



UNIVERSITY OF CALCUTTA

Office of the Engineer
Darbhanga Building
87/1 College Street
Kolkata- 700073

NOTICE INVITING QUOTATION

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

1.	N.I.Q. No	:	Eng /EQ-330/19-20	Dated: 15/11/2019
2.	Name of Work	:	Supplying of new Digital Franking machines (2nos.) along with comprehensive AMC for the newly installed machines for (1+1) years after the warranty period & buy back of the old 2nos. Digital Franking machines at Central Despatch Section, College Street Campus, CU.	
3.	Estimated Cost	:-	x	
4.	Earnest Money	:-	5% 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 exempted for those bidders who are registered with NSIC or any Government organization- to safeguard against a bidder withdrawing/altering his bid during the bid validity period.	
5.	Time of completion	:-	7days from the date of issue of the work order. Extended warranty including comprehensive AMC for the new machines will be (1+1)years.	
6.	Eligibility Criteria	:-	Valid Trade License , GST & Pan and credential for satisfactory completion of similar nature of job amounting 40 % of the estimated value in a single tender in the last three financial year in Government/ Government Undertaking / University of Calcutta are accepted. (Only completion certificate of the work should be treated as Credential.)	
7.	Last date of receipt of application for tender	:-	NA	
8.	Last date of Sale/ issue of tender papers		TO BE DOWNLOADED FROM WEBSITE (caluniv.ac.in).	
9.	Last Date and Time of tender Submission	:-	21/11/19 (up to 2.00 PM)	
10.	Date and Time of Tender Opening	:-	21/11/19 (at 3.00 PM or after)	

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

UNIVERSITY ENGINEER (C.U)



UNIVERSITY OF CALCUTTA

NOTICE INVITING QUOTATION NO. -Eng /EQ-330/19-20DATED:15/11/2019

Name of the work: -Supplying of new Digital Franking machines (2nos.) along with comprehensive AMC for the newly installed machines for (1+1) years after the warranty period & buy back of the old 2nos. Digital Franking machines at Central Despatch Section, College Street Campus, CU.

Name of Agency:-

Address of Agency:-

Rate quoted by Agency: -

Signature of the Agency with date & stamp:-



UNIVERSITY OF CALCUTTA

Quotation No: - Eng /EQ-330/19-20 Dated: 15/11/2019

TENDER AND CONTRACT FOR WORK

GENERAL TERMS AND DIRECTION FOR THE GUIDANCE OF CONTRACT

1. Eligible quotationers will have to download the tender papers from the website & drop the filled quotation papers signed with seal and date at every page along with copy of valid trade license, GST & PAN and Credential for satisfactory completion of similar nature of job amounting to at least 75% of the job value in a single tender from any Government, Govt. undertaking or University of Calcutta in the last three financial year (only completion certificate of the work should be treated as Credential) in sealed envelope in the Tender box kept in the Office of the undersigned. The quotationers must write the name of the work, 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 05 % of the contract value.
5. The allotted time for completion of the work is 7 days from the date of issue of the work order. Extended warranty including comprehensive AMC for the new machines will be (1+1) years after the expiry of the warranty period .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) 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. The same will be released after a period of six months from the date of completion of the work on application.

7. A sum of 5% of the estimated amount i.e. Rsin the form of demand draft in favour of UNIVERSITY OF CALCUTTA payable at Kolkata is to be attached with the quotation as earnest money, failing which the quotation will be treated cancelled. The earnest money will be returned to unsuccessful quotationers on application after issue of work order to the successful bidder.

For successful quotationer the EMD will be returned on application after an equal amount of security deposit is deducted from the running bills/final bill.

D.D No..... Dated / /20

Name of Issuing Bank:--

B ranch :-

Amount: - Rs /-(Rupees)

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 or his representative. The BOQ given along with the tender is provisional. Payment will be made on the actual work done jointly measured by the Engineer/SAE/consultant & the contractor. 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, regarding the execution of work.

15. Warranty period of the job will be as per manufacturer guideline. **Specific OEM Authorization Certificate is to be attached along with the quotation.**

Terms & Conditions for AMC:

- 1) Routine maintenance & health checkup of all the machines should be done every month.
- 2) Agency will have to provide contract numbers for lodging complain & should have to attend any fault within 2hrs. of lodging complain.
- 3) Agency should have to maintain proper log book & have to be signed after each fault repairing/routine checkup/overhauling.
- 4) Agency will have to provide all necessary safety gazettes to his staff /technicians. University of Calcutta will not take any responsibility for any unwanted incidents.
- 5) Agency should have to engage experience & sound technicians for the job.
- 6) Agency should have to provide necessary insurances for his technicians.
- 7) Payment will be made quarterly after successful completion of the work against bill raised by the agency.
- 8) Comprehensive maintenance means providing all spare parts required to make the machine healthy.
- 9) University Engineer, CU, reserves the right to reject any or all quotations/tenders & may terminate the work any time without assigning any reason what so ever.

Sd/-

University Engineer

Name of the Agency:-

Address;-

SIGNATURE OF THE CONTRACTURE WITH SEAL AND DATE:

Name of the work: -Supplying of new Digital Franking machines (2nos.) along with comprehensive AMC for the newly installed machines for (1+1) years after the warranty period & buy back of the old 2nos. Digital Franking machines at Central Despatch Section, College Street Campus, CU.

Notice No.-Eng/EQ-330/19-20

Dated; 15/11/2019

Sl. No.	Description	Quantity	Unit amount (Rs)	Total amount without tax(Rs)	Total amount with taxes (Rs)
1.	Digital Franking Machine: Speed: 45 to 55 letters/min, Print Value: 0.00 to 9999.99, Weighting platform: Integrated (up to 5kg), Max. Article size: 127x76 to 381x381mm, Max.Article thickness: 9.25mm, Postage, Slogan & tariff download: Through Intellilink, Date & Time Setting: Automatic, Low fund Warning: Yes, Low ink warning: Yes, Electronic password: Yes, 6 digits, Self Locking: Yes, User Account: 50, Date & Time for inbound mails: Yes, Test message entry: Yes, Power Supply: 230V, 50Hz, Weight of the machine: 6.8kg. Make: Pitney Bowes DM 140i, or its equivalent. <i>Specific OEM Authorization Certificate is to be attached along with the quotation.</i>	2items.			
2.	Installation & commissioning of the above along with all accessories as required for completing the job.	2items.			
3.	Buy back of the old Digital Franking Machines.	2items.			
4.	Extended warranty including comprehensive AMC for the newly installed machines for (1+1) years.	2item.			
5.	Final amount with taxes:				

Final Amount in Figures & Words:

Signature of the contractor with date & stamp: