



UNIVERSITY OF CALCUTTA
OFFICE OF THE UNIVERSITY ENGINEER
87/1, College Street
Darbhanga Building, Ground Floor
Kolkata-700073
Website :-www.caluniv.ac.in

NOTICE INVITING QUOTATION

University of Calcutta invites sealed tender from resourceful and bonafide contractors for the following work:

1.	N.I.T No:	Eng /EQ-162/25-26	Date: 26/06/2025
2.	Name of the work:	AMC of some photocopier machines installed at some important places in College Street Campus, CU.	
3.	Estimated Cost put to Tender:	Nil.	
4.	Earnest Money:	A sum 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:	1 (One) Year	
6.	Eligibility Criteria and Documents to be submitted along with Application.	Valid trade License , GST & PAN and credential certificate for satisfactory completion of similar nature of job amounting 75 % of the estimated value in a single tender in the last three (3) 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 in 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 certificate 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 02/07/2025 (From 11 am to 4 pm) (Must contain above mentioned documents). Any other date for application will not be entertained. Without permission of the Engineer, CU, tender will be rejected.	
8.	Last date of issue of tender papers	To be downloaded from the website www.caluniv.ac.in.	
9.	Last Date and Time of tender Submission	Dully filled and signed tender/quotation along with application & other documents to be submitted on 07/07/2025 from 11am to 2.00 PM in to the Tender Box kept in the Office of the University Engineer, CU.	
10.	Date and Time of Tender Opening	At or after 07/07/2025 after 3.00 PM at the Office of the University Engineer, CU. 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 thus cancelled.

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

UNIVERSITY ENGINEER (C.U)



UNIVERSITY OF CALCUTTA

N. I.T. no- Eng/EQ-162/25-26.

Date: 26/06/2025

Name of the Work: AMC of some photocopier machines installed at some important places in College Street Campus, CU.

Estimated cost put to Tender: **Nil**

Name of Agency:-

Address of the agency:

Rate quoted by the agency in figures & words:

Signature of the agency with date & stamp:



UNIVERSITY OF CALCUTTA

N. I.T. no: Eng /EQ-162/25-26

Date: 26/06/2025

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 year in sealed envelope in the Tender box kept in the Office of the undersigned within the specified time mentioned in the NIT 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. The EMD of the contractor will be forfeited if they fail to start/complete the work within the stipulated time.
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. (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. This 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 bidders on application after issue of work order to the successful bidder for successful bidder 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 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 nil 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.

Terms & conditions of the contract:

- 1) Service period: Monthly.
- 2) Costs of damaged spare parts are included in the tender & have to replace with original spare parts by the concern.

- 3) Cost of the tonner & drum (if required) will be paid extra as & when required basis as per approval of the authority.
- 4) Emergency breakdown call must be attended as & when required basis within 5hrs 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 number must be given to the authority for emergency contract.
- 8) Service personnel must be well dressed & good behaved.

Sd/-

University Engineer

Name of the Agency:

Address:-

Signature of the Agency with date & stamp:-



N. I.T. no: Eng/EQ-162/25-26

Date: 26/06/2025

Name of the work: AMC of some photocopier machines installed at some important places in College Street Campus, CU.

Description of work	No of machines	Basic price (Rs)	Tax(Rs)	Unit price with tax (Rs)	Total Amount(Rs)
Preventive annual maintenance of photocopier machine (without tonner & drum) along with servicing & cleaning blades & drums, changing of damaged spare parts with new original one & etc as & when required basis. (Maximum number of 50000 copies per machine in 1 year)	8nos.				

Site of work:

- Office of the Hon'ble Vice Chancellor, CU (1no.)---- Canon Image Runner 2520
- Office of Pro V.C. Academy (2nos.) ----Canon IR2318L & Canon Image Runner Colour C3320
- Office of the Registrar, CU (1no.)---- Konika Minolta Bizhub 195
- Office of Deputy Registrar, CU (1no.)--- Canon IR2630
- Office if the Engineer, CU (3nos.) ----HP laserjet M436DN (2nos) & Konika Bizhub 195

Quoted rate in figure & words:

Signature of the contractor with date & stamp: