

DRAFT



UNIVERSITY OF CALCUTTA
REGISTRAR DEPARTMENT
87/1 College Street
Darbhanga Building, Ground Floor
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	:	REG/01-NIQ/19-20	Dated 26/ 09/ 2019
2.	Name of Work	:	Engagement of Courier service for despatching of letters of the Office of the Registrar Department (Central Despatch Section).	
3.	Estimated Cost put to Tender	:-	Rs NA	
4.	Earnest Money	:-	A sum of Rs. 20,000/- 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	:-	3 years from the date of receipt of 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 receipt of application for tender	:-	NA	
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	:-	26/09/2019.(up to 2.00 PM)	
10.	Date and Time of Tender Opening	:-	On or after 3:00 PM 21/10/2019	

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.

The successful bidder will have to take all necessary measures to receive all letters from the department within 1 P.M and deliver it to the destination on the same day within 5 P.M.

The undersigned reserves the right to reject any or all Tenders without assigning any reason what so ever.

26/9
Registrar(Acting)



UNIVERSITY OF CALCUTTA

Name of the work:- Engagement of Courier service for dispatching of letters for Registrar Department (Central Despatch Section)

N. I.T. no- REG/01-NIQ/19-20

Dated: 26/ 09/ 2019

Name of Agency:-

Address of Agency:-

Name of the work:- Engagement of Courier service for dispatching of letters for Registrar Department (Central Despatch Section)

N. I.T. no- REG/01-NIQ/19-20.

Dated: 26/ 09/ 2019

SL No.	Description of site	Site wise per letter per Day Amount
1.	Kolkata (Normal delivery)	
2.	Out of Kolkata	
3.	Kolkata (Urgent delivery)	
4.	Howrah (Urgent delivery)	
5.	Nabanna Campus (Urgent Delivery)	
6.	Rajabazar Campus	
7.	Nano Campus	
8.	B.T. Road Campus	
9	Bikash Bhawan Campus	
10.	Ballygunge Campus/Press, CU	
11.	Alipore Campus	
12.	V.L. College campus	

Name and Address of the Agency:-

Signature of the Agency with date and seal:-