



University of Calcutta

87/1, College Street, Kolkata-700 073

E-Tender No. DR/306

Date: - 10.11.2025

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: Item wise item rate tender for Hiring of Ambulance, Decorator Work, Sound System & light fitting including LED, vehicles and supplying of Food & Refreshment and Sports Items at Sports Department, College Street Campus, University of Calcutta.

Name of the Item	Bid Validity Days	Time of completion of work	Earnest Money (EMD) Rs.	Name of the Concerned Department
Item wise item rate tender for Hiring of Ambulance, Decorator Work, Sound System & light fitting including LED, vehicles and supplying of Food & Refreshment and Sports Items at Sports Department, College Street Campus, University of Calcutta.	180 days	145 days	20000 /- (To be deposited Online)	Department of Sports, University of Calcutta.

• **Eligibility criteria for participation in the tender (up to date as on date):**

- I. 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 estimated 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.

- II. The bidder must have credentials (only completion certificate is valid) of similar nature of work in State aided University/ State Govt. Departments/ semi-Govt. Departments. Failing which, the bidder will be rejected.

III. The bidder must have a registered office in Kolkata or its surrounding districts in West Bengal. A copy of the address proof as per GST is to be submitted with the tender documents.

- BOQ for the respective work should be uploaded along with valid trade license, P.tax, PAN, GST & completion certificate for last 03 financial years etc. (up to date as on date) including above mentioned documents. **Failing which, the bidder will be rejected.**
- Consortium is not allowed and No Partial Quote will be accepted.
- **Time Extension:** Time is the essence of the contract, generally no time extension will be allowed. But, in case of Force Majeure, the extension of time may be considered on the basis of actual situation and subject to consideration of the Tender Inviting Authority.
- **Penalty Charges:** Penalty charges will be imposed @ 0.1 % per week on the tendered amount subject to Maximum @ 10% of the tendered amount, if the work will not be completed within stipulated time period of the tender.
- **No extra payment to be paid beyond the tendered amount.**
- The Tender Inviting Authority reserves the right to accept or reject any tender without assuring any reasons.

Terms & Conditions: -

- Quantity of the items and date of occurrence may be changed as per actual requirement.

Bid Opening Place: - University of Calcutta at 87/1 College Street, Darbhanga Building, Ground Floor Kolkata-700073.

B.O.Q

Sl. No.	Category	Item Description	Quantity	Rate	Amount
1	Hiring of Ambulance for Playing Event	Ambulance with Oxygen & emergency facilities. Duration will be from 9 am to 5:30 pm.	1. 1 no of ambulance needed for 5 days (05 th January to 09 th January 2026) 2. 2 nos of ambulances for 10 days (30 th January to 08 th February 2026)		
2	Hiring of Decorator Work, Sound System & light fitting including LED	1. (A) Three sides open, base covered, shaded stage (24ft X 12ft & height 3 ft) with well-furnished carpet covered, Glass centre table (7 pc), steel chairs with cover (15 pc), podium (1pc), flower vases (2pc), Stage decoration with backdrop, artificial flowers and related materials, 150ft X 6ft synthetic mat, 40 plant tubs (B) Sound System – Including JBL, Mixture, Micro phone (cordless/With cord), related to sound system	4 days of the Opening & Closing ceremonies of 2 sporting events at different places		

		Kolkata. Items will be served alternatively <u>as mentioned above</u>. 3. Drinking water need to be supplied at Youth Hostel (Accommodation place), SAI Ground and Heritage Ground for Football tournament. a. 20 litres water in sealed jar b. 500 ml water bottle c. 50 to 60 cups of tea per day per ground 4. Drinking water need to be supplied at Youth Hostel (Accommodation place), WBBA Ground (Maidan) for Basketball tournament for 5 days a. 20 litres water in sealed jar b. 500 ml water bottle c. 50 to 60 cups of tea per day	quantity of 60 head each day for 10 days 12 pieces per day per ground & 10 days 36 pieces per day per ground & 10 days 10 days For 10 days 20 pieces per day for 10 days 96 pieces per day for 10 days 10 days		
5	Sports Items	Trophy – Brass/Metal coated / acrylic 20 mm, high glossy height 36–40-inch size, stand hard PVC 8 inch, stand in front imported print setting, Design made by department. Medal – 3-inch diameter, clean surface, Embryos Laminated Medal, Own Design to make, Single Matter both side, weight 130-140 gm, 1-inch certain ribbon with print and fitting. Memento – Hard Masonite/ wood / acrylic material, 10-12 mm thickness, high glossy making, weight 400-450 gm, size 10-12-inch, high glossy imported print into University Arina print. Design made by office. Tracksuit (Upper) – Micro Spandex, “Shiv Naresh” or equivalent brand Football – Approved By FIFA Quality PRO Backing 4 Poly Cotton Bladder Latex Circumference (cms) 68.5~69.5 Construction Hand Sewn Material PU Recommended for Professional Size /Panels 5/32 Weight (gms) 420~445 (vii) Make preferably Cosco Milano/Nivia match ball Football Goal net – Football Goal Net Honeycomb mesh strong silk, length 7.32 mtr., height 2.44 mtr., net mesh hole 12 cm, make by stag/nivia/cosco Basketball – Sizes 6 &7, Bladder Butyl Circumference (cms) 75~78cms Colour Two Colour Construction Pasted Material PU	Trophy – 34”, 32”, 30”, 28” each 2 pcs Medal – 120 pcs Memento – 20 pcs Tracksuit (Upper) – 15 pcs Football – 12 pcs Football Goal Net – 2 pairs Basketball – 8 pcs		

	Recommended for Professional/ Indoor Play Size /Panels 6 /7/12 Weight (gms) 580~620gms Winding Nylon Winding make by stag/nivia/cosco Corner Flag with stick – PVC square 12*18 flag, clear digital print, PVC Stick Changing Board – PVC square 12*18 board, smooth elastic number plate Official Bibs – Jakarat/bob net thik cloth (185-190 GSM), all Digital//”4” inch Round JRS Collar//Inter spider locking stitch and rubber print font”3” inch shape Logo. Back “10X2.5” University Name printing, Number printing, //white Combination, Size from (S) to Triple XL- XXXL	Corner flag with Stick – 2 set Changing Board – 2 pcs Official Bibs – 2 sets (22 pcs each)		
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Important Dates:

Sl. No.	Items	Publishing Date (s)
1	Date of uploading of N.I.T. & Tender documents (online) from this end	10.11.2025, 06:00 P.M
2	Documents downloading, starting date (online)	10.11.2025, 06:00 P.M
3	Bid submission, starting date (online)	10.11.2025, 06:00 P.M
4	Bid submission, closing date (online)	03.12.2025, 10:00 A.M
5	Bid opening date for technical proposal (online)	05.12.2025, 10:00 A.M
6	Date of uploading of the list of technically qualified bidder (online)	To be communicated later
7	Date and place for the 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 TO BIDDERS

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 -tender will have to be enrolled & registered with the Government e - Procurement system through logging on to <https://wbtennders.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 logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

IV. Cost of Earnest Money (EMD)

Name of the Item	Earnest Money (EMD) Quoted INR	Transaction No. & Date	Bank Name
Item wise item rate tender for Supplying, fitting, fixing and commissioning of following ITEMS, Department of Genetics, University of Calcutta.	20000/- (To be deposited Online)		

Earnest Money (EMD):- Intending bidders are requested to deposit Rs. 20000 /-(to be deposited online by each bidder) only to be deposited by the bidder concerned electronically: 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 closing date for bid submission as it requires considerable time for processing of Payment for EMD.

For getting exemption of EMD: - Bidders are requested to upload the relevant NSIC / MSME Registered Certificate against each item work for getting exemption of EMD, failing which their Tender will be rejected. For that they need to select the EMD page as Yes and provide the exemption type as fixed and put the actual EMD amount in Rupees and upload the exemption document.

N.B.: During evaluation, the bidders may be invited and clarification/ information or additional documents or original hard copy of any of the documents already submitted may be sought from them & if these are not produced within the stipulated time frame, their bid will be liable to rejection.

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.

I. 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 contain scanned copies of the followings further in two cover (folder).
- c. **Online bid submission process (Bidder/Contractor)**
in <https://wbtenders.gov.in> portal, download the pdf file.

II. Statutory Cover Containing

- i) NIT and Corrigendum if any (Download the NIT and upload the same by digitally sign).

VII. NON-STATUTORY/MY DOCUMENTS containing the following documents:

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
			5. ISO Certificate
			6. NSIC / MSME Registered Certificate for getting Exemption of EMD.
			7 For non-registered organizations under NSIC/MSME, EMD documents are to be enclosed.
			8. Certificate of sole Authorized agent for supplying foreign instrument.
B.	Credential	75% of the total amount of work in government, autonomous organization, state universities.	

Note: Failure of submission of any of the above-mentioned documents will render the tender liable to be summarily rejected for both statutory & non statutory cover.

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 contractor is 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.
- iii) The lowest bidder should be the sole authorized agent of the foreign instrument as per specification mentioned in BOQ and purchase order will be issued either to the Indian sole authorized agent (Lowest bidder) or in favour of the manufacturer (For foreign organization only) duly certified by the lowest bidder (sole authorized agent) and as per terms & condition of the lowest bidder.

IX. Opening & Evaluation of Tender:-

Opening of Technical Bid:

- i) Technical bid will be opened by the University of Calcutta Officials. 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 is 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 committee may invite the bidders & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable for rejection.

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.

XII. 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 (RA/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.


Deputy Registrar (Acting)
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