



UNIVERSITY OF CALCUTTA
DEPUTY 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 bonafide contractors for the following work

1.	N.I.Q. No	:	DR/270/25	Dated: - 04.11.2025
2.	Name of Work	:	Annual maintenance contract for the photocopier machines (10nos) in the Placement & Training Office & RUSA, Migration Outgoing Section, RRG Section, ETO, Establishment(S&L) & Establishment(T) at College Street Campus, C.U.	
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.	
5.	Time of completion	:-	365 days from the issue of work order.	
6.	Eligibility Criteria and Documents to be submitted along with Application.	:-	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 job amounting 75 % of the quoted/estimated value in a single tender in the last 03 (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.	
7.	Terms & Conditions	:-	1. Sealed tenders with the relevant documents as mentioned above must be submitted at the Office of the Deputy 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. Application through postal service or courier service is not accepted.	
8.	Issue of tender papers		TO BE DOWNLOADED FROM WEBSITE.(www.caluniv.ac.in)	
9.	Last Date and Time of tender Submission	:-	14.11.2025 (up to 2.00 PM)	
10.	Date and Time of Tender Opening	:-	On 14.11.2025 or after 3:00 PM	

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.

The undersigned reserves the right to reject any or all Tenders without assigning any reason what so ever.


Deputy Registrar
University of Calcutta



UNIVERSITY OF CALCUTTA

Name of the work:- Annual maintenance contract for the photocopier machines (10nos) in the Placement & Training Office & RUSA, Migration Outgoing Section, RRG Section, ETO, Establishment(S&L) & Establishment(T) at College Street Campus, C.U.

N. I.Q. no- DR/270/25

Dated: - 04.11.2025

Name of Agency:

Address of Agency:

Bid Amount quoted by Agency:.....

Signature of the Agency with date &stamp:-



N.I.Q No: DR/270/25

Dated: - 04.11.2025-

TENDER AND CONTRACT FOR WORK

GENERAL TERMS AND DIRECTION FOR THE GUIDANCE OF CONTRACT

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 year in sealed envelope in the Tender box kept in the Office of the undersigned within the specified time mentioned in the NIT/NIQ which will be opened by the undersigned or by his representative within **the specified time and date mentioned in the NIT/NIQ.** The tendered must write the name of the work, NIT/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/NIQ 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. Work is to be carried out as per specification laid in the B.O.Q specification as per instruction of the Deputy Registrar or his representative.
7. The materials brought to site for execution of the work should by no means be taken out of site without the permission of the Deputy Registrar C.U.
8. The working concerned should remove the all materials from site and clean the area as instructed by E.I.C.
9. The University will not be bound to accept the lowest bidder.
10. The University will not supply any materials to the contractor.
11. The contractor will work under the strict supervision of the Deputy Registrar. The contractor will have to submit bill in printed format in duplicate.

12. The contractor will have to take necessary instruction from the Deputy Registrar regarding the execution of work.

Special Terms & Conditions:

University authority reserves the right to reject any or all quotations/tenders without assigning any reason whatsoever.

Mode of payment:

After completion of the work as per work order or any subsequent work order against the original work order the triplicates bills (R/A or Final bill) duly checked and verified by the concern department with the completion certificate by the concern department and should be submitted to the office of the undersigned within 10 days after completion of the work.

Sd/-

**Deputy Registrar
University of Calcutta**

Name of the Agency:-

Address:-

SIGNATURE OF THE CONTRACTURE WITH SEAL AND DATE:

N. I.Q. no : DR/270/25

Dated: - 04.11.2025

Name of the work: - Annual maintenance contract for the photocopier machines (10nos) in the Placement & Training Office & RUSA, Migration Outgoing Section, RRG Section, ETO, Establishment(S&L) & Establishment(T) at College Street Campus, CU.

Sl.No.	Description of work	Quantity	Basic price (Rs)	Tax(Rs)	Total Amount(Rs)
1.	Periodical service for preventive measures of photocopier machines. Machines model No.- i) Canon iR2630 Sl. No. 2VH06080-1no. ii) Konica Mirolta, Bizhub 195 Sl. No. A3R2041118296-2nos. iii) HP Laserjet M436DN-2nos. iv) Kyocera-TaskAlfa2321-1no. v) Konica Mirolta, Bizhub 195 Sl. No. -2nos. vi) Canon ADV iR4225-1no. vii) Canon Image Runner 2520-1no	10nos.			
2.	Repairing & servicing as required prior starting the AMC.	1item.			
Total amount including GST:					

Terms & conditions of the contract:

- 1) Service period: Monthly preventive maintenance for 1year.
- 2) Cost of the faulty parts is included in the quotation.
- 3) Tender does not include paper, drum, tonner etc consumable parts.
- 4) Emergency breakdown call must be attended as & when required basis within 3hrs of lodging complain for breakdown or call.
- 5) Transportation charges form carrying equipment spares from the site to workshop/workshop to site or as required will not be paid extra.
- 6) Materials cannot be taken out of the campus without prior permission of the authority.
- 7) Phone numbers must be given to the authority for emergency contract.
- 8) Service personnel must be well dressed; good behaved & must carry the identity proof of the company.

Quoted rate in figure & words:

Signature of the contractor with date & stamp:

N.B. The intending bidder must inspect the site before applying the bid.


Deputy Registrar
University of Calcutta