



**TENDER FORM –A**

**Scraps for pulping only**

**UNIVERSITY OF CALCUTTA**

**Name of Articles:-**

**Rate per Quintal**

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 _____
6. Cancelled Torned Diploma	-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 **29.01.2016** (up to 4.00 p.m.) and the same will be opened on **29.01.2016** at **4:30P.M.**
- B)** The period of Tender is up to 31<sup>st</sup> March 2017.
- 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% 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.
- M) The lifting process has to be completed within **10 days** from the issuance of the work-order.

**Prof. Soma Bandhyopadhyay**  
**Registrar**

The 18th of January, 2016



**TENDER FORM -B**

*Scraps for non-pulping only*

**UNIVERSITY OF CALCUTTA**

<b>Name of Articles:-</b>	<b><u>Rate per Quintal</u></b>
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.Plastic sacks and 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 **29.01.2016** (up to 4p.m.) and the same will be opened on **29.01.2016** at **4:30P.M.**
- B) The period of Tender is up to **31<sup>st</sup> March 2017.**
- 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% 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.
- M) The lifting process has to be completed within **10 days** from the issuance of the work-order.

**Prof. Soma Bandhyopadhyay**  
**Registrar**

The 18th of January, 2016



**For Preparation of Answer Book and Additional Sheet**

**UNIVERSITY OF CALCUTTA**

**TENDER FORM - C**

1. Preparation of Blank Answer Books of six (including blue cover page) sheets covering, folding, stitching, cutting, octuple numbering (ten digit/six digit) including alphabetical series, punching and binding.....@Rs. .... per 1,000.
2. Blocking of old numbers, punching octuple re-numbering and Binding..... @Rs. .... per 1,000.
3. Preparation of Blank Answer Books of three (including red cover page) sheets covering, folding, stitching, cutting, quadruplicate numbering including alphabetical series, punching and binding.....@Rs. .... per 1,000.
4. Blocking of old numbers, punching, quadruplicate re-numbering and Binding..... @Rs. .... per 1,000.
5. Preparation of Additional sheets, one sheet including folding, cutting, numbering with C.U. seal, punching and binding with alphabetical series.....@Rs. .... per 1,000.
6. Preparation of Blank Answer Books of two (including black cover) sheets covering, folding stitching, cutting dual numbering (ten digit / six digit) including alphabetical series punching and Binding.....@Rs. .... Per 1,000.
7. Blocking of old numbers punching dual re-numbering and Binding..... @Rs. .... Per 1,000.
8. Folding and cutting of papers from D. F. to S. F. for preparing blank answer books .....@Rs. .... Per 1,000.

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Address with date

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Signature of the party with seal

## INSTRUCTION

The last date of submitting the tender is **05.02.2016** up to **4.30 P.m.** and the same will be opened on **12.02.2016** at **3pm.** the tenders will have to deposit earnest money of Rs. 10000.00 ( Rupees Ten thousand only). The first copy of the Challan received from the Calcutta University Cash Section against the earnest money deposited should be submitted with tender along with the attested Xerox copies of the current (1) up to date trade license, (2) Sales Tax Clearance Certificate. The authority reserves the right to accept or reject tender without assigning any reason. Failure to execute the orders with satisfaction of the Authority shall lead to cancellation of order and forfeiture of earnest money.

- i) The work is to be done in the Calcutta University Godown Section, Ground Floor, Darbhanga Building, Kolkata-700 073, during office hours (Monday to Friday).
- ii) Paper (Double Foolscap) will be supplied by the University.
- iii) Books are to be bound strongly in bundles of 250 each. (for item no. 1,2)
- iv) Books are to be bound strongly in bundles of 500 each. (for item no. 3,4)
- v) Additional sheets are to be bound strongly in bundles of 1000 each.
- vi) Books are to be bound strongly in bundles of 1000 each. (for item no. 6,7)

(ALL SUCH BUNDLES ARE TO BE STACKED ON THE UPPER PLATFORM OF THE GODOWN SECTION)

**The period of tender is from 1<sup>st</sup> April, 2016 to 31<sup>st</sup> March,2017.**

- vii) Approximate 15,00,000 (fifteen lakhs) six sheets (blue cover) and 10,00,000 (ten lakhs) three sheets (red cover) Answer Book are to be prepared. And also 5,00,000 (five lakhs) two sheets (black cover) are to be prepared.
- viii) Approximate 15,00,000 ( fifteen lakhs) Additional Sheets are to be prepared.
- ix) One Power-Driven Paper cutting Machine and C.U. Monogram will be Available for use from this office.
- x) The University will not be held responsible in case of any accident of the Workers caused by the paper cutting machine.
- xi) Ink, Numbering, Machine, Perforating, Machine and Stitching Machine are to be supplied by the party concerned.
- xii) The tenderer must have a registered office of his own in Kolkata/Suburban.
- xiii) The tenderer must furnish day to day report of production.
- xiv) The tenderer must not employ child labour.
- xv) The University reserves the right to add or amend or modify any terms and/or conditions are contained here-in and/or bring forth or incorporate such other terms or further term / or condition for performance of the job and/or the contract.
- xvi) In case of return of deposit, the party concern shall take back or properly cause to take his / their deposit from the Office of the Controller of Examinations, University of Calcutta at their own cost, if any effort.



**UNIVERSITY OF CALCUTTA**

**Form for Quotation**

**Office Stationery, Other Office Articles and Cleansing Items**

**Earnest Money-Rs.5000/-**

**(Rupees Five thousand Only)**

**Last date of receiving: 05.02.2016**

**Opening of Tender: 08.02.2016 at 2pm.**

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

**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.

**Prof. Soma Bandhyopadhyay**  
**Registrar**

The 18th of January, 2016





**UNIVERSITY OF CALCUTTA**  
**LIST OF OFFICE STATIONERY ITEMS FOR THE YEAR 2016- 2017**

**SL No. Office Stationeries**

01. Books Bound-2 quire-White & Ruled(192 pages per gross)
02. Cover File (fools -cap size) - Four flap per gross.
03. Flat file with clip – per gross.
04. Boardfile(two flaps straw board 21lb.-NewBandage cloth with red tape per 100 files.
05. Coloured Thread Ball – 60gm/Ball- per gross.
06. Envelope Bandage Cloth lined 11" x 4.5" x 2.5"- per 1000 pcs.
07. Envelope Bandage Cloth lined 9.25" x 4" x 2.5"-per 1000 pcs.
08. Envelope (Manila & Kraft) 9" x 4" per 1000 pcs.
09. Envelope Cloth lined 11.25" x 9" with 2.5" Bottom – per 1000 pcs.
10. Envelope Cloth lined 15.25" x 12" with 3.25" Bottom-per 1000 pcs.
11. Envelope Cloth lined 24" x18"with 3.5"x2" bottom -per1000pcs. (In & Outer)
12. Window envelope Kraft paper (30cm.X16cm. ) as per specimen
13. Window envelope Kraft paper (5" x 10")- per 1000 pes.
14. Envelope Cloth lined 12"x5.5"with 2.5"x1" bottom- Good quality-per 1000pcs.
15. Envelope Cloth lined 20" x 14"with 3.25" bottom-per1000pcs(Inner& outer)
16. Kraft paper Envelope size 10.5" x7" x 2.5" per 1000 pcs.
17. Kraft paper Envelope size 13"x 10" x 2.5" per 1000pcs.
18. Kraft paper Envelope size 11.5" x 5.25"x2.5" per 1000 pcs.
19. Kraft paper Envelope size 12" x 9" x 2.5" per 1000 pcs.
20. Kraft paper Envelope size 16"x12"x3.5" per 1000 pcs.
21. Kraft paper Envelope size 19"x13"x2.5" per 1000 pcs.
22. Paper (Brown and Kraft) – 24 sheets in quire -27.7 kg per ream.
23. Self Adhesive Printed tape with C.U Emblem-2"x50mtrs.in 25 Mic–per 50 mtrs. Roll.
24. Self Adhesive Printed tape with CU Emblem-4"x50mtrs.in 25 Microns 50 mtrs. Roll.
25. Tags (bundles of 100 tags) per bundle.
26. Gum and Paste (700ml. Bottle) – per dozen.
27. Gum and Paste (150ml. Bottle) –per dozen.
28. Cover File 2 Flaps per Gross
29. Stencil paper – per packet.
30. Duplicating Ink- Per dozen,
31. 5" X 2"2 threads Colour Masking Paper with three side Gum pasting and three side perforation.
32. 9" X 2" Colour Masking Paper with three side Gum pasting and three side perforation.
33. Plastic Bag – White & Blue colour –20" x 14" – 40 Microns with C.U. emblem printed Rs. Per 1000 pcs.



## LIST OF OTHER OFFICE ARTICLE

FOR THE YEAR 2016- 2017

### SL.NO.

1. Candle (6 sticks in a packet, length 9" wt., 35 gram per stick) per 100 packets.
2. Cloth (for packeting) markin- 37 x 136 cms, per meter.
3. Cloth Duster (36" x 36")-good quality- per gross.
4. Rexene (good Quality} – standard size – per 100 meters.
5. Hessian (Gunny} 36" wide per 100 meters.
6. Nephelene Balls (500gm-packet) per 10 packets (**Bengal Chemical**)
7. Rope (Jute) in bundles 3 & 5 ply per 100kg.
8. Sealing Wax (16 sticks per packet ) good quality per 100 packets
9. Sweeping Jute per kg.
10. Broom stick per kg.

### ARTICLES FOR CLEANING PURPOSE

1. Bleaching powder per kg.
2. Phenyl (5 liters tin) Bengal Chemical only (Black and White)- per tin.
3. Scented liquid soap 5 liters **tin**- per tin.
4. Muritic Acid (500 mi.) per bottle.
5. Vim Powder (200 gms.) per packet.
6. Floor Liquid Soap – 5Ltr. a tin. Rs. Per tin.

**Rs.200=00**



**APPLICATION FOR PARTICIPATION IN TENDER**  
**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. University authority reserves every right to reject any application without showing any reason.**

**REGISTRAR**