



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

**NOTICE INVITING TENDER**

University of Calcutta invites **sealed** tender from resourceful and bonafied contractors for the following work

1.	N.I.Q. No	:	Eng /CQ-462/19-20. Dated17/02/2020
2.	Name of Work	:	<b>Repairing and remodeling of the damaged chairs and tables laying at Centenary Hall, College Street, University of Calcutta</b>
3.	Estimated Cost put to Tender	:-	NA
4.	Earnest Money	:-	A sum of 5% of the Quoted amount in the form of <b>CTS</b> 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 deducted by the University from the running bills. EMD is exempted for those bidders who are registered with NSIC or any Government organization- to safeguard against a bidder withdrawing/altering his bid during the bid validity period.
5.	Time of completion	:-	30 DAYS
6.	Eligibility Criteria	:-	<b>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 year . Government, Government Undertaking and University of Calcutta credentials are accepted.(only completion certificate of the work should be treated as Credential.</b>
7.	Last date of receipt of application for tender	:-	NA
8.	Last date of Sale/ issue of tender papers		TO BE DOWNLOADED FROM WEBSITE.(www. caluniv.ac.in)
9.	Last Date and Time of tender Submission	:-	25/02/2020 up to 2.00pm)
10.	Date and Time of Tender Opening	:-	On or after 3:00 PM 25/02/2020.

N.I.Qno ,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 OF CALCUTTA

**Name of the work:-Repairing and remodeling of the damaged chairs and tables laying at Centenary Hall, College Street, University of Calcutta**

**N. I.Q. no-** Eng /CQ-462/19-20.      **Dated**17/02/2020

**Name of Agency:-**

**Address of Agency:-**

**Rate Quoted :- ( in figure)-**

.....

**(In words):-** .....

**Signature of the Agency with date & stamp:-**



# UNIVERSITY OF CALCUTTA

N. I.Q. no- Eng /CQ-462/19-20. Dated 17/02/2020

## TENDER AND 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 to a maximum limit of 05 % of the contract value .



5. The allotted time for completion of the work is as specified in the NIQ 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. (a) If the successful contractor's bid rate is 80% or less than the estimated amount put to tender the contractor will have to submit a Bank Guarantee amounting to 10% of the Tendered amount before issue of Work order failing which the EMD will be forfeited and the agency may be blacklisted. The Bank Guarantee should be valid till the end of the contract period and shall be renewed accordingly if required. This bank Guarantee is an Additional Performance Security. So provision of deducting Security deposit from bills will hold goods per relevant clause of the contract. The bank Gurrantee shall be returned immediately on successful completion of contract.

(b) The University authority will retain a sum amounting to 10% of the bill of the contract for a period of six months from the date of completion of work as **Security Deposit**. Which will be released after a period of six months from the date of completion of the work on application.

7. A sum of 5% of the estimated amount i.e value **as mentioned in the NIQ**. 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 / /20

**Name of Issuing Bank:--**

**B ranch :-**

8. 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.



**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 estimate 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 .

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

**15.**Defect & liability Period :-The defect & liability period will be for a period of six months from the date of completion of the job. Any defects pointed out during this period has to be mend good by the agency at their own cost failing which the retention money will be forfeited.

Sd/-

University Engineer

Name of the Agency:

Address :-

**SIGNATURE OF THE CONTRACTOR WITH SEAL AND DATE**

**Name of work:-Repairing and remodelling of the damaged chairs and tables laying at Centenary Hall, CollegeStreet, University of Calcutta**

<b>Specification for repairing and remodelling of the damaged chairs and tables laying at Centenary Hall, CollegeStreet, University of Calcutta</b>					
<b>SL NO</b>	<b>Description of work</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
1	Repairing & polishing of the existing damaged wooden table 3.'-06" X2'-06') with all necessary fitting ,fixtures & materials with labour complete in all respect and ready to use .( agency should Quote after seeing the site)	each	10		
2	Repairing & polishing of the existing damaged wooden table 4.'-06" X2'-06') with all necessary fitting ,fixtures & materials with labour complete in all respect and ready to use .( agency should Quote after seeing the site)	each	10		
3	Repairing of the existing chair ( with out arm) with the seat and back with ply and laminate matching the tables and the rest part polished complete .( agency should Quote after seeing the site)	each	20.00		
4	Repairing of the existing chair (with arm) with the seat and back with ply and laminate matching the tables and the rest part polished complete .( agency should Quote after seeing the site)	each	20.00		
5	Labour for taking out the damaged chairs and table from the stacks at Centenary to the roof of Hardinge building roof for work.	Each	60		
	<b>Total cost inclusive of all taxes</b>				

**Name and Address of the Agency:-**

**Rate Quoted :- ( in figure)-** .....

**(In words):-** .....

**Signature of the Agency with date and seal:-**



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**NOTICE INVITING TENDER**

University of Calcutta invites **sealed** tender from resourceful and bonafied contractors for the following work

1.	N.I.Q. No	:	Eng /CQ-463/19-20. Dated17/02/2020
2.	Name of Work	:	<b>2<sup>nd</sup> call for Repairing of furnitures with supplying of office Steel Almirah and other ancillary work at various places and departments at college street campus University of Calcutta</b>
3.	Estimated Cost put to Tender	:-	RsNA
4.	Earnest Money	:-	A sum of 5% of the Quoted amount in the form of <b>CTS</b> 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 exempted for those bidders who are registered with NSIC or any Government organization- to safeguard against a bidder withdrawing/altering his bid during the bid validity period.
5.	Time of completion	:-	30 DAYS
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# UNIVERSITY OF CALCUTTA

**Name of the work:-** 2<sup>nd</sup> call for Repairing of furnitures with supplying of office Steel Almirah and other ancillary work at various places and departments at college street campus University of Calcutta

**N. I.Q. no-** Eng /CQ-463/19-20.      **Dated**17/02/2020

**Name of Agency:-**

**Address of Agency:-**

**Rate Quoted :- ( in figure)-**

.....

**(In words):-** .....

**Signature of the Agency with date & stamp:-**





# UNIVERSITY OF CALCUTTA

N. I.Q. no- Eng /CQ-463/19-20. Dated 17/02/2020

## TENDER AND CONTRACT FOR WORK

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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 NIQ 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. (a) If the successful contractor's bid rate is 80% or less than the estimated amount put to tender the contractor will have to submit a Bank Guarantee amounting to 10% of the Tendered amount before issue of Work order failing which the EMD will be forfeited and the agency may be blacklisted. The Bank Guarantee should be valid till the end of the contract period and shall be renewed accordingly if required. This bank Guarantee is an Additional Performance Security. So provision of deducting Security deposit from bills will hold goods per relevant clause of the contract. The bank Guarantee shall be returned immediately on successful completion of contract.

(b) The University authority will retain a sum amounting to 10% of the bill of the contract for a period of six months from the date of completion of work as **Security Deposit**. Which will be released after a period of six months from the date of completion of the work on application.

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**Amount:-Rs**

**D.D No.**..... Dated / /20

**Name of Issuing Bank:--**

**Branch :-**

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

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Sd/-

University Engineer

Name of the Agency:

Address :-

**SIGNATURE OF THE CONTRACTOR WITH SEAL AND DATE**

Name of work:-2<sup>nd</sup> call for **Repairing of furnitures with supplying of office Steel Almirah and other ancillary work at various places and departments at college street campus University of Calcutta**

Sl.no	Description of Work	UNIT	Quantity	Rate	Amount
1	<p><b>Supplying of office Steel Almirah (Steel Almirah,{ Dimensions 78 x 34 x18 inch.Rack with 5 Compartments of 4 no. of shelves,Standard lock and 2 sets of keys, The thickness of the Almirah sheet shall be 18 SWG. The body of the Almirah shall be manufactured from cold rolled MS sheet (C. R. Sheet) with Antirust treatment and shall be finished with powder coating}at Room no 101,of Asutosh Building(3no) Ground floor ,room of placement officer 7<sup>th</sup> floor Centenary Building(1no), Room of Gandhi chair professor(1no)darghanga Building first floor, University of Calcutta</b></p>	each	5		
2	<p><b>Supply fitting and fixing of of good Quality Curtain with bracket and rod etc( as per Choice of End user the agency must visit site before quoting) at first floor ,Asutosh Museum and Seventh floor Placement officers room at Centenary Building complete in all respect.</b></p>				
	size				

a	8'-4"x4'-2"	each	13		
b	3'-4"x5'-2"	each	12		
c	2.5mx1.5m	each	3		
3	Necessary repairing, remodeling & polishing the existing wooden top working table with cupboard, drawer etc				
a	6'-00"x4'-0" x2'-6"	each	2		
b	4'-00"x3'-0" x2'-6"	each	1		
c	4'-00"x2'-6" x2'-6"	each	3		
4	Necessary repairing, remodeling & polishing the existing wooden chair with required PU foam, C.C. Cloth etc complete in all respect	each	8		
5	Supply of 6mm clear glass for table top				
a	6'-00"x4'-0"	each	1		
b	6'-00"x2'-6"	each	1		
6	Supply of good quality blazer cloth				
	6'-00"x4'-0"	each	1		
	6'-00"x2'-6"	each	1		
	6'-00"x1'-03"	each			
6	Supply and fixing of 3mm clear glass for wooden almirah				
a	16"x14"	each	12		
b	24"x 12"	each	5		
c	16"x10"	each	1		
7	Supplying fitting and fixing of name plate (Acrylic boards)				
a	Gandhi Chair Professor and Name of individual	each			

b	Officer of placement and training and name of individual	each			
7	<p>Making of Computer comptable from the old tables of (the tables made should be of more or less identical size aprox 3'-06" X2'-06" withtolerence of +/- 06") with space for DRAWER &amp; LOCKER(with godrej lock) on one side. The Front of the table as well as the entire external exposed area should be covered with 5mm ply pasted(withadeshive) with 1mmthick laminate of and the internal part should be polished.The top of the table will be provided withone piece 6mm thick clear glass to fit the size of the table. The glass as well as the table top should have a circular slot to provide cable manager. The Rate should be quoted inclusive costof all new materials needed , labour and any extra materials required other than specified above .( agency should Quote after seeing the site)</p>	each	5		
8	<p>Repairing of the existing chair (with or with out arm) with the seat and back with ply and laminate matching the tables</p>	each	20		

	and the rest part polished complete .( agency should Quote after seeing the site)				
	<b>Total Cost inclusive all taxes</b>				

**Name and Address of the Agency:-**

**Rate Quoted :- ( in figure)-** .....

**(In words):-** .....

**Signature of the Agency with date and seal:-**