University of Calcutta

ITEM RATE E-TENDER

REGISTRAR DEPARTMENT
DARBHANGA BUILDING

87/1 College Street
Kolkata - 700073

University of Calcutta

Notice Inviting e-Tender

(Bidding through e-tendering mode only)

E-Tender No. : **R/44/BIN/TENDER/26-27** **Dated: 28.10.2026**

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: Supplying of waste bins of different category and made of plastics of Nilkamal or equivalent brand to different campuses of the University of Calcutta during the year 2026-27 in connection with 'Swach Bharat program' to be organised at different campuses of the University of Calcutta.

1) **Earnest Money (EMD)**: Rs 8000/- only. **(To be deposited Online).**

2) **Exemption of EMD : MSME/NSIC certificate.**

3) No interest will be paid on the EMD (if any).

4) **Completion time of the work**: 02 days from the date of issuing work order.

5) **Bid Validity Period**: 180 days.

6) **Name of the Concerned Department**: **Office of the Registrar Department, Darbhanga Building, 87/1 College Street Kolkata- 700073, University of Calcutta.**

7) **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.**

IV. **No extra payment will be consider for Carriage and delivery of the items to different campuses of the University of Calcutta.**

8) **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.**

9) Consortium is not allowed and No Partial Quote will be accepted.

10) **Time Extension:** Time is the essence of the contract, generally no time of 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.

11) **Liquidated damage:** Liquidated damage will be charged to the contractor, if they fail to complete the work within the stipulated time as per contract@0.01% per day to a maximum limit of 10 % of the contract value .

12) **Defect & Liability Period:** The defect & liability period will be for a period of manufacturer guarantee from the date of completion of the job. Any defects pointed out during said period has to be mending good damages by the agency at their own cost failing which the retention money will be forfeited.

13) **Purchase Policy:** As per rules mentioned in CVC (Central Vigilance Commission) Circulars/Guidelines vide Memo No. 1754 F(Y), Dated. 19.05.2026, Finance Department under Govt. of West Bengal.

14) **Besides the above clauses, the contract of agreement will be enforced as per prevalent rules of West Bengal Form No.2911 under WBFR, Govt. of West Bengal.**

15) **No extra payment will be paid beyond the tendered amount.**

16) The Tender Inviting Authority reserves the right to accept or reject any tender without assigning any reasons.

17) **The intending bidder must quote all items on the BOQ, failing which his/her tender, will be cancelled. The Bidder should inspect the site for the mentioned work before bidding of the tender.**

Sd/-

Registrar
University of Calcutta

B.O.Q:-

SL	NAME OF THE CAMPUS	GREEN DUSTBIN WITH LID AND WHEEL 120L CAPACITY	BLUE DUSTBIN WITH LID AND WHEEL 120L CAPACITY	YELLOW DUSTBIN WITH LID AND WHEEL 120L CAPACITY	RED DUSTBIN WITH LID AND WHEEL 120L CAPACITY	Total Qty.	Unit
1	College street campus	5	5	4	0		
	Rajabazar Science college	10	10	5	2		
	Ballygunge Science College	10	10	5	2		
	Alipore	5	5	3	0		
	V.L.College	4	4	2	1		
	Technology campus	5	5	5	0		
	Agricultural Science building	3	3	3	1		
	Hazra Law college	3	3	3	0		
	Economics campus	1	1	1	0		
	Jute technology	2	2	1	0		
		48	48	32	6	134	each
	NAME OF THE CAMPUS	Yellow dustbin with lid and capacity of 10Lit.					
2	College street campus	30					
	Rajabazar Science college	60					
	Ballygunge Science College	60					
	Alipore	30					
	V.L.College	10					
	Technology campus	10					
	Agricultural Science building	5					
	Hazra Law college	10					
	Economics campus	10					
	Jute technology	10					
		235				235	each

INSTRUCTIONS TO BIDDERS

Earnest Money (EMD):- **Intending bidders are requested to deposit Rs. 8000/- 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 bid submission closing date as it requires considerable time for processing of Payment of 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 of the tender , the bidder may be requested to produce original hard copy of any of the documents for verification, failing which his/her tender will be liable to rejection.

Important Dates:

Sl. No.	Items	Publishing Date (s)
1	Date of uploading of N.I.T. & Tender documents (online) from this end	**28.10.2026, 02:00 P.M**
2	Documents downloading, Starting date (online)	**28.10.2026, 02:00 P.M**
3	Bid submission, starting date (online)	**28.10.2026, 02:00 P.M**
4	Bid submission, closing date (online)	**30.10.2026, 02:00 P.M**
5	Bid opening date for Technical Proposal (online)	**02.11.2026, 02:00 P.M**
6	Date of uploading of the list of Technically qualified Bidder (online)	**To be communicated later**
7	Date and Place for 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 / 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 –tendering will have to be enrolled & registered with the Government e – Procurement system through logging on to **https://wbtenders.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/she logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

IV. **Cost of Earnest Money (EMD)**

Earnest Money (EMD) Quoted INR
Rs. 8000/- **(To be deposited Online)**

V. **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 contains scanned copies of the followings further in two covers (folder)

c. **Online bid submission (Bidder/Contractor) process in https://wbtenders.gov.in portal, download the pdf file.**

https://wbtenders.gov.in/

VI. **Statutory Cover Containing**

i. For NIT and Corrigendum if any (Download the NIT and upload the same by through digital signature).

VII. NON-STATUTORY DOCUMENTS containing the following documents (Up to date as on date):

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 in similar nature of job.
B.	Credential	credential for satisfactory completion of **similar nature of job amounting to 75% of the quoted 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.**	
C.	Financial Information	**P/L AND BALANCE SHEET FOR LAST 03 (three) FINANCIAL YEAR.**	

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.

Note: Failure of submission of any of the above mentioned documents, the tender will be rejected.

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 Bidder has 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.

IX. Opening & Evaluation of Tender:-

Opening of Technical Bid:

i) Technical bid will be opened by the Central Tender Committee. 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 be 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 Tender committee may invite the bidders & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted. For any anomaly or deviation in this regard, his/her tender will be rejected.

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 and blacklisted.

Sd/-
Registrar
University of Calcutta

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. 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.

2. 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.

3. **Time Extension:** Time is the essence of the contract, generally no time of 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.

4. Refund of Earnest Money Deposit (EMD): Earnest Money Deposit (EMD) furnished by all unsuccessful bidders should be returned to them without any interest whatsoever, at the earliest after the expiry of the final bid validity period but not later than forty five days after the award of the contract. Earnest Money Deposit (EMD) of the successful tenderer should be returned, without any interest whatsoever, after receipt of performance security Deposit from him as stipulated in the contract.

5. Forfeiture of Earnest Money Deposit (EMD): Earnest Money Deposit (EMD) of a tenderer shall be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of his tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, his Earnest Money Deposit (EMD) shall be forfeited.

6. Refund of Performance Security: Performance Security will be refunded to the contractor without any interest, whatsoever, after he/she duly performs and completes the contract in all respects but not later than sixty days of completion of all such obligations under the contract.

7. Forfeiture of Performance Security deposit : Performance security will be forfeited and credited to University of Calcutta in the event of a breach of contract by the tenderers, in terms of the relevant contract.

8. Verification of the Bank Guarantees: Bank Guarantees submitted by the tenderers as Earnest Money Deposit (EMD)/Performance Security need to be immediately verified from the issuing bank before its acceptance, through written communication.

9. 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.

10.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.

11. The working concerned should remove the all materials from site and clean the area as instructed by E.I.C.

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

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

14. The contractor will work under the strict supervision of the Engineer/ Sub-Assistant Engineer. The 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.

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

16. Security Deposit : 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.

17. After issuing the work order to the successful tenderer, if he/she fails to commence the work or unable to complete the work, then the EMD and Performance security amount of the said tenderer will be forfeited and no claim will be entertained.

18. Termination Clause:

i. Failing to supply and commissioning of the items as per work order within the stipulated time, the contract will be rejected except application of Force majeure Clause and EMD will be forfeited.
ii. If any deviation of quality and specification from the stipulated specification as per B.O.Q observed, the purchase order will be cancelled and EMD will be forfeited.
iii. In case of deterioration of service the Work order will be cancelled as per rule and EMD may be forfeited.

19. Force majeure Clause: If the work(s) be delayed for the following reasons:-
Due to war, internal emergency and other conditions such as abnormally bad weather, flood, cyclone natural calamity or serious loss or damage by fire or civil commotion, the contractor shall immediately give notice thereof in writing to the Central Tender Committee but shall nevertheless use constantly his/her best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Central Tender Committee to proceed with the works.

20. 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/-

Registrar
University of Calcutta