



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/663/20	Dated:-21-12-2020
2.	Name of Work	:	<i>Purchasing of 03 nos Desktop Computer for the Department of Botany, C.U., 35, Ballygunge Circular Road, Kolkata - 700019</i>	
3.	Estimated Cost put to Tender	:-	NA	
4.	Earnest Money	:-	A sum of Rs5000/- (Rupees Five thousand only) 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. Manufacturing Warranty 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	:-	30/12/2020 (up to 2.00 PM)	
10.	Date and Time of Tender Opening	:-	On or after 3:00 PM 30/12/2020	

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.


Registrar

University of Calcutta



UNIVERSITY OF CALCUTTA

Name of the work:- Purchasing of 03 nos Desktop Computer for the Department of Botany, C.U., 35, Ballygunge Circular Road, Kolkata - 700019

N. I.Q. no- R/663/20

Dated: 21.12.2020

Name of Agency:

Address of Agency:

Bid Amount quoted by

Agency:.....

Signature of the Agency with date & stamp:-



N.I.Q No: - R/663/20

Dated: 21/12/2020

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. The estimated amount i.e. **.Rs 5000/- (Rupees Five thousand only)** in 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.



Name of the Agency:-

Address:-

SIGNATURE OF THE CONTRACTURE WITH SEAL AND DATE:

N. I.Q. no- R/663/20

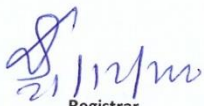
Dated: 21.12.2020

Name of the work:- Purchasing of 03 nos Desktop Computer for the Department of Botany, C.U., 35, Ballygunge Circular Road, Kolkata
- 700019

Sl No.	Description of Item	Qty	RATE	GST	Total Rate (Inclusive of All Govt. Taxes) Loading, Unloading, Carriage etc. complete	Amount
1.	Supplying Desktop Computers of DELL/HP/or Equivalent make & necessary accessories as per following Specifications : Intel Core i5 processor above 3.1 GHz, 6MB Intel Smart Cache with graphics card, RAM 8 GB, Hard Disk 1TB, 250 GB SSD, 24" full HD monitor with VGA, HDMI, Audio in/out ports and inbuilt speaker, keyboard (wireless), Optical Mouse (wireless), 600 VA UPS	03 Nos				

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:-


Registrar
University of Calcutta