



8 February, 2017

**The Heads of all Academic and Administrative Departments
University Of Calcutta**

Subject:- E-Tender for purchase of goods/work contract of value above Rs 5 lakh

Dear Madam / Sir,

As approved by the Syndicate in its meeting dated 26/07/2016, '**e-tenders shall be floated through the tender portal www.wbtenders.gov.in for the procurement of goods / work contract of value above Rs 5 lakh**'.


In view of the above, I am to request you to please ensure that all insertions concerning e-tender costing above Rs. 5 lakh be first uploaded in the **e-tender portal, www.wbtenders.gov.in** and then advertised in the newspaper (Please see page 3, University Of Calcutta purchase / works manual).

All materials (technical specifications in word format, drawing in jpg format), to be put in the tender portal www.wbtenders.gov.in may please be sent to the Assistant Registrar through email at etender@caluniv.ac.in / sanyal.saikat@gmail.com with a copy to **the Accounts officer** at caluniv_ao@rediffmail.com and **the Internal Auditor** at rajgopalsen@yahoo.co.in.

A hardcopy of the e-tender matter to be published in the e-tender portal by the Heads of academic / administrative departments / PI of Projects should be forwarded to the Assistant Registrar and Convenor, Tender committee for record.

The above communication may please be circulated to all concerned of your department.

Thank you,
Yours faithfully,


08/02/17

Copy to: The Vice- Chancellor

The Pro- Vice-Chancellors

The Registrar

The University Librarian and Chairperson, Tender Committee

Assistant Registrar

Convenor , Tender Committee