



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-211/19-20	Dated: 06/09/2019
2.	Name of Work	:	Supplying, installation & commissioning of latest version LED smart intelicore5 (8 <sup>th</sup> generation) computer system along with printer cum copier cum scanner for the RRG 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.	
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	:-	17/09/19 (up to 2.00 PM)	
10.	Date and Time of Tender Opening	:-	17/09/19 (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-211/19-20 DATED:06/09/2019

Name of the work: -Supplying, installation & commissioning of latest version LED smart intel core5 (8<sup>th</sup> generation) computer system along with printer cum copier cum scanner for the RRG 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-211/19-20 Dated: 06/09/2019

## 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 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. Rs .....in the form of demand draft in favour of UNIVERSITYOF 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.

Sd/-

University Engineer

Name of the Agency:-

Address:-

SIGNATURE OF THE CONTRACTURE WITH SEAL AND DATE:

Name of the work: - BOQ of supplying, installation & commissioning of latest version LED smart intel core5 (8<sup>th</sup> generation) computer system along with printer cum copier cum scanner for the RRG Section, College Street Campus, CU.

Tender Notice No.-Eng/EQ-211/19-20

Dated; 06/09/2019

Sl. No.	Description	Quantity	Unit amount (Rs)	Total amount without tax(Rs)	Total amount with taxes (Rs)
1.	HP combo Intel core i5/4GB DDR/1TB HDD SATA/DVD RW, Desktop PC, windows 10OS, 21inch LED monitor, 8 <sup>th</sup> generation, or its equivalent.	2items.			
2.	Supplying of new A3 Digital multifunction (automatic duplex) with print, scan & copy inbuilt network printing. Copy/print speed not less than 23ppm (A4). Supported memory not less than 128MB. Power consumption less than 550W. Standard paper capacity 350 sheets upto A3. Compatible operating system windows 10/7/XP/2008/2003/Vista. Make- HP, Canon or its equivalent.	2items.			
3.	600VA APC UPS	2items.			
4.	Installation & commissioning of the above along with all accessories as required to complete the job.	4items.			
5.	Final amount with taxes:				

Final Amount in Figures & Words:

Signature of the contractor with date & stamp:



UNIVERSITY OF CALCUTTA

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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-210/19-20	Dated:06/09/2019
2.	Name of Work	:	Supplying, installation & commissioning of Laptops & accessories for Project on" India & Myanmar-Migration, Diaspora & Cultural Memories" under UGC-UPEII, "Look East" scheme, 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 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.	
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 collected from the Website of University of Calcutta, ( <a href="http://www.caluniv.ac.in">www.caluniv.ac.in</a> )	
9.	Last Date and Time of tender Submission	:-	17/09/19( up to 2.00 PM)	
10.	Date and Time of Tender Opening	:-	17/09/19( 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-210/19-20.

DATED: 06/09/2019

Name of the work: -Supplying, installation & commissioning of Laptops & accessories for Project on "India & Myanmar-Migration, Diaspora & Cultural Memories" under UGC-UPEII, "Look East" scheme, 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-210/19-20

Dated:06/09/2019

## 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 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.

7.5% 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 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 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.
16. The contractor has to produce user end completion certificate before claiming of final bill.
17. Contact person Dr. Amrita Sen, (PI), UGC-UPE-II, India & Myanmar Migration Diaspora & Cultural Memories.

Sd/-

University Engineer

Name of the Agency:-

Address:-

SIGNATURE OF THE CONTRACTURE WITH SEAL AND DATE:

Sl. No.	Items	Specification	Quantity	Unit rate(Rs) Without tax	Total Amount without tax (Rs)	Total Amount with tax(Rs)
1.	Laptop	Lenovo Ideapad 120s Intel Pentium Quad Core 14-inch thin & light Laptop (4GB) RAM/ 128GB SSD/Windows10 Home.	3nos.			
2.	Printer, Copier & Scanner	HP410 all-in-one ink tank wireless color printer	1no.			
3.	Hard Drive	Seagate Backup plus slim or equivalent 1TB USB 3.0 external hard drive for PC/Mac	5nos.			
4.	OTG Pen Drive	SanDisk Ultra Dual or equivalent 64GB USB 3.0 OTG Pen Drive.	5nos.			
5.	iPad	Apple iPad Pro (11-inch, Wi-Fi, 64GB)	1no.			
6.	iPad Dongle	JX2 Wi-Fi Display Dongle Wireless HDMI Dongle Airplay Dongle for iOS or equivalent.	1no.			
7.	Video Camera	Canon EOS 200D 24.2MP Digital SLR Camera with EF-S 18-55mm is STM Lens & EF-S 55-250mm is STM Lens/ Camera Case.	1no.			
8.	Tripod for Video	Foldable tripod compatible with Video Camera Digitek DTR-550LW Professional Tripod or equivalent.	1no.			
9.	Wireless Microphone	SoloFlixArmic –Mic for mobile Lavalier Lapel Omnidirectional condenser Collar Microphone for Smartphones DSLR Cameras or equivalent.	1no.			
10.	Memory Card	SanDisk Ultra 64GB	1no.			
11.	Voice Recorder	Sony ICD-PX240 MP3 Digital Voice IC Recorder LCD or equivalent.	1no.			
Final amount with taxes:						

Final amount quoted in figures & words:

Signature of the contractor with date & stamp: