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 /CT- 130/26-27 Dated: 25/11/2026**
2.	**Name of the work:**	Supplying, fitting, fixing and commissioning of Hand hold portable grass cutting machine for CU Teachers' quarters complex, P-1/7, C.I.T. Scheme, Kankurgachi, Kolkata -700 054. C.U.
3.	**Estimated Cost put to Tender:**	**Rs. 18,999.00 (including Govt. taxes)**
4.	**Earnest Money:**	A sum of 2% of the estimated/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:**	10 DAYS
6.	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 under Government, Government Undertaking and Universities etc. within last three years. 4. Application through postal service or courier service is not accepted.
7.	**Date of receipt of application for tender**	On 30/11/2026 from 11 am to 4 pm (Must contain above mentioned Documents.) The application duly signed by Engineer CU should be enclosed with tender documents.
8.	**Date of Sale/ issue of tender papers**	TO BE DOWNLOADED FROM WEBSITE. (www. caluniv.ac.in)
9.	**Date and Time of tender Submission**	**Dully filled and signed tender/quotation to be submitted on 07 / 12/ 2026 from 11 am to 2.00 PM in to the Tender Box kept in the Office of the University Engineer**
10.	**Date and Time of Tender Opening**	**At or after 3.00 PM 07/ 12/ 2026 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 thuscancelled.

(ii)The undersigned reserves the right to reject any or all Tenders/quotations without assigning any reason what soever.

UNIVERSITY ENGINEER (C.U)

UNIVERSITY OF CALCUTTA

Name of the work – Supplying, fitting, fixing and commissioning of Hand hold portable grass cutting machine for CU Teachers' quarters complex, P-1/7, C.I.T. Scheme, Kankurgachi, Kolkata -700 054. C.U.

N.I.T no: Eng /CT- 130/26-27 Dated: 25/11/2026

Estimated cost Put to Tender:- Rs. 18,999.00 (including Govt. taxes)

Name of Agency:-

Address of Agency:-

Amount quoted by the Agency including GST: Rs **……..**

Signature of the Agency with date & stamp:-

UNIVERSITY OF CALCUTTA

N.IT no : Eng /CT-130/26-27 Dated: 25/11/2026

Item Rate contract

GENERAL TERMS AND CONDITION

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 yearin sealed envelope in the Tender box kept in the Office of the undersigned with in the specified time mentioned in the NITwhich 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 , NIT 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 tenderers on application after issuing of work order to the successful bidder. In case of successful tenderer 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.

Amount:-Rs

D.D. No..... Dated / /2026

Name of Issuing Bank:--

Branch :-

8. 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.

9. 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.

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 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.

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

15. Defect & liability Period:-The defect & liability period will be for a period of six months or as per Manufacture which one is grater from the date of completion of the job. Any defects pointed out during this period has to be mend good by the agency at their own cost failing which the retention money will be forfeited.

Sd/-

University Engineer

Name of the Agency:

Address :-

Signature of the Agency with date & stamp:-

N.I.T no : Eng /CT-130/26-27 Dated: 25/11/2026

Name of Work:- Supplying, fitting, fixing and commissioning of Hand hold portable grass cutting machine for CU Teachers' quarters complex, P-1/7, C.I.T. Scheme, Kankurgachi, Kolkata -700 054

Item	*Description*	*Quantity*	*Quoted Rate Rs. (Without GST)*	*GST (%)*	*Amount (Rs.) (Including GST)*
1	Supplying, fitting, fixing and commissioning of Hand hold portable grass cutting machine for CU Teachers' quarters complex, P-1/7, C.I.T. Scheme, Kankurgachi, Kolkata -700 054. Product specifications:- Engine Displacement - 25 CC. Engine Power - 1.30 HP. Fuel Tank Capacity - 0.90 L. Fuel Type - Petrol Number of strokes - 2 Weight - 5.60 KG Make: Stihl India or equivalent	1 No.			

Note:

1. The initial fuel required for commissioning must be supplied by the Agency (no extra payment will be made).

2. Pictures of the machine, along with its specifications, must be attached to the Tender Document.

3. The guarantee/warranty must be for 6 months or as per the manufacturer's guidelines, whichever is greater.

Amount quoted by the Agency including GST: Rs.

Address of the Agency:

Signature of the Agency with date and stamp.