



UNIVERSITY OF CALCUTTA
REGISTRAR DEPARTMENT
87/1 College Street
Senate House
Kolkata-700073
Website :-www.caluniv.ac.in

NOTICE INVITING QUOTATION

University of Calcutta invites **sealed** quotation from resourceful and bonafied contractors for the following work

1.	N.I.Q. No	:	R/152/25	Dated: - 13.03.2025
2.	Name of Work	:	Repairing & servicing of 1no photocopier machine (model no. irac3320) along with drum & tonner change in the Office of Hon'ble Vice Chancellor, CU, on an emergency basis.	
3.	Estimated Cost put to Tender	:-	NA	
4.	Earnest Money	:-	A sum of (2% of the quoted amount) 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 cancelled. The earnest money will be returned to unsuccessful tenders on application after issuing of work order to the successful bidder. In case of successful tender the EMD will be returned on application after an equal amount of security deposit is ducted by the University from the running bills. EMD is not exempted in any case.	
5.	Time of completion	:-	15 days from the issuing of work order.	
6.	Eligibility Criteria	:-	The Agency should submit in a sealed envelope the following documents: Copy of Valid trade License , GST & Pan and credential for satisfactory completion of similar nature of jobs under Government, Government Undertaking and state run Universities & autonomous institutions with the Bid Documents and NIT copy & Original Demand draft.	
7.	Terms & Conditions	:-	1. Sealed tenders with the relevant documents as mentioned above must be submitted at the Office of the Registrar Department at the Senate House, 87/1 College Street, Kolkata-700073 within the stipulated time. Failing which the Tender will be rejected. 2. The details of Tender documents to be downloaded from the website address of the University (www. caluniv.ac.in) and the Bid document to be filled and signed by the intending Bidder/Agency. 3. The Work order will be awarded to the Lowest (L1) valid Bidder. 4. The quoted rate should be inclusive of all Govt taxes, loading, unloading, carriage etc complete. 5. No extra payment to be paid beyond the tendered amount. 6. The Tender Inviting Authority reserves the right to accept or reject any tender without assuring ant reasons. 7. If the Agency fails to complete work within the completion time then the EMD amount will be forfeited and the Agency will be debarred for applying any tender for 3 years in the University. 8. Application through postal service or courier service is not accepted.	
8.	Last date of issue of tender papers		TO BE DOWNLOADED FROM UNIVERSITY WEBSITE (www. caluniv.ac.in).	
9.	Last Date and Time of tender Submission	:-	21.03.2025 (up to 2.00 PM)	
10.	Date and Time of Tender Opening	:-	On or after 3:00 PM 21.03.2025	

N.I.Qno ,Name of work and the date of opening should be written on the sealed envelope otherwise tender will not be opened thus cancelled.


13/3/25
Registrar
University of Calcutta
REGISTRAR
UNIVERSITY OF CALCUTTA



UNIVERSITY OF CALCUTTA

Name of the work:- Repairing & servicing of 1no photocopier machine (model no. irac3320) along with drum & tonner change in the Office of Hon'ble Vice Chancellor, CU, on an emergency basis.

N. I.Q. no- R/152/25

Dated: - 13.03.2025

Name of Agency:

Address of Agency:

Bid Amount quoted by

Agency:.....

Signature of the Agency with date & stamp:-



N.I.Q No: - R/152/25

Dated: - 13.03.2025

TENDER AND CONTRACT FOR WORK

GENERAL TERMS AND DIRECTION FOR THE GUIDANCE OF CONTRACT

1. Eligible quotationers will have to download the tender papers from the website & drop the filled quotation papers signed with seal and date at every page along with copy of valid trade license, GST & PAN and Credential for satisfactory completion of similar nature of job amounting to at least 75% of the job value in a single tender from any Government, Govt. undertaking or University of Calcutta in the last three financial year(only completion certificate of the work should be treated as Credential) in sealed envelope in the Tender box kept in the Office of the undersigned. The quotationers must write the name of the work, NIQ. No. , 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. Liquidated damage will be charged to the contractor if they fail to complete the work within the stipulated time, 0.01% per day to a maximum limit of 10 % of the contract value.
5. The allotted time for completion of the work 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.

6. (a) 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.

(b) 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.

7. A sum of 2% of the quoted amount 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 cancelled. The earnest money will be returned to unsuccessful tenders on application after issuing of work order to the successful bidder. In case of successful tender the EMD will be returned on application after an equal amount of security deposit is deducted by the University from the running bills. EMD is not exempted in any case. The earnest money will be returned to unsuccessful tenderers on application after issue of work order to the successful bidder for successful tenderer the EMD will be returned on application after an equal amount of security deposit is deducted from the running bills.

Amount:-Rs

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

Name of Issuing Bank:--

Branch :-

8. Work is to be carried out as per specification laid in the B.O.Q as per instruction of the undersigned.

9. Materials checking and verification by respective department.

10. The rates must be quoted in words & in figure otherwise the tender will be cancelled.

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

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

13. The contractor will work under the strict supervision of the Registrar Department. The BOQ given along with the tender is provisional. Payment will be made on the actual work done. The contractor will have to submit bill in printed format in duplicate.

14. The contractor will have to take necessary instruction from the Registrar, CU, regarding the execution of work.

15. Warranty period of the job will be as per manufacturer guide line.

Sd/-
Registrar
University of Calcutta

Name of the Agency:-

Address:-

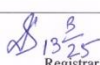
SIGNATURE OF THE CONTRACTURE WITH SEAL AND DATE:

Name of the work:- Repairing & servicing of 1no photocopier machine (model no. irac3320) along with drum & tonner change in the Office of Hon'ble Vice Chancellor, CU, on an emergency basis.

Sl. No.	Item name with specifications	Quantity	Unit	Unit Price	Total Amount (Including all taxes, loading, unloading, carriage etc. all complete)
1	Supply & Fixing of identical new drum unit for the above machine.	2	Nos		
2	Supply & Fixing of identical new tonner (NPG67) for the above machine.	4	Nos		
Total Amount (Rs.)					

N.B. – The rate should be inclusive of all Taxes such as GST, Service Tax, etc and loading unloading etc complete.

Signature of the Agency with date & stamp:-


Registrar
University of Calcutta
REGISTRAR
UNIVERSITY OF CALCUTTA