

Rs.200=00



APPLICATION FOR PARTICIPATION IN TENDER, 2014-2015
UNIVERSITY OF CALCUTTA

1. Name of the Vendor
2. Complete Addresses with PIN & Telephone Nos. (Both Land-line & Mobile No.) :
.....
.....
3. Name of the Proprietor / Partner / Director:
4. PAN of the Vendor :
5. VAT Reg. No. of the Vendor :
6. Service Tax Registration No. (if applicable) :
7. Professional Tax Registration No. :
8. Trade License valid up to :
9. Tender Item applying for :
10. Earnest Money deposited Challan No.....Date.....
11. Nature of Trade (as per Trade License) :
12. Expertise, if any, on any related matter (Attach enclosures) :
-

Signature of the Proprietor/Partnerr/Director with seal

***** Please see the INSTRUCTIONS overleaf very carefully prior to fill up this form.*****



INSTRUCTIONS

- 1. All information to be filled up in BLOCK LETTERS.**
- 2. Photocopies of the relevant documents pertaining to the Sl. Nos. 4 – 8 of the Application Form are to be attached compulsorily.**
- 3. Duly filled in form along with all relevant documents to be submitted at the office of the Registrar within the period mentioned in the notice.**
- 4. Separate application forms are to be used for different Tender items.**
- 5. Address of the Vendor on the Trade License should tally with those on the other relevant documents.**
- 6. Incomplete application forms / application forms without photocopies of all the relevant documents / Application without Earnest Money will be rejected outright.**
- 7. Any kind of persuasion / canvassing / lobbying is strictly prohibited.**
- 8. Presence of the vendor or his/her authorized representative is must during the opening of Tender.**
- 9. Offers submitted will be valid till 31.3.2015.**
- 10. University authority reserves every right to reject any application without showing any reason.**



Annexure - II

Earnest money for different heads

1. Hiring of vehicles for Examination purpose	Rs. 25,000.00
2. Preparation of Blank Answer Books and Additional Sheets including numbering etc.	Rs. 10,000.00
3. Purchase of white papers from the manufacturing mills Size: Double Demy Royal, Duplicating papers etc.	Rs. 25,000.00
4. Pest Control for three departments C.O.E., Registrar's Office & Account's office.	Nil
5. Purchase of Office Stationary, Other Office Articles & Cleansing Items from manufacturers & other suppliers	Rs. 5,000.00
6. Binding of Tabulation Rolls.	Nil
7. Re-binding of Tabulation Rolls.	Nil
8. Supply of Pre-Printed Computer Stationeries from manufacturers.	Rs. 10,000.00
9. Sale of Old & assessed answer script, Old question Papers, Old Examination Forms etc. to reputed mills for pulping only	Rs.25,000.00
10. Sale of non-pulping scrap items like old and rejected ream covers, gunny cloths and various rejected examination materials etc..	Rs. 5,000=00
11) Numbering of examination forms of the current year (UG & PG)	Nil

Prof.(Dr.) Basab Chaudhuri
Registrar

Senate House, Kolkata – 73.
The 12th of Feb, 2014



Annexure- III

Tender Notice No:-1/14

UNIVERSITY OF CALCUTTA
NOTICE INVITING TENDER FOR SUPPLY OF HIRED VEHICLES

Sealed Tenders are invited by the University of Calcutta for the financial year 2014-15 for smooth running of examination works. **The vehicles to be engaged [Ambassador (AC & Non-AC), Tata Sumo (AC & Non-AC) and Covered Van] must be commercial ones** the requirement of which is mentioned in the enclosure. However the requirement of vehicles may increase or decrease according to the variable needs of the University. Additional vehicles may be needed at 24 hours' notice.

Tenderers should apply in their letter head offering the rates on 'per kilometer', 'per hour' and 'minimum per day' basis. The rates should be valid till 31.3.2015. However, the University authority will allow enhancement of the rates in the event of increase of diesel price more than Rs.3.00 per Ltr. In such case the enhancement of rate shall be on pro-rata basis beyond an increase of Rs.3.00 per ltr. diesel.

The tenderers are to deposit Earnest Money of **Rs 25,000/-** at the University Cash Counter, College Street Campus. They are to submit their (a) Quotations (b) Credentials viz., copies of Earnest Money deposit, Service Tax / VAT Clearance Certificate, current Trade License and other documents ,if any, separately. The tenderers must have the experience of providing cars on hire basis to Govt. organizations, Autonomous Bodies or renowned Educational Institution. The applicants are to provide the documents to establish their experience. The vendor/s, selected have to submit the copies of the papers of the vehicles to be engaged.

Tenders will be received by the office of the undersigned up to **07.3.2014** on all working days from 11A.M. to 5P.M and the same will be opened on **10.3.2014 at 1P.M.** in the presence of the tenderers or their authorised representatives.

The University reserves the right to accept or reject any tender without assigning any reason. Failure to execute supply order to the satisfaction of the authority shall lead to cancellation of order and forfeiture of earnest money. Garage-in and garage-out factors are not applicable for vehicles reporting and released at College Street Campus and Rajabazar Campus, in other cases on actual basis.

The University reserves the rights to place the order of car requisition to more than one supplier.

Senate House, Kolkata – 73.
The 12th of Feb, 2014

Prof.(Dr.) Basab Chaudhuri
Registrar



Tender Notice No. : 2 / 14

UNIVERSITY OF CALCUTTA

NOTICE INVITING TENDER FOR SUPPLY OF WHITE PAPERS AND DUPLICATE PAPERS

Sealed Tenders are invited by the University of Calcutta for supply of white papers with water mark (Double Foolscap, Double Demy and Royal size -60 GSM) and Duplicating Papers (Standard size 72 GSM) from the manufacturing mills for the financial year 2014-2015.

The tenderers are to deposit Earnest Money of **Rs.25000/-** (Rupees Twenty Five thousand) at University Cash Counter , College Street Campus. They are to submit their (a) Quotations (b) Credentials viz., copies of earnest money deposit, VAT/ Sales Tax Clearance Certificate, and up to date Trade License and other documents ,if any , separately. Applicants are to quote their rates in their company letter-head.

Tenders will be received by the office of the undersigned up to **07.3.2014** on all working days from 11A.M. to 5P.M and the same will be opened on **10.3.2014** at **2P.M.** in the presence of the tenderers or their authorised representatives.

The University reserves the right to accept or reject any tender without assigning any reason. Parties shall be liable to replace defective or inferior quality papers. Failure to execute supply order to the satisfaction of the authority shall lead to cancellation of order and forfeiture of earnest money.

Prof.(Dr.) Basab Chaudhuri
Registrar

Senate House, Kolkata – 73.
The 12th of Feb, 2014



Tender Notice No.: 3 /14

UNIVERSITY OF CALCUTTA

NOTICE INVITING TENDER FOR PREPARATION OF BLANK ANSWER BOOKS AND ADDITIONAL SHEETS INCLUDING NUMBERING

Sealed Tenders in prescribed form are invited by the University of Calcutta for Preparation of Blank Answer Books and Additional Sheets Including Numbering, etc. for the financial year 2014-15 .

The tenderers are to deposit Earnest Money of **Rs10,000/-** at University Cash Counter, College Street Campus. They are to submit their (a) Quotations (b) Credentials viz., copies of earnest money deposit, VAT/Service Tax Registration Certificate, up to date Trade License and other documents ,if any , separately. Tender forms will be available from the office of the Under-signed.

Tenders will be received by the office of the undersigned up to **07.3.2014** on all working days from 11A.M. to 5P.M and the same will be opened on **10.3.2014** at **3P.M.** in the presence of the tenderers or their authorised representatives.

The University reserves the right to accept or reject any tender without assigning any reason. Failure to execute the order to the satisfaction of the authority shall lead to cancellation of order and forfeiture of earnest money.

Prof.(Dr.) Basab Chaudhuri
Registrar

Senate House, Kolkata – 73.
The 12th of Feb, 2014



Tender Notice No: 4/14

UNIVERSITY OF CALCUTTA
NOTICE INVITING TENDER FOR PEST CONTROL, BINDING OF TABULATION ROLLS,
RE-BINDING OF TABULATION ROLLS, NUMBERING OF EXAM FORMS.

Sealed Tenders are invited by the University of Calcutta for the financial year 2014-15 for the following :-

1.Pest Control for

(i) Controller of Examinations Department.(ii) Registrar's Department. and (iii) Accounts Department of this University. Offer must be given only in 'per square meter' basis.

2. Binding of Tabulation Rolls and other documents.

3. Re-binding of Tabulation Rolls.

4. Numbering of Examination Forms.

The tenderers are to submit (a) Quotations (In their company letter-head) (b) Credentials viz., copies of up to date VAT/ Service Tax Registration Certificate, up to date Trade License and other documents, if any, separately..The tenders will be received by the office of the undersigned up to **07.3.2014** on all working days from 11A.M. to 5P.M and the same will be opened on **11.3..2014** at **1P.M** in presence of the tenderers or their authorised representatives.

The University reserves the right to accept or reject any tender without assigning any reason. Failure to execute order to the satisfaction of the authority shall lead to cancellation of order.

Prof.(Dr.) Basab Chaudhuri
Registrar

Senate House, Kolkata – 73.
The 12th of Feb, 2014



Tender Notice No: 5 / 14

UNIVERSITY OF CALCUTTA

**NOTICE INVITING TENDER FOR SUPPLY OF VARIOUS OFFICE STATIONERY
AND OTHER OFFICE ARTICLES /CLEANSING ITEMS**

Sealed Tenders in prescribed form are invited by the University of Calcutta for the financial year 2014-2015 for supply Office Stationery and Other Office Articles/Cleansing Items from manufacturers/suppliers. Tender Forms will be available from the office of the undersigned and may also be downloaded from the University website.

EARNEST MONEY : Rs.5,000/-

The tenderers are to deposit Earnest Money as indicated above at University Cash Counter, College Street Campus. They are to submit their (a) Quotations (b) Credentials viz., copies of earnest money deposit challan ,VAT/Sales Tax clearance certificate, up to date Trade License and sample of items separately. Offers of Office Stationery, Other office articles and Items for cleaning purpose will not be considered if specific sample of every item quoted for is not given along with the offer. Tenders will be received by the office of the undersigned up to **07.3.2014** on all working days from 11A.M. to 5P.M and the same will be opened on **12.3.2014** at **2P.M.** in the presence of the tenderers or their authorised representatives.

The University reserves the right to accept or reject any tender without assigning any reason. Parties shall be liable to replace defective or inferior quality articles. Failure to execute supply order to the satisfaction of the authority shall lead to cancellation of order and forfeiture of earnest money.

Prof.(Dr.) Basab Chaudhuri
Registrar

Senate House, Kolkata – 73.
The 12th of Feb, 2014



Tender Notice No: 6 / 14

UNIVERSITY OF CALCUTTA

NOTICE INVITING TENDER FOR SUPPLY OF COMPUTER STATIONERY ITEMS

Sealed Tenders in prescribed form are invited by the University of Calcutta for the financial year 2014-2015 for supply Computer Stationery items from manufacturers. Tender Forms will be available from the office of the undersigned and may also be downloaded from the University website.

EARNEST MONEY : Rs.10,000/-

The tenderers are to deposit Earnest Money as indicated above at University Cash Counter, College Street Campus. They are to submit their (a) Quotations (b) Credentials viz., copies of earnest money deposit challan , VAT/Sales Tax clearance certificate, up to date Trade License and sample of items separately. Offers of Office Stationery, Other office articles and Items for cleaning purpose will not be considered if specific sample of every item quoted for is not given along with the offer. Tenders will be received by the office of the undersigned up to **07.3.2014** on all working days from 11A.M. to 5P.M and the same will be opened on 12.3.2014 at **3P.M. in the presence of the tenderers or their authorized representatives.**

The University reserves the right to accept or reject any tender without assigning any reason. Parties shall be liable to replace defective or inferior quality articles. Failure to execute supply order to the satisfaction of the authority shall lead to cancellation of order and forfeiture of earnest money.

Prof.(Dr.) Basab Chaudhuri
Registrar

Senate House, Kolkata – 73.
The 12th of Feb, 2014



Tender Notice No:- 7/14

UNIVERSITY OF CALCUTTA
NOTICE INVITING TENDER FOR SALE OF OLD AND ASSESSED ANSWERSSCRIPTS,
QUESTION PAPERS FOR PULPING AND OTHER NON-PULPING MATERIALS.

Sealed Tenders in prescribed form are invited by the University of Calcutta for the financial year 2014-2015 for sale of following :-

A) Old and assessed answerscripts, old question papers , award list, waste mark-sheets old examination forms and rejected scrap paper to Manufacturing Mills or their authorised dealers for pulping only.

EARNEST MONEY : Rs.25,000/-

B) Old and rejected ream covers, gunny cloth, plastic sacks, blank rejected Descriptive Rolls/Tabulation Rolls, Waste Computer Application Forms (15" x 12"), Waste EZR papers (15"x12") and other waste papers etc.

EARNEST MONEY: RS.5,000/-

The tenderers are to deposit Earnest Money at University Cash Counter, College Street Campus and submit (a) Quotations (b) Credentials viz., copies of earnest money deposit-Challan, VAT certificate, up to date Trade License and other documents if any. Tender Forms will be available from the office of the undersigned.

The tenders will be received up to **07.3.2014** on all working days from 11A.M. to 5P.M and the same will be opened on **11.3.2014** at 3P.M. in the presence of the tenderers or their authorised representatives.

The University reserves the right to accept or reject any tender without assigning any reason. Failure to execute order to the satisfaction of the authority shall lead to cancellation of order and forfeiture of earnest money.

Prof.(Dr.) Basab Chaudhuri
Registrar

Senate House, Kolkata – 73.
The 12th of Feb, 2014



TENDER FORM –A

Scraps for pulping only
For the year 2014-15

UNIVERSITY OF CALCUTTA

Name of Articles:-	<u>Rate per Quintal</u>
1. Old & assessed answerscripts for pulping only	@ Rs _____
2. Old Question Paper -do-	@ Rs _____
3. Award list/Slip Roll -do-	@ Rs _____
4. Cancelled torn Marksheet -do-	@ Rs _____
5. Old Examination Forms -do-	@ Rs _____

Address & Seal with Ph.No.

Signature of the Party with date.

Terms and conditions :-

- A) The last date for submitting the Tender is 07.3.14 (up to 5.00 p.m.) and the same will be opened on 11.3.14 at 3p.m.
- B) The period of Tender is up to 31st March 2015.
- C i) No Tender will be entertained without Cash Deposit Challan.
- ii) The Tenderers must submit (a) The Tender Form, (b) Quotation and (c) attested xerox copy of
(1) earnest money challan (2) up-to-date Trade Licence (3) VAT / Sales Tax Clearance Certificate, (4) Service Tax Registration Certificate and other document.
- iii) TCS @ 1.133% on the quoted rate is applicable as per rule.
- D) A security deposit of Rs.25,000/- (Rs. Twenty five thousands only) will have to be deposited in cash section which will be returned after completion of the contract



- E) In case of return of deposit the party concerned shall take back his/their deposit from the office of the Registrar, University of Calcutta, at his/their own cost if any, and effort.
- F) In case of unsuccessful parties, that is to say, whose tenders will not be accepted, the money deposited by them will be returned after one month from the date of opening the Tenders & such unsuccessful Tenderers shall take back such return from the office of the Registrar,,University of Calcutta , at their own cost, if any and effort.
- G) As and when required, the successful Tenderers will be informed to collect the articles from the Godown Section where such articles may be kept or stored and the tenderer will have to collect the articles within fifteen days from the date of order.
- H) The parties/Tenderers submitting the Tenders must have a Registered office of their own at Calcutta.
- I) The University reserves the rights to and or amend or modify any of the terms and conditions as content here in and/or to bring forth or incorporate such other term or further term or condition for performance of the job and /or the contract.
- J) The successful tenderers should submit mill certificate in respect of pulping within a month from the date of lifting.
- K) The expenditure for packing, transportation, related labour and weighing charges shall be borne by the selected tenderers.
- L) The Authority reserves the rights to accept or reject Tender without assigning any reason. Failure to execute order with satisfaction of the Authority will render forfeiture of earnest money and cancellation of order.

Senate House
Kolkata-73.
The 12th of Feb, 2014

Prof.(Dr.) Basab Chaudhuri
Registrar



TENDER FORM –B

Scraps for non-pulping only
For the year 2014-2015

UNIVERSITY OF CALCUTTA

Name of Articles:-	<u>Rate per Quintal</u>
1.Waste Paper(including all categories of sweepings)	@ Rs_____
2.Rejected Old Packing Pages of Reams	@ Rs_____
3.Rejected Board Files	@ Rs_____
4.Hessian Gunny and Plastic Sacks used for packing	@ Rs_____
5.Blank rejected Descriptive Roll or blank rejected Tabulation Rolls	@ Rs_____
6.Waste Computer Application Forms (15"x12") 105 GSM papers	@ Rs._____
7.Waste EZR (15"x12")60GSM papers	@ Rs._____

Address & Seal with Ph.No.

Signature of the Party with

Terms and Conditions :

A) The last date for submitting the Tender is **07.3.14** (from 11A.M.to 5.00 p.m.) and the same will be opened on **11.3.13 at 3p.m.**

B) The period of Tender is up to 31st March 2015.



- C) No Tender will be entertained without Cash Deposit Challan.
- D) The Tenderers must submit (a) The tender (quotation) and (b) attested xerox copy of
(1) earnest money challan (2) up-to-date Trade Licence (3) VAT / Sales Tax Clearance
Certificate, (4) Service Tax Registration Certificate and other document separately.
- E) A security money of Rs.5,000/- (Rupees. Five thousands only) will have to be deposited in cash section which will be returned after completion of the performance of the contract.
- F) TCS @ 1.133% on the quoted rate is applicable as per rule.
- G) In case of return of deposit the party concerned will take back his/their deposit from the office of the Registrar, University of Calcutta, at their own cost, if any, and effort.
- H) In case of unsuccessful parties, that is to say, whose tenders have not been accepted, the money deposited by them will be returned after one month from the date of opening the Tenders & such unsuccessful Tenderers will take back such return from the office of the Registrar, University of Calcutta, at their own cost, if any and effort.
- I) As and when required, the successful Tenderers will be informed to collect the Articles from the Godown Section or from any other section where such articles may be kept or stored and the tenderers will have to collect the articles within 15days from the date of order.
- J) The parties/Tenderers submitting the Tenders must have a Registered office of their own at Calcutta.
- K) The University reserves the rights to and or amend or modify any of the terms and/or conditions as content here in and/or to bring forth or incorporate such other terms or further terms or condition for performance of the job and /or the contract.
- L) The Authority reserves the rights to accept or reject Tender without assigning any reason thereof. Failure to execute order to the satisfaction of the Authority will lead to render cancellation of order and forfeiture of earnest money.

Senate House

Kolkata-73.
The 12th of Feb, 2014

Prof.(Dr.) Basab Chaudhuri
Registrar



UNIVERSITY OF CALCUTTA
For the year 2014-15

Form for Quotation

Office Stationery, Other Office Articles and Cleansing Items

Earnest Money-Rs.5000/-

(Rupees Five thousand Only)

Last date of receiving: 07.3.2014.

Opening of Tender: 12.3.2014 at 2pm.

Item No.	Name of the Articles (in details)	Name of the concern with address and Tel.No.	Rate

Conditions:

- 1. W.B.ST.**
- 2. Delivery**

Full Signature
With Seal of the Concern



1. Give samples of the articles with Earnest Money.
2. Only one item can be quoted in a form
3. Please mention the Item No. in details on the top of the sealed cover.
4. For each Item the name of the brand to be mentioned.
5. Samples of each item must be given.

N.B. The Tenderers are to submit (a)Tender(Quotation) and (b) Xerox copies of

- 1) Up-to-date Trade Licence
- 2) Sales Tax / VAT clearance Certificate
- 3) Experience Certificate if any &
- 4) One copy of the earnest money deposit challan .
- 5) Sample of items separately.

The Authority reserves the right to accept or reject tender without assigning any reason.Failure to execute the order to the satisfaction of the Authority will lead to cancellation of order and forfeiture of earnest money.

Senate House

Kolkata-73.
The 12th of Feb, 2014

Prof.(Dr.) Basab Chaudhuri
Registrar