



UNIVERSITY OF CALCUTTA  
OFFICE OF THE UNIVERSITY ENGINEER  
87/1 College Street  
Darbhanga Building, GroundFloor  
Kolkata-700073  
Website :-www.caluniv.ac.in

**NOTICE INVITING QUOTATION**

University of Calcutta invites sealed QUOTATIONS from resourceful and bonafide contractors for the following work

1.	N.I.Q. No	:	Eng /CQ-12/20-21 Dated 05/ 06/ 2020
2.	Name of Work	:	<b>Periodical Sanitization treatment in different offices and corridors of entire Central Library building &amp; ChatraBhawan at College street Campus under the University of Calcutta as preventive measure against COVID-19 during the F.Y-2020-21.</b>
3.	Eligibility of Quotationer	:-	Bonafide, reputed and resourceful Serviceprovider and Maintenance Organization having sufficient experience in similar nature of work.
4.	Earnest Money	:-	A sum of Rs20000/- (Rupees Twenty Thousand only)in the form of CTS demand draft in favour of University of Calcutta payable at Kolkata is to be attached with the Tender /quotation as earnest money, failing which the tender /Quotation will be treated as 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 deducting 10% of bid amount as security deposit by the University from the running bills or final bill which will be earlier.
5.	Time of completion and procedure of work	:-	Work to be done on Saturday and Sunday twice every month for a period of three months
6.	Documents to be submitted along with application	:-	(i) Valid trade License , GSTIN & PAN and credential for satisfactory completion of similar nature of job. (Xerox copies of each to be submitted and original to be shown for verification) (ii) EMD in terms of Bank Draft.
8.	Last date of Sale/ issue of tender /Quotation		TO BE DOWNLOADED FROM UNIVERSITY WEBSITE.(www. caluniv.ac.in) IN TENDER NOTICE
9.	Last Date and Time of Submission of tender/quotation	:-	Dully filled and signed tender/quotation to be submitted on 12/06/2020( up to 2.00 PM) in to the Tender Box kept in the Office of the University Engineer.
10.	Date and Time of Tender /Quotation Opening	:-	At or after 3:00 PM on 12/06/2020 at the Office of the University Engineer. Intending bidders are requested to be present at the time of opening tenders/quotations.

**N.B:**

- (i) N.I.T /NIQ no ,Name of work, name of the bidder and the date of opening tender/quotation should be written on the sealed envelope, failing which the tender/quotation will not be opened and thus cancelled.  
(ii) The undersigned reserves the right to reject any or all Tenders/quotations without assigning any reason what so ever.

**University Engineer**



## UNIVERSITY OF CALCUTTA

Name of the work:-**Periodical Sanitization treatment in different offices and corridors of entire Central Library building & ChatraBhawan at College street Campus under the University of Calcutta as preventive measure against COVID-19 during the F.Y-2020-21.**

N. I.Q.

/CQ-12/20-

Dated 05/

Name of Agency:-

NO- Eng

21

06/ 2020

Address of Agency:-

Amount quoted by the Agency in word and figure:- .....

.....

Signature of the Agency with date & stamp:-



## UNIVERSITY OF CALCUTTA

N. I.T. no- Eng /CQ-12/20-21      Dated 05/ 06/ 2020

### TENDER AND CONTRACT FOR WORK

#### GENERAL TERMS AND DIRECTION FOR THE GUIDANCE OF CONTRACT

1. Eligible Tenders/QUOTATIONER 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 NIT. which will be opened by the undersigned or by his representative with in the specified time and date mentioned in the NIT. The tendered must write the name of the work , NIT 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 10 % of the contract value .
5. The allotted time for completion of the work is as specified in the NIT 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. 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.

7. 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.

8. The rates must be quoted in words in figure, otherwise the tender will be cancelled.

9. The accepting authority reserves the right to reject any or all the quotations without assigning any reason thereof and he does not bind himself to accept the lowest quotation as he can negotiate with lowest bidder to lower down the rate.

10. The University will not supply any materials to the contractor.

11. The contractor will work under the strict supervision of the Engineer/ Sub-Assistant Engineer. The estimate/boq given along with the tender are provisional payment will be made on the actual work done jointly measured by the Engineer or his representative (Sub-Assistant Engineer) & the contractor or his representative. The contractor will have to submit bill in printed format in duplicate.

12. The contractor will have to take necessary instruction from the Engineer CU/ Sub-Assistant Engineer regarding the execution of work.

13. Enhancement of rate is not admissible during the working period and the same may be renewed for another two consecutive year in the same rate and contract if both parties agreed only after due satisfaction of their

services by the concerned officers and performance report submitted by the concerned Engineer.

14. All successful bidders are bound to obey the Health Department Order as well as all other Govt. guidelines related to prevent outbreak of COVID-19 during execution of the work. No claim whatsoever will be entertained in this ground.

15. The University authority will retain a sum amounting to 10% of the bill of the contractor as Security Deposit which will be released after a period of one month from the date of completion of the work on application.

**16. After issuing the work order to the successful tenderer, if he fails to commence the work or to complete the work, then the EMD amount of the said tenderer will be forfeited and no claim will be entertained. In that case the stipulated rules as per PWD, Volume-I of Govt. of West Bengal will be applied to complete the work.**

Sd/-

University Engineer

Name of the Agency:

Address :-

SIGNATURE OF THE CONTRACTOR WITH SEAL AND DATE

**SCHEDULE OF ITEMS WITH APPROX QUANTITIES**

Sl No	Description of Item	Unit	Quantity	Rate (inclusive of all govt taxes ,cess etc)	Amount(Rs)
1	Sanitization treatment with spraying of chemical mixture with chemical like Sodium Hypochlorite / Hydrozen per Oxide, etc mixed as per the prescribed dilution in water on the surface of the floor, walls, etc. by a mechanically operated sprayer pump operated by experienced operator having all safety measures during application. (Rate should be inclusive of all incidental charges, taxes, labour charges, etc. (Mode of measurement will be the Floor area of the application) Location : all floors of Central Library Building & Chatra Bhawan , College street Campus, (Aprox floor area-8481 +840=9321Sqm)	PER OPERATION	6(SIX) OPERATIONS		
	<b>TOTAL</b>				

Name Of The Agency:

Address Of The Agency:

Amount quoted by the Agency in word and figure: .....