



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-498/19-20	Dated:05/03/2020
2.	Name of Work	:	Supplying, installation & commissioning of one desktop PC along with printer machine in CU Staff Co-operative Credit Society Limited in the 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	
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	:-	17/03/2020 (up to 2.00 PM)	
10.	Date and Time of Tender Opening	:-	17/03/2020 (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, CU, can accept or reject any tender without assigning any reason whatsoever.

UNIVERSITY ENGINEER (C.U)



UNIVERSITY OF CALCUTTA

NOTICE INVITING QUOTATION NO. -Eng /EQ-498/19-20

DATED: 05/03/2020

Name of the work: -Supplying, installation & commissioning of one desktop PC along with printer machine in CU Staff Co-operative Credit Society Limited in the 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-498/19-20

Dated: 05/03/2020

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 7days 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) 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:--

Branch :-

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.

Sd/-

University Engineer

Name of the Agency:-

Address:-

SIGNATURE OF THE CONTRACTURE WITH SEAL AND DATE:



Quotation No: - Eng /EQ-498/19-20

Dated: 05/03/2020

BOQ for supplying, installation & commissioning of one desktop PC along with printer machine in CU Staff Co-operative Credit Society Limited in the College Street Campus, CU.

Sl. No.	Description	Quantity	Unit amount (Rs)	Total amount without taxes(Rs)	Total amount with taxes (Rs)
1.	Processor-Intel core i5, Hard Disk-1TB, RAM- 4GB, Monitor- 19.6inch, Keyboard, Optical Mouse, DVD writer, USB port, OS-Original windows 10Pro. HP make or equivalent.(Site: CU Staff Co-operative Credit Society Limited)	1 item.			
2.	All-in one Laser Printer, model- 1136, HP make or equivalent.	1 item.			
3.	600VA UPS, APC make or equivalent.	1item.			
4.	Quick Heal Total Security anti-virus 1U-3years.	1item.			
5.	Installation & commissioning of the above along with all accessories as required for completing the job.	1item.			
6.	Final amount with taxes:				



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NOTICE INVITING QUOTATION

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1.	N.I.Q. No	:	Eng /EQ-499/19-20	Dated:05/03/2020
2.	Name of Work	:	Comprehensive annual maintenance (including all spare parts as required)of the water purifier machines & water cooler cum purifier machines at different Campuses & Hostels in the University of the Calcutta.	
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.	Completion Time	:-	(1+1+1) years from the date of issuing work order.	
6.	Eligibility Criteria	:-	Valid trade License , GST & Pan and credential for satisfactory completion of similar nature of job. Amounting 75 % of the estimated value in a single tender in the last three financial year . Government, Government Undertaking and University of Calcutta credentials are accepted. (Only completion certificate of the work should be treated as Credential.	
7.	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	:-	17/03/2020 (up to 2.00 PM)	
10.	Date and Time of Tender Opening	:-	On 17/03/2020 (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, CU, can accept or reject any tender without assigning any reason whatsoever.

UNIVERSITY ENGINEER (C.U)



UNIVERSITY OF CALCUTTA

NOTICE INVITING QUOTATION NO. -Eng/EQ-499/19-20

DATED:05/03/2020

Name of the work: -Comprehensive annual maintenance (including all spare parts as required) of the water purifier machines & water cooler cum purifier machines at different Campuses & Hostels in the University of the Calcutta.

Name of Agency:-

Address of Agency:-

Rate quoted by Agency: -

Signature of the Agency with date & stamp:



UNIVERSITY OF CALCUTTA

Quotation No: - Eng/EQ-499/19-20 Dated: 05/03/2020

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 (1+1+1) years 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. The same will be released after a period of six months from the date of completion of the work on application.

75% 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 quotationers on an application as per provision in Purchase & Work Manual, CU. 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 or as per provision in Purchase & Work Manual, CU.

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, CU. The BOQ given along with the tender is provisional. Payment will be made on the actual work done jointly measured by the 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. The eligible contractor who does not have ESI for their workers will have to possess workmen's compensation policy for their workers before starting the job.
16. The contractor has to produce user end completion certificate before claiming of final bill.
17. Warranty period of the job will be as per manufacturer guideline.

Special Terms & Conditions:

- 1) Routine maintenance & health checkup of all the machines should be done every month.
- 2) All machines are required to be overhauled quarterly, filter of each machine to be cleaned every month & damage parts are to be replaced by identical ones immediately.
- 3) Agency will have to provide contract numbers for lodging complain & should have to attend any fault within 2hrs. of lodging complain.
- 4) Agency should have to maintain proper log book & have to be signed after each fault repairing/routine checkup/overhauling.



- 5) 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.
- 6) Agency should have to engage experience & sound technicians for the job.
- 7) Agency should have to provide necessary insurances for his technicians.
- 8) Payment will be made quarterly after successful completion of the work against bill raised by the agency or as per rules of the University of Calcutta.
- 9) Comprehensive maintenance means providing all spare parts required to make the machine smooth & healthy.
- 10) 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

Quotation No: - Eng/EQ-499/19-20 Dated: 05/03/2020

BOQ for the comprehensive annual maintenance (including all spare parts as required) of the water purifier machines & water cooler cum purifier machines at different Campuses & Hostels in the University of the Calcutta.

Sl. No.	Description of items	Locations	Quantity	Unit Rate (Rs)	Total Amount (Rs)
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1.	Water cooler cum purifier machines	College Street Campus. Rajabazr Science College Campus. Ballygunge Campus. Technology Campus. Alipore Campus. Economics Campus. Goenka Hospital. New Law College Hostel, 14, BidhanSarani, Kol-06. Carmichael Hall. P.G.Men Students Hall, Waliullah Lane, kol-16 P.G.Lady Students Hall, 56&58 M.G.Road, Kol-09. P.G.Men Students Hall, 1, Vidyasagar Street, Kol-09. U.G.Lady Students Hall, 17, Radhanath Lane, Kol-06. P.G.Lady Students Hall, 24&245, Beadon Row, Kol-06 V.L.College Campus. V.L.College Hostels(3nos) HironmoyeeChatriBhavan P.G.Men Students Hall(Tech) 35,Ballygunge Circullar Road, Kol-19 P.G.Men Students Hall, 49/1, Hazra Road, Kol-26. Economics Hostel	24nos. 11nos. 16nos. 8nos. 2nos. 1no. 1no. 2nos. 5nos. 1no. 1no. 2nos. 2nos. 1no. 1no. 2nos. 2nos. 1no. 3nos. 2nos. 2nos. 2nos. 2nos. 2nos.		
Total:			89nos.		
2.	Water purifier machines	Alipore Campus. Economics Campus. New Law College Hostel, 14, BidhanSarani, Kol-06. P.G.Men Students Hall, 1, Vidyasagar Street, Kol-09.	4nos. 1no. 2nos. 2nos.		
Total:			9nos.		
Add: Taxes as per norms					
Final Amount(Rs):					

Quoted rate in figures & words:

Signature of the contractor with seal & date:

