



University of Calcutta

87/1, College Street, Kolkata-700 073

E-TENDER NOTIFICATION

E-Tender No. - R-4/21/Insurance

Date: 07.01.2021

University of Calcutta invites e-tender from Public Sector Insurance Companies registered under IRDA for Insurance regarding Fire / Burglary / Money Insurance Policy of different building in various campuses as per Annexure- A under the University of Calcutta for 1 (one) year.

Please visit <https://wbtenders.gov.in/nicgep/app> , &
https://www.caluniv.ac.in/tender/tender_news.html

Tender ID: - 2021_CU_313579_1

Bid Submission Start Date 07-Jan-2021 05:00 PM

Bid Submission End Date 27-Jan-2021 02:00 PM

Sd/-

Registrar
University of Calcutta





University of Calcutta

**Office of the Registrar Department
87/1, College Street, Kolkata-700 073**

E-Tender No: R-4/21/Insurance

Date: 07.01.2021

University of Calcutta invites e-tender from Public Sector Insurance Companies registered under IRDA for Insurance regarding Fire / Burglary / Money Insurance Policy of different building in various campuses as per Annexure- A under the University of Calcutta for 1 (one) year.

- **Name of the Work:** University of Calcutta invites e-tender from Public Sector Insurance Companies registered under IRDA for Insurance regarding of Fire / Burglary / Money Insurance Policy of different building in various campuses as per Annexure- A under the University of Calcutta for 1 (one) year.
- **Earnest Money (EMD) :** Rs. 100000 /- (Rupees one lakh only) (To be deposited Online) For details see the EMD Clause.
- **Completion time of the work:** 1 (one) year from the date of issuing work order.
- **Bid Validity Days:** 120 days
- **Name of the Tender Inviting Authority:** Registrar, University of Calcutta.
- **No extra payment to be paid beyond the tendered amount.**
- The Tender Inviting Authority reserves the right to accept or reject any tender without assuring any cause.
- **The intending bidder must quote for the items of work in BOQ. The intending bidders must have valid credentials for similar nature of works of at least 50% of the Tendered value (At least) within last three years in any State University/Govt./Semi-Govt./Autonomous Institutions in any single tender.**
- **If the successful bidders refuse to continue the work after getting the letter of Acceptance then the EMD & security deposite amount will be forfeited.**

- **Security Deposit: 10 % of the tendered amount as security deposit must be submitted by the successful bidder before completion of the formal agreement.**
- **The formal agreement will be completed after receiving the letter of Acceptance within 10 days from the date of Letter of Acceptance.**

Annexure- A

Properties:

Name of Premises	Type of Policy
Madhupur holiday home	Fire
Madhupur holiday home	Burglary
Cash in safe	Burglary
Cash in transit	Money Insurance
CU Press	Burglary
CU Press	Fire
Ashutosh Building & Darbangha B	Burglary
College Street Campus	Fire
Economics Department	Fire
Economics Department	Burglary
12 Baroj Road	Fire
Baruipur Agricultural Firm	Fire
Baruipur Agricultural Firm	Burglary
Central Library	Burglary
Gold Medal & silver medal	Burglary
Hazra Law College	Fire
Hazra Law College	Burglary
CU Book Depot	Fire
CU Book Depot	Burglary
Rajabazar Sc. College	Burglary
Rajabazar Sc. College	Fire
Centenary Building	Burglary
14 Bidhan Sarani	Fire
Goenka Hospital	Fire
Goenka Hospital	Burglary
7 Waliulla lane	Fire
Alipur Campus	Fire
Alipur Campus	Burglary
Ballygunje Science College	Fire
Ballygunje Science College	Burglary
Viharilal College Campus	Fire
Salt Lake Campus	Fire

[Handwritten Signature]
10/11/21

Earnest Money (EMD):- Intending bidders are requested to deposit Rs. 100000/- (Rupees one lakh only) (to be deposited online) by each bidder only to be deposited by the bidder concerned electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank generating NEFT/RTGS challan from the e-tendering portal. Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.

Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires considerable time for processing of Payment of EMD.

For getting exemption of EMD: - Bidders are requested to upload the bank guaranty of the same amount must be deposited.

N.B.: During evaluation, the bidders may be invited and clarification/ information or additional documents or original hard copy of any of the documents already submitted may be sought from them & if these are not produced within the stipulated time frame, their bid will be liable to rejection.

Important Dates:

Sl. No.	Items	Publishing Date (s)
1	Date of uploading of N.I.T. & Tender documents (online) from this end	07/01/2021 ; 05:00 pm
2	Documents downloading, Starting date (online)	07/01/2021 ; 05:00 pm
3	Bid submission, starting date (online)	07/01/2021 ; 05:00 pm
4	Bid submission, closing date (online)	27/01/2021 ; 02:00 pm
5	Bid opening date for Technical Proposal (online)	29/01/2021 ; 02:00 pm
6	Date of uploading of the list of Technically qualified Bidder (online)	To be communicated later
7	Date and Place for opening of Financial Proposal (online)	To be communicated later
8	Date of uploading of the list of bidders along with the approved rate	To be communicated later

INSTRUCTIONS TO BIDDERS

Instructions / guidelines for electronic submission of tenders have been annexed for assisting the contractors to participate in e- tendering.

- I. Registration of Bidder:** - Any bidder willing to take part in the process of e –tendering will have to be enrolled & registered with the Government e – Procurement system through logging on to <https://wbtenders.gov.in>. The bidder is to click on the link for e – Tendering site as given on the web portal.
- II. Digital Signature Certificate (DSC):** - Each bidder is required to obtain a class - II or class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider.
- III. Collection of Tender documents:** - The bidder can search & download NIT & Tender documents electronically from computer once he/she logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

IV. Cost of Earnest Money (EMD)

Description of Items	Earnest Money (EMD) Quoted INR
University of Calcutta invites e-tender from Public Sector Insurance Companies registered under IRDA for Insurance regarding of Fire / Burglary / Money Insurance Policy of different building in various campuses as per Annexure- A under the University of Calcutta for 1 (one) year	Rs. 100000 /- (To be deposited Online)

V. Submission of Tenders:-

- a. General process of submission:** - Tenders are to be submitted through online to the website <https://wbtenders.gov.in> in two folders at a time for each work, one is Technical bid and other is Financial Bid, before the prescribed date and time using the Digital Signature Certificates.
- b. Technical Bid:-** Technical Bid contains scanned copies of the followings further in two covers (folder):
- NIT
 - EMD or exemption of EMD Certificate (NSIC / MSME Registered Certificate)
 - Credential
 - GST, PAN
 - P-Tax
 - Relevant trade license
 - For Exemption of EMD, relevant MSME/NSIC Registered Certificate.

- c. Online bid submission (Bidder/Contractor) process in <https://wbtenders.gov.in> portal, download the pdf file.

<https://wbtenders.gov.in/nicgep/app?component=%24DirectLink&page=BiddersManualKit&service=direct&session=T&sp=SFUYGgFbsFY0A3Fp2KziwO2%2FVowZwVnRXQfMmjoH%2Fn%2BINAT7PO%2BHMgOI5FFHZ3RkV1XPd8Y04M8ue%0ADA0V3WhnuA%3D%3D>

VI. Statutory Cover Containing

- i) For NIT and Corrigendum if any (Download the NIT and upload the same by through digital signature).

VII. NON-STATUTORY/MY DOCUMENTS containing the following documents:

Sl.No.	Category	Sub Category	Sub-Category Description
A.	Certificates	Certificates	1. PAN Card
			2. Professional Tax Registration Certificate
			3. GST Registration Certificate
			4. Valid Trade License
B.	Credential	At least 50% of the Tendered value (At least) within last three years in any State University/Govt./Semi-Govt./Autonomous Institutions in any single tender.	

Rejection of Bid:

Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes & reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Tender Committee's action.

Note: Failure of submission of any of the above mentioned documents will render the tender liable to be summarily rejected for both statutory & non statutory cover.

VIII. Financial Bid:- BOQ in INR (in excel sheet)

- i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through online in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

IX. Opening & Evaluation of Tender:-

Opening of Technical Bid:

- i) Technical bid will be opened by the University of Calcutta Officials. Intending bidders may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.
- ii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the evaluation committee.
- iii) List of technically qualified bidders would be uploaded.

NB: While evaluation, the committee may invite the bidders & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable for rejection.

X. Opening and evaluation of Financial Bid:

Financial bid of bidders declared technically eligible by the Committee will be opened electronically from the web portal on the prescribed date and time.

XI. Penalty for suppression / distortion of facts:

Submission of false document by bidder is strictly prohibited and will be liable for rejection of the tender.



Registrar,
University of Calcutta