University of Calcutta

Expression of Interest 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/268/25 **Dated: 24.07.2025**

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: Expression of interest for selection of reputed and bonafide agency for advertisement in different newspapers as per stipulated terms and condition of I & CA, Govt. of West Bengal for different works under the University of Calcutta.

1) **Earnest Money (EMD)**: Rs 10000/- 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**: 365 days from the date of issuing work order.

5) **Bid Validity Period**: 365 days.

6) **Name of the Concerned Department**: **Office of the Registrar Department, 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 and adjoining districts in West Bengal.**

- **The rate should not be more than the approved rate of I & CA Department, Govt. of West Bengal. The rate may be varied time to time as per the order of the I & CA, Govt. of West Bengal.**

- **The quotation is invited as percentage of discount on every publication against the approved rate of I & CA. In this regard, the maximum discounted rate may be considered as successful bidder with other terms and condition remain same.**

- **The advertisement need to be published in different approved newspapers by Govt. of West Bengal.**

- **After satisfactory completion of work the renewal of the contract with same terms and condition may be considered, subject to the administrative and financial approval by the competent authority.**

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

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

12) **The intending bidder must quote percentage 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.**

Bill of Quantity (BOQ) :

Name of the Item	Qty (As per requisition)	Unit	Percentage less on the approved rate of I & CA, Govt. of West Bengal for advertisements in different Newspapers (Including All taxes)
Expression of interest for selection of reputed and bonafide agency for advertisement in different newspapers as per stipulated terms and condition of I & CA, Govt. of West Bengal for different works under the University of Calcutta.		Percentage on actual rate approved by I & CA, Govt. of West Bengal	

24.7.2025
Registrar
University of Calcutta
REGISTRAR
UNIVERSITY OF CALCUTTA

INSTRUCTIONS TO BIDDERS

Earnest Money (EMD):- **Intending bidders are requested to deposit Rs. 10000/- 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	**24.07.2025, 06:00 P.M**
2	Documents downloading, Starting date (online)	**24.07.2025, 06:00 P.M**
3	Bid submission, starting date (online)	**24.07.2025, 06:00 P.M**
4	Bid submission, closing date (online)	**01.08.2025, 01:00 P.M**
5	Bid opening date for Technical Proposal (online)	**04.08.2025, 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. 10000/- **(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	**P/L AND BALANCE SHEET FOR LAST 03 (three) FINANCIAL**	

	Information	**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. 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. 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.

4. 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.

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

6. The contractor will work under the strict supervision office of the University Engineer.

7. 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.

8. 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.

9. 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.

10. 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. Mode of payment: -

- The payment will be made against the bill for the requisition work time to time within the period of contract.
- The bill should be submitted to the office of the undersigned after completion of the work.
- No advance payment will be made for the work.

24/7/2025
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