



UNIVERSITY OF CALCUTTA
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 bonafied contractors for the following work

1.	N.I.Q. No	:	R/584/2020	Dated:-26-02-2020
2.	Name of Work	:	Purchasing & commissioning of software for salary bill preparation and payment in replacement existing software (COSA) package as per specification and rules of the University of Calcutta.	
3.	Estimated Cost put to Tender	:-	NA	
4.	Earnest Money	:-	2% of the Quoted amount in INR, in the form of demand draft in favour of University of Calcutta payable at Kolkata is to be attached with the Tender for 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 completion of the work. For exemption of EMD, MSME/NSIC Certificate for relevant trade licence to be submitted.	
5.	Time of completion	:-	15 days from the issuing of work order.	
6.	Eligibility Criteria	:-	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 jobs under Government, Government Undertaking and state run Universities & autonomous institutions with the Bid Documents and NIT copy , Original EMD draft or NSIC/MSME Certificate.	
7.	Terms & Conditions	:-	<ol style="list-style-type: none">1. Sealed tenders with the relevant documents as mentioned above must be submitted at the Office of the 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. Guarantee Period:- 1 year (No extra payment will be made for any maintenance or up gradation of software package during the guarantee period.8. If the Agency fails to complete work within the completion time then the EMD amount will be forfeited and the Agency will be debarred for applying any tender for 3 years in the University.	
8.	Last date of Sale/ issue of tender papers		TO BE DOWNLOADED FROM WEBSITE.(www. caluniv.ac.in)	
9.	Last Date and Time of tender Submission	:-	04/03/2020 (up to 2.00 PM)	
10.	Date and Time of Tender Opening	:-	On or after 3:00 PM 05/03/2020	

N.I.Q no ,Name of work and the date of opening should be written on the sealed envelope otherwise tender will not be opened thus cancelled.


26/02/2020
Registrar
University of Calcutta



UNIVERSITY OF CALCUTTA

Name of the work:- Purchasing & commissioning of software for salary bill preparation and payment in replacement existing software (COSA) package as per specification and rules of the University of Calcutta

N. I.T. no- R/584/2020

Dated: 26-02-2020

Name of Agency:

Address of Agency:

Bid Amount quoted by Agency:.....

Signature of the Agency with date & stamp:-

Name of the work:- Purchasing & commissioning of software for salary bill preparation and payment in replacement existing software (COSA) package as per specification and rules of the University of Calcutta

SI No.	Description of the scrap items	Rate	GST	Total Rate (Inclusive of All Govt. Taxes) Loading, Unloading, Carriage etc. complete	Amount
1.	Purchasing & commissioning of software for salary bill preparation and payment in replacement existing software (COSA) package as per specification and rules of the University of Calcutta.				

N.B. – The rate should be inclusive of all Taxes such as GST, Service Tax, etc and loading unloading etc complete.

Signature of the Agency with date & stamp:-