



University of Calcutta

87/1, College Street, Kolkata-700 073

E-Tender No. R/22/tender/26-27

Dated: 07.09.2026

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	Earnest Money Amount (EMD) (Rs.)	Time of completion	Bid Validity Days	Name of the Concerned Department
COMPREHENSIVE MAINTENANCE & SERVICING CONTRACT FOR SINGLE NUMBER 4 PASSENGER 272 KG V3F LIFT AT GUEST HOUSE, TECHNOLOGY CAMPUS UNDER UNIVERSITY CALCUTTA FOR 03 (three) YEARS.	RS. 9700/- (To be deposited Online) *Exemption of EMD is not allowed in any case.	03 years	180 days	Office of the Registrar Department, Darbhanga Building, 87/1 College Street Kolkata- 700073, University of Calcutta.

1. Eligibility Criteria of Bidder:

- I) The intending bidder must attach the photo-copies of all the relevant documents such as Valid Trade License, GST & Pan and credential for satisfactory completion of similar nature of job amounting to 75 % of the estimated/quoted value in a single tender in the last three financial years in Government, or Government Undertaking or any State Aided University on line as Non-Statutory documents. Only completion certificate of the work will be considered as Credential of works. Original documents may be asked for verification of technical checking on the date of tender opening. Failing to produce original documents, the tender will be rejected.
- II) Agency does not have E.S.I. Registration, must submit 'Workmen's Compensation Insurance Policy' Certificate for the said job from any Govt. undertaking Insurance Company before starting the work.
- III) The bidder must have a registered office at Kolkata and adjoining district in West Bengal.

2. **Earnest Money (EMD):** - Intending bidders are requested to deposit Rs. 9700 /- (**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.

- a) The bidders need to submit EMD of **Rs. 9700 /- only** through through NEFT or RTGS or Bank Transfer at the given account as mentioned in the Portal along with their bids.

EMD through NEFT or RTGS or Bank Transfer Details:

Particular	Amount	Transaction No. & Date	Bank Name
EMD	Rs. 9700/-		

- b) **Exemption of EMD will not be accepted in any case, failing which the tender will be rejected.**
- c) EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender.
- d) The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.
- e) **No interest will be paid on the EMD (if any).**
- f) **Estimated Cost put to Tender of Rs. 4,86,000.00 (Including all taxes) (Approx).**
3. **Security Deposit:** To be deducted @10% of the Bill value from 1st R/A or any subsequent Bills as security deposit and will be retained up to DLP period.
4. **Applicability of CVC Circulars/Guidelines:** 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.
5. **Compensation for Delay:** As per the rules stipulated in West Bengal Form No. 2911 under WBFR, Government of West Bengal.
6. **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.
7. **Procedure for Debarment During Contract Implementation Stage:** As per the rules stipulated in West Bengal Form No. 2911 under WBFR, Government of West Bengal.
8. **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.**

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.

9. Scope of Work:

COMPREHENSIVE MAINTENANCE & SERVICING CONTRACT FOR SINGLE NUMBER 4 PASSENGER 272 KG V3F LIFT AT GUEST HOUSE, TECHNOLOGY CAMPUS UNDER UNIVERSITY CALCUTTA FOR 03 (three) YEARS.

Serial No.	Description of work/ item	Number of Lifts
1	Comprehensive servicing & maintenance of single number 4 passenger 272 kg V3F Bharat elevators & engineers pvt ltd make lift at guest house, Technology campus, salt lake, C.U for three years (03 years) Lift should be examined regularly & systematically to get uninterrupted lift service Machines & parts will be covered under the AMC (supply & fixing) Machine Unit , Drive Motor, Bearing, Controller Parts, Switches, Over speed Governor, Brake Coil, Brake Shoe Liner Contacts, Coils Guide Shoe & Gibs, Push Button of operating panel, Hall Button Unit, Traveling Cable, Suspension Ropes, Lift Fan, Light & ARD with Battery etc Cleaning of inside the car is mandatory.	1.00 Nos.

- I. The participant bidders are requested to visit the site before submitting tender.
- II. The Agency must check all the safety devices periodically to ensure Passenger Safety.
- III. Maintenance / Breakdown attendance report duly signed by the Liftman / Caretaker to be submitted to the S.A.E of the respective campuses.
- IV. Technician / Supervisor or any other authorized person engaged for lift maintenance work must carry and display a photo ID card issued by the agency.
- V. Contractor shall ensure necessary insurance policy, workers compensation for their staffs engaged for maintenance work.
- VI. Engineers of the agency should meet and submit report to undersigned every alternate month to enlighten about the condition of the lift.
- VII. Written permission is to be obtained from the employer or his authorized representative for taking out of any materials from the site.
- VIII. For any kind of change in circuit diagram to any electric/electronic circuit should be reported to the undersigned with existing and changed diagram.
- IX. The Tender Inviting Authority reserves the right to accept or reject any bid, or to change any terms & conditions, without assigning any reason.
- X. Preventative & breakdown checking & maintenance of lifts per month basis and as per emergency required to restore defunct lift within 24 Hrs.
- XI. In case of discontinuation of the AMC for any lift due to installation of new lift in place of old defunct lift, a prorated deduction from the bill will be imposed from the bill.

10. SPECIAL TERMS AND CONDITIONS: -

- I) All the lifts should be regularly & systematically checked to get the uninterrupted & safe lift services periodically (per month) for the entire contract period of 3 yrs.
- II) Agency should & must check all the safety devices with utmost sincerity & care in a regular interval to **ensure total safety of the passenger.**

III) Machines & Parts will be covered under AMC --- Machine Unit (Including ARD) , Drive Motor , Bearings , Gears , Controller parts , Switches , Over Speed Governor , Logic panel , Brake Coil, Brake Shoe , Linear , Contacts , coils guide shoe, Push Button of Car operating panel, Lubricating oil , Hall button unit , Hooter, sound system , travelling cable, Suspensions ropes , Lift Fan , Light , Battery etc.

IV) Maintenance /Breakdown attendance report duly signed by the liftman/Caretaker to be submitted to the S.A.E of the respective campuses within 10th of each month for the entire contract period.

V) Written permission is to be obtained from the Employer for removal from the site of any materials brought therein by the contractor.

VI) Contractor shall ensure necessary insurance policies. to cover all risks against theft, fire hazard, workmen compensation, injury to persons etc. during the progress of work for the entire contract period.

VII) Technicians /Supervisors or any other authorized person engaged for lift maintenance work must carry and display a photo identity card issued by the agency.

VIII) For any kind of change in circuit diagram to any electric/electronic circuit should be reported to the undersigned with existing and changed diagram.

IX) Failing to continue satisfactory service for lift manufacturer, the agency will be terminated and the EMD amount and Security Deposit will be forfeited.

XI) All machines are required to be overhauled quarterly.

XII) Comprehensive maintenance means providing all spare parts required to make the machine healthy.

XIII) **Specification of materials:** - As specified by Manufacturer.

XIV) **Water & Electricity:** - Necessary arrangements for water & electricity at the time of executing the jobs are to be made by you at your own cost from the source given by the University.

XV) **Time of completion:** - 3 years from the date issuing of the work order.

XVI) **Defect & Liability Period:** The defect & liability period will be for a period of 03 (Three) years from the date of completion of the job. Any defects pointed out during the said period must be rectified by the agency at its own cost failing which the retention money will be forfeited.

XI) **Escalation of Rates:** - Under no circumstances escalation of rate will be entertained.

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.
- iv. Pro-rata deduction from the bill will be imposed for the lapse period of service until restoration of the defunct lift in all respect.

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.

11. Important Dates:

Sl. No.	Items	Publishing Date (s)
1	Date of uploading of N.I.T. & Tender documents (online) from this end	07.09.2026 ; 06:00 pm
2	Documents downloading, Starting date (online)	07.09.2026 ; 06:00 pm
3	Bid submission, starting date (online)	07.09.2026 ; 06:00 pm
4	Bid submission, closing date (online)	15.09.2026 ; 01:00 pm
5	Bid opening date for Technical Proposal (online)	17.09.2026 ; 01:00 pm
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

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, 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. This bank Guarantee is an Additional Performance**

Security . So provision of deducting Security deposit from bills will hold good per relevant clause of the contract. The bank Guarantee shall be returned immediately on successful completion of contract.

12. Termination Clause:

- i. In case of premature withdrawal of services by the agency or unsatisfactory maintenance performance, the contract shall be liable for immediate termination, and the Earnest Money Deposit (EMD)/Security Deposit will be forfeited.
- 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. Payment Terms:

- a. R/A bill on quarterly basis will be paid after the submission of original bill and relevant documents such as performance report, attendance sheet duly signed by the Liftman / Caretaker and S.A.E of the respective campuses.
- b. Final bill will be paid after completion of the job.
- c. No advance payment (in whatever form it may be) will be made.
- d. Failing to submit the relevant documents along with the bill, the payment could not be processed.

INSTRUCTIONS TO BIDDERS/CONTRACTOR

Instructions / Guidelines for electronic submission of tenders have been annexed for assisting the contractors to participate in E-Tendering.

- I. **Registration of Contractor:** - 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 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 Works	Earnest Money (EMD) Quoted INR
Comprehensive annual maintenance contract for 13nos lifts situated at different campuses of University of Calcutta for 01 year.	Rs. 9700/- (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 contain scanned copies of the followings further in two cover (folder)

VI. Statutory Cover Containing

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

VII. 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. Service Tax Registration Certificate
			5. Credentials for last 3 financial years of similar nature of job amounting to 75 % of the estimated/quoted value in a single tender in the last three financial years in Government, or Government Undertaking or any State Aided University on line as Non-Statutory documents.
B.	Company Details as per Requirement	1. Proprietorship Firm (Trade License). 2. Partnership Firm including LLP (Partnership Deed, Trade License) 3. LTD Company (Incorporation certificate, Trade License) 4. Society(Society Registration copy, Trade License) 5. Power of attorney	

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 will render the tender liable to summarily rejected for both statutory & non statutory cover.

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

- 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.
- 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:

- 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.

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.

Sd/-
Registrar
University of Calcutta