17. **Termination Clause:** The University may terminate the agreement if the Vendor fails to meet the agreed upon service standards or timeline.

Name of Campuses and Hostels:

Sl. No.	Name of the Academic Campuses
1	Asutosh Siksha Prangan (College Street Campus)
2	B.T. Road Campus (Economics campus)
3	Sahid Kshudiram Siksha Prangan (Alipore Campus)
4	Viharilal Home Science Campus
5	Rashbehari Siksha Prangan (Rajabazar Science College)
6	Taraknath Palit Siksha Prangan (Ballygunge Science College Campus)
7	Hazra Road Campus (Law College Campus)
8	Jute Technology campus
9	Acharya Prafulla Chandra Roy Shiksha Prangan (Technology Campus)

Sl. No.	Name and Address of the Halls / Hostels
1	P.G. Men Students' Hall 165/1, South Sinthee Road, Kolkata-700050
2	P.G. Lady Students' Hall 56 & 58, M.G. Road, Kolkata-700009
3	New Lady Students' Hall Hastings House Compound, Kolkata-700027
4	P.G. Lady Students' Hall Hastings House Compound, Kolkata-700027
5	Vidyasagar Chhatriniwas Hastings House Compound, Kolkata-700027
6	P.G. Lady Students' Hall 24 & 25, Beadon Row, Kolkata-700006
7	U.G. Lady Students' Hall 17, Radhanath Bose Lane, Kolkata-700006

8	New Law College Hostel 14, Bidhan Sarani, Kolkata-700006
9	P.G. Men Students' Hall 1, Vidyasagar Street, Kolkata-700009
10	Research Scholars Hostel 92, A. P. C. Road, Kolkata-700009
11	Carmichael Hall 51, Baithakkhana Road, Kolkata-700009
12	Carmichael Hall (Annex) 51, Baithakkhana Road, Kolkata-700009
13	P.G. Men Students' Hall 35, B.C. Road, Kolkata-700019
14	P.G. Men Students' Hall 49/1, Hazra Road, Kolkata-700019
15	Hironmoyee Chhatribhaban 53/2/4A, Hazra Road, Kolkata-700019
16	P.G. Men Students' Hall 7, Waliullah Lane, Kolkata-700016


 21/03/25
 Registrar
 University of Calcutta
 REGISTRAR
 UNIVERSITY OF CALCUTTA

Annexure - II

Campus and Hostel RACK Information

University of Calcutta

SI No	Campus Name	Lan Rack	WI-FI Rack	CCTV Rack	Total
1	College Street campus	42	3	20	65
2	Rajabazar Science College campus	51	3	1	55
3	Ballygunge Science College	45	3	2	50
4	Alipore Campus	19	1	1	21
5	B.T. Road Campus	4	1	1	6
6	Law College Campus	2	2	1	5
7	Viharilal Home Science Campus	4	1	1	6
8	Technology Campus	42	1	1	44
9	Jute Campus	6	1	1	8
Total:		215	16	29	<u>260</u>

SI No	Hostel Name	Location	Lan Rack	CCTV Rack	Total
1	P.G. Men Students' Hall	165/1, South Sinthee Road, Kolkata-700050	2	1	3
2	P.G. Lady Students' Hall	24 & 25, Beadon Row, Kolkata-700006	2	1	3
3	U.G. Lady Students' Hall	17, Radhanath Bose Lane, Kolkata-700006	1	1	2
4	New Law College Hostel	14, Bidhan Sarani, Kolkata-700006	2	1	3
5	P.G. Men Students' Hall	1, Vidyasagar Street, Kolkata-700009	2	1	3
6	Research Scholars Hostel	92, A. P. C. Road, Kolkata-700009	1	1	2
7	Carmichael Hall	51, Baithakkhana Road, Kolkata-700009	2	2	4
8	Carmichael Hall (Annex)	51, Baithakkhana Road, Kolkata-700009	2	1	3
9	P.G. Lady Students' Hall	56 & 58, M.G. Road, Kolkata-700009	1	1	2
10	P.G. Men Students' Hall	7, Waliullah Lane, Kolkata-700016	1	1	2
11	P.G. Men Students' Hall	35, B.C. Road, Kolkata-700019	2	1	3

12	P.G. Men Students' Hall	49/1, Hazra Road, Kolkata-700019	4	1	5
13	New Lady Students' Hall	Hastings House Compound, Kolkata- 700027	3		3
14	Hironmoyee Chhatribhaban	53/2/4A, Hazra Road, Kolkata-700019	2	1	3
15	P.G. Lady Students' Hall	Hastings House Compound, Kolkata- 700027	1	1	2
16	Vidyasagar Chhatriniwas	Hastings House Compound, Kolkata- 700027	1		1
Total:			29	15	44

Annexure - III

B.O.Q.:

Sl. No.	Item Description	Quantity	Unit	Rate/Lot	Total Amount for 3 yrs. (Including all taxes, loading, unloading, carriage etc. all complete)
1	Periodic (Half yearly) maintenance of LAN active components: Cleaning of RACK(LAN & CCTV), LAN active components etc. are required to be done using vacuum cleaner or any other necessary equipment as applicable for smooth functioning of the University LAN infrastructure at all academic (09) campuses and hostels (16).	6	*Lot		
Total Amount (Including all taxes, loading, unloading, carriage etc. all complete) :					

N.B: * 1 Lot operation=Half yearly maintenance at all academic (09) campuses and hostels (16).

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.

For getting exemption of EMD: - Bidders are requested to upload the relevant NSIC / MSME Registered Certificate against each item work for getting exemption of EMD, failing which their Tender will be rejected. 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.

(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	21.03.2025, 06:00 P.M
2	Documents downloading, Starting date (online)	21.03.2025, 06:00 P.M
3	Bid submission, starting date (online)	21.03.2025, 06:00 P.M
4	Bid submission, closing date (online)	29.03.2025, 01:00 P.M
5	Bid opening date for Technical Proposal (online)	02.04.2025, 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. 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.
			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.	

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. 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.
2. 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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.
8. **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.
9. Work is to be carried out as per specification laid in the B.O.Q and as per instruction of the System Analyst, C.U.
8. The contractor will work under the strict supervision of the System Analyst.
9. The University will not be bound to accept the lowest bidder.

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

11. Materials checking and verification by respective department.

12. 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.

13. 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.

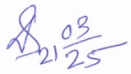
14. Termination Clause:

- 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.

15. 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.

16. Mode of payment: - The payment will be made on half yearly basis against the bills raised through the office of the undersigned.


Registrar
University of Calcutta
REGISTRAR
UNIVERSITY OF CALCUTTA