



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

NOTICE INVITING QUOTATION

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

1.	N.I.Q. No	:	<b>R/74/21</b>	<b>Dated: 26.04.2021</b>
2.	Name of Work	:	<b>URGENT Periodical Sanitization treatment in different offices, corridor, library and laboratory etc. of all floors of Annex. – I, Annex. – II, Annex. – III building, Ballygunge Science College main building, Guest House, Law college building, Jute &amp; Fibre Technology building(Old &amp; New), entire Press Building and Book Depot under the University of Calcutta as preventive measure against COVID-19</b>	
3.	Estimated Cost put to Tender	:-	Quoted Value	
4.	Earnest Money Deposit(EMD)	:-	<b>A sum of Rs 5000/- (Rupees Five thousand only)</b> 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 as cancelled. Exemption of EMD is not allowed.	
5.	Bid validity period	:	180(one eighty ) days after opening of the tender.	
6.	Time of completion	:-	Six months	
7.	Date of submission of Application	:	On 30/ 04 /2021 from 11am to 3.00pm at the office of Engineering Department	
8.	Eligibility Criteria and Documents to be submitted along with Application.	:-	<p>Valid trade License , GST &amp; PAN and credential for satisfactory completion of similar nature of job amounting 75 % of the estimated value in a single tender in the last three 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.</p> <p>The participant bidder must submit the following documents in sealed envelope in the tender box kept at the <b>Office of the Engineer at the Ground Floor of the Darbhanga Building, University of Calcutta, 87/1, College Street, Kolkata – 700073 within the last date of submission of the tender.</b></p> <ol style="list-style-type: none"><li>1. NIT documents duly filled and signed by the intending bidder.</li><li>2. Bank Draft for EMD in favour of the University of Calcutta.</li><li>3. Self-attested copy of Valid trade License , GST &amp; Pan and credentials for satisfactory completion of similar nature of jobs under Government, Government Undertaking and Universities etc. within last three years.</li><li>4. <b>Application through postal service or courier service is not accepted.</b></li></ol>	
9.	Last date of issue of tender papers	:	<b>30/04/2021 (From 4 PM to 5 PM)</b>	
10.	Date and Time of tender Submission	:-	<b>Dully filled and signed tender/quotation to be submitted on 04/05/2021 ( up to 2.00 PM) in to the TenderBox kept in the Office of the University Engineer</b>	
11.	Date and Time of Tender Opening	:-	<b>At or after 3:00 PM on 04/05/2021 the Office of the University Engineer. Intending bidders are requested to be present at the time of opening tenders/quotations.</b>	

**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.

(iii) All further communication such as issue of tender papers , processing of bills etc in connection to this tender will be done by University Engineer .

Sd/-

Registrar,  
University of Calcutta



UNIVERSITY OF CALCUTTA

**Name of the work:-URGENTPeriodical Sanitization treatment in different offices, corridor, library and laboratory etc. of all floors of Annex. – I, Annex. – II, Annex. – III building , Ballygunge Science College main building, Guest House, Law college building, Jute & Fibre Technology building(Old & New), entire Press Building and Book Depot under the University of Calcutta as preventive measure against COVID-19**

N. I.Q. no- R/74/21

Dated: 26.04.21

Name of Agency:-

Address of Agency:-

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

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Signature of the Agency with date &stamp:-



UNIVERSITY OF CALCUTTA

N. I.Q. no- R/74/21

Dated: 26.04.2021

TENDER AND CONTRACT FOR WORK

GENERAL TERMS AND DIRECTION FOR THE GUIDANCE OF CONTRACT

1. Eligible Tenders/QUOTATIONER will have to download or collect the tender papers from the website / office of the Engineer & 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 University Engineer with in the specified time mentioned in the NIT. which will be opened by the University Engineer 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 05 % 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 months from the date of completion of the work on application.

Sd/-

**Registrar,  
University of Calcutta**

Name of the Agency:

Address :-

SIGNATURE OF THE CONTRACTOR WITH SEAL AND DATE

SCHEDULE OF ITEMS WITH APPROX QUANTITIES

For

**URGENT Periodical Sanitization treatment in different offices, corridor, library and laboratory etc. of all floors of Annex. – I, Annex. – II, Annex. – III building , Ballygunge Science College main building, Guest House, Law college building, Jute & Fibre Technology building(Old & New), entire Press Building and Book Depot under the University of Calcutta as preventive measure against COVID-19**

SI No	Description of Item	Unit	Quantity	Rate	Amount
1.	Sanitization treatment with spraying of chemical mixture with chemical like Sodium Hypochlorite / Hydrogen 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, labour charges, etc. (Mode of measurement will be the Floor area of the application)  Location: All floors of Annex. – I, Annex. – II, Annex. – III building , Ballygunge Science College main building, Guest House, Law college building, Jute & Fibre Technology building(Old & New), entire Press Building and Book Depot (Approx. Qty. of floor area = 47000 Sq. m of each operation. Considering 3 (three) operations total approx.. area = 141000 sqm.	Sqm	141000		
	TOTAL				
	CGST @				
	SGST@				
	Total Cost including all taxes				

Sd/-

Registrar,  
University of Calcutta

Name of The Agency:

Address of The Agency:

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

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Signature of Agency with date and Seal