



UNIVERSITY OF CALCUTTA
OFFICE OF THE UNIVERSITY ENGINEER
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 bonafide contractors for the following work

1.	N.I.Q. No	:	Eng /EQ-270/ 21-22. Dated - 23.02.22
2.	Name of Work	:	Annual Comprehensive Maintenance of A.C Machines (35 Nos.) at Alipore Library Building in University of Calcutta, Kolkata – 700027 for the period of 3 (three) years.
3.	Estimated Cost put to Tender	:-	NIL
4.	Earnest Money	:-	A sum of 2% of the quoted amount 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 not exempted in any case.
5.	Time of completion	:-	3 (Three) Years
6.	Eligibility Criteria and Documents to be submitted along with Application.	:-	Valid trade License , GST, PAN and credential certificate for satisfactory completion of similar nature of job amounting 75 % of the estimated value in a single tender in the last three (3) financial years in Government /Government Undertaking or University of Calcutta. Original documents may be asked for verification of technical checking on the date of issuing tender paper. Failing to produce original documents, the tender will be rejected. The participant bidder must submit the following documents in sealed envelope in the tender box kept at the Office of the Engineer at the Ground Floor of the Darbhanga Building, University of Calcutta, 87/1, College Street, Kolkata – 700073 in the last date of submission of the tender. 1. NIT documents duly filled and signed by the intending bidder. 2. Bank Draft for EMD in favour of the University of Calcutta. 3. Self-attested copy of Valid trade License , GST & Pan and credentials for satisfactory completion certificate of similar nature of jobs under Government, Government Undertaking and Universities etc. within last three years. 4. Application through postal service or courier service is not accepted.
7.	Last date of receipt of application for tender	:-	On 28 /02 /2022 (From 11 am to 4 pm) (Must contain above mentioned documents). Any other date for application will not be entertained. Without application duly approved by the University Engineer, CU, the tender/quotation will be rejected.
8.	Last date of Sale/ issue of tender papers		To be downloaded from the website www.caluniv.ac.in
9.	Last Date and Time of tender Submission	:-	Dully filled and signed tender/quotation to be submitted on 04/03/2022 from 11am to 2.00 PM in to the Tender Box kept in the Office of the University Engineer, CU.
10.	Date and Time of Tender Opening	:-	At or after 04/03/2022 after 3.00 PM at the Office of the University Engineer, CU. Intending bidders are requested to be present at the time of opening tenders/quotations.

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

UNIVERSITY ENGINEER (C.U)



UNIVERSITY OF CALCUTTA

Name of Work :- Annual Comprehensive Maintenance of A.C Machines (35 Nos.) at Alipore Library Building in University of Calcutta, Kolkata – 700027 for the period of 3 (three) years.

N. I.Q. NO- Eng /EQ-270/ 21-22.

Dated - 23.02.22

Name of Agency:-

Address of Agency:-

Amount quoted by Agency (in figure and words):-

.....(Rs.....)

Signature of the Agency with Date and Seal:-



UNIVERSITY OF CALCUTTA

N. I.Q. no- Eng /EQ-270/ 21-22.

Dated - 23.02.22

CONTRACT FOR WORK

GENERAL TERMS AND DIRECTION FOR THE GUIDANCE OF CONTRACT

1. Eligible Tenders will have to download the tender papers from the website & drop the filled tender papers signed with seal and date at every page along with copy of Valid Trade license's, GST & PAN and Credential for satisfactory completion of similar nature of job amounting to at least seventy five percent of the job value in a single tender from any Government, Govt. undertaking or University of Calcutta in the last three financial year in sealed envelope in the Tender box kept in the Office of the undersigned with in the specified time mentioned in the NIQ. which will be opened by the undersigned or by his representative with in **the specified time and date mentioned in the NIQ.** **The tendered 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 t o a m a x i m u m l i m i t o f 05 % o f t h e c o n t r a c t v a l u e

5. The allotted time for completion of the work **as mentioned in the NIQ** days 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.



7.A sum of 2% of the Quoted amount in the form of demand draft in favour of UNIVERSITYOF 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 tenderers on application after issue of work order to the successful bidder. For successful tenderer the EMD will be returned on application after an equal amount of security deposit is deducted from the running bills.

Amount:-Rs

D.D No..... Dated / /2022

Name of Issuing Bank:--

B ranch :-

8. Work is to be carried out as per specification laid in the B.O.Q or 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 other wise 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/ Sub-Assistant Engineer. The BOQ given along with the tender are provisional payment will be made on the actual work done jointly measured by the Engineeror his representative(Sub-Assistant Engineer)& the contractor or his representative. 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/ Sub-Assistant Engineer regarding the execution of work.

15)The maintenance contract may be terminated at one month's notice by the University Engineer in case of deterioration or failure or mal practice of service. No compensation will be claimed in this case and the Earnest Money and Security Deposit will be forfeited.

16) Mode of Payment :The rates quoted by the contractor will be remained valid for three years from the date of work order of the work. However, the payment shall be made by the University on Quarterly basis subject to rendering satisfactory maintenance services during the period and production of bills & other required relevant documents , completion report duly signed by the S.A.E and E.I.C. with the Bill. Failure to submission of the above documents , the payment of the bill will not be made and claim for payment to the agency in that case will be not considered.

17) Final bill will be processed after satisfactory completion of the work.

Sd/-

University Engineer

Name of the Agency:

Address :-

SIGNATURE OF THE CONTRACTOR WITH SEAL AND DATE

N.I.Q No. Eng /EQ-270/ 21-22.

Dated - 23.02.22

Name of the work: - Annual Comprehensive Maintenance of A.C Machines (35 Nos.) at Alipore Library Building in University of Calcutta, Kolkata – 700027 for the period of 3 (three) years.

BOQ for Annual Comprehensive maintenance (Supply / Repair /Replace of all spares & Gas filling) of all A.C Machines **(34 Nos.Split + 1 Nos. Window)** at Library Building in Alipore Campus, University of Calcutta.

** Before submission of Quotation Carefully read the attached Terms & Condition

Sl. No	Brief Description of work	Quantity	Rate inclusive all Govt. Taxes	Amount inclusive all Govt. Taxes
1	Routine Maintenance of Split type A.C Machines (1.5 & 2.0 Tr. Capacity) of different make (Installed at different locations of Library Building)	34 Nos.		
2	Routine Maintenance of window type A.C Machine	1 No.		
3	Minor repair / rectification (if any) to be completed in all respect and make the machines operational with its' full efficiency (Within 15 days after received of Work-Order)	L.S		

Total quoted amount : (Figure & Words)

** Willing agencies may inspect & Check the proposed A.C Machines (35 Nos.)
before submitting their quotation. Additional cost of any nature other than
quoted amount would not be entertained in future .

Name & Address of the Agency :

Signature of agency with date & Stamp.

Sd/-

University Engineer

Terms & Conditions for AMC of A.C Machines (Split Type)

(Alipore Campus / Library Building --- 34 Nos. Split + 1 No. Window
Type A.C Machine)

- 1) Routine maintenance & health checkup of all the machines should be done every month.
- 2) All machines are required to be overhauled quarterly & filter of each machine to be cleaned every month.
- 3) Agency will have to provide contact numbers for lodging complain & should have to attend any fault within 2hrs. of lodging complain.
- 4) Agency should have to maintain proper log book / Service Challan & have to be signed after each fault repairing/routine checkup/overhauling by the Library officials.
- 5) Agency will have to provide all necessary safety gazettes to his staff /technicians. University of Calcutta will not take any responsibility for any unwanted incidents.
- 6) Agency should have to engage experienced technicians for the job.
- 7) Agency should have to provide necessary insurances for his technicians.
- 8) Payment will be made after successful completion of the work against bill raised by the agency or as per CU norms.
- 9) Comprehensive maintenance means providing all spare parts required to make the machine healthy along with gas filling, copper/water pipe line, condenser, Fan motor etc. including compressor.
- 10) University Engineer, CU, reserves the right to reject any or all quotations/tenders & may terminate the work any time without assigning any reason what so ever.

RATE QUOTED BY THE AGENCY IN FIGURE & WORDS:

SIGNATURE OF THE CONTRACTURE
WITH SEAL AND DATE:

Sd/-

