



JADAVPUR UNIVERSITY
JADAVPUR, KOLKATA – 700 032

TENDER NOTICE

E-Tender Reference No: JU/e-Tender/E/17/2nd Call/25-26

Date: 27/05/2026

Estimate No.: E-17/2025-26

Tender ID: 2026_JU_1025569_1

Jadavpur University invites online bids through the West Bengal Government e-procurement system "<https://wbtenders.gov.in>" from the reputed bidders who must be authorized by the OEMs / Registered for **Electrical Installation work at the Seminar Room and Machine Room in the Ground floor of the Production Engineering Department, Jadavpur University Main Campus.**

Interested vendors are requested to provide their bids as per mentioned in the table below, under the Two-Bid System.

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Sd/-
Registrar (Actg.)
Jadavpur University



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Annexure I

ARTICLES OF AGREEMENT

(ON NON-JUDICIAL STAMP PAPER OF RS.100.00)

(Stamp Paper of Rs. 100/- Non-Judicial to be purchased by the awarded bidder)

ARTICLES OF AGREEMENT made this ____ day of _____, Two Thousand Twenty Five between Jadavpur University, Kolkata having its office at Jadavpur University, Kolkata- 700 032 and any other places (hereinafter referred to as the 'OWNER') which expression shall include its successor or successors and assigns) of the ONE PART through the authorized officer.

AND

M/s. _____ having its registered office at _____ and its local office at the address _____ (thereinafter referred to as the 'COMPANY') on the OTHER PART.

WHEREAS the Owner is desirous for construction of Electrical work "**Electrical Installation work at the Seminar Room and Machine Room in the Ground floor of the Production Engineering Department, Jadavpur University Main Campus**", and for the purpose issued Work Order Vide Ref. No.: _____, Dated: _____ to the COMPANY _____ having its registered office at _____ and its local office at the address _____ (hereinafter called the 'Works').

AND WHEREAS the Owner in order to effectively carry out the said construction of "**Electrical Installation work at the Seminar Room and Machine Room in the Ground floor of the Production Engineering Department, Jadavpur University Main Campus**" prepared plans, and specifications of work to be executed for construction of the said works of the project and to assist Jadavpur University in relevant technical matters.

AND WHEREAS, the company has deposited Earnest Money, for ₹. ____/= (Rupees _____ only) only in the form of DD/ Bank Guarantee vide No.: _____, Dated: _____ on _____ Bank. After due performance or completion of the work in all respect, the Earnest Money will be returned to the Contractor and 15% (Fifteen Percent) of the bill value will be deducted as security deposit and will be returned after 2 (Two) years as per the condition of the e-NIT Ref. No.: _____ & Tender ID: _____, Dated: _____.

AND WHEREAS the drawings inclusive of the specifications, priced schedule of quantities, conditions of contract and special conditions (hereinafter collectively referred to as the said condition) have been signed by the parties hereto and the contractor has agreed to execute the works upon and subject to the said conditions as mentioned in the e-NIT Ref. No.: _____ & Tender ID: _____, Dated: _____.



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NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of the payments to be made to the contractor as hereinafter provided the contractor shall upon and subject to the said considerations execute and complete the works shown upon the said drawings etc. and such further detailed drawings as may be furnished to the contractor by the said owner as described in the said specifications and in accordance with the said priced schedule of quantities enclosed with the agreement as mentioned in the e-NIT Ref. No.: _____ & Tender ID: _____, Dated: _____.

2. The Owner will pay to the Contractor the sum of ₹. _____/= (Rupees _____) only excluding GST (based on the actual measurement after completion of the job, hereinafter called the contract sum) or such other sum as shall become payable hereunder at the times and in the manner specified in the said conditions. However, the actual sum will be paid on the actual value of work done in conformity to tender conditions and Bill of Quantities, irrespective of the contract sum as per the e-NIT Ref. No.: _____ & Tender ID: _____, Dated: _____.

3. The term 'the Architect / Consultant' in the said conditions shall mean the said Architect / Consultant ceasing to be the Architect / Consultant for the purpose of this contract such other person or persons as shall be nominated for the purpose by the Owner.

4. The drawings, agreement and conditions of contract mentioned above shall form the basis of this contract and all disputes to be decided in the manner prescribed in the conditions attached hereto.

5. The said contract comprises the construction of "**Electrical Installation work at the Seminar Room and Machine Room in the Ground floor of the Production Engineering Department, Jadavpur University Main Campus**" by the company as per Work Order issued by the Owner vide Ref. No.: _____, Dated: _____ respectively as above mentioned, and all associated works connected therewith within the same site as may be ordered to be done from time to time by the said Owner even though said works may not show on the drawings or described in the said specifications or the priced schedule of quantities.

6. Notwithstanding what are stated in the general & special condition, conditions of contract and herein before stated the Owner through the Consultant reserves to himself the right to alter the drawings and the work and of adding to or omitting any items of works from or of having portions of the same carried out departmentally or otherwise and such alterations or variations shall be carried out without prejudice to this contract all in interest of work.

7. The said conditions shall be read and be treated as forming part of this agreement and the parties hereto will respectively be bound thereby and to abide by and submit themselves to the conditions and stipulations and perform the same on their parts to be respectively observed and preferred.

8. Any dispute arising under this agreement shall be referred to the arbitration to a sole arbitrator appointed with consent of the Owner and the contractor as indicated in the Article of the general conditions. The award of the arbitrator shall be final and binding on both parties.

9. The following document shall also form a part of the Agreement:-

a. Contract Document – consisting of e-NIT Ref. No.: _____ & Tender ID: _____, Dated: _____. Instruction to the Tenderers, Form of Tender, Articles of Agreement, General Conditions of Contract, Technical Specification and Schedule of Quantities for the works.

b. Work Order Ref. No.: _____, Dated: _____



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IN WITNESS WHEREOF, the parties hereto have executed these presents the day and year first hereinabove written.

WITNESS

EXECUTANTS

1. Name:

1. Owner:

Address:

Address:

Official seal

Official seal

2. Name:

2. CONTRACTOR

Address:

Name:

Designation:

Official seal



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Annexure II

Sl.No.	Items	Publishing Date(s)
01	Date of uploading of N.I.T. & Tender documents (online) from this end	27/05/2026 at 18:00 Hrs.
02	Starting of Documents download (online)	27/05/2026 after 18:00 Hrs.
03	Bid Submission starting (online)	27/05/2026 after 18:55 Hrs.
04	Original EMD in favour of “JADAVPUR UNIVERSITY” payable at “KOLKATA” to be submitted at the Office of the University Engineer, Sakti Bhavan, 1st Floor, Jadavpur University Main Campus, Kolkata 700032. Note: Without original demand draft the bid will be treated as non-responsive and summarily rejected.	05/06/2026 upto 14:00 Hrs.
05	Last date of Documents download and submission of bid (online)	06/06/2026 upto 14:00 Hrs.
06	Date of Technical Bid opening	08/06/2026 at 14:00 Hrs.
07	Date of uploading list for Technically qualified Bidder (on line)	To be notified later
08	Date of opening of Financial Proposal (online)	To be notified later
09	Date of uploading of list of bidders along with the approved rate	To be notified later

Time Schedules for the e-tender: - The time schedules for obtaining the Bid Document its download & submission of bids will be as per list provided.

For any queries regarding the bidding procedure to be contacted: E-Tender Cell,
Jadavpur University, main campus “Aurobindo Bhavan”
E-mail ID: “etender.cell@jadavpuruniversity.in”, Contact Number: 033-2457-2284



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Annexure III

INSTRUCTIONS TO BIDDERS

The OEM/OEM Authorized Vendors should not be blacklisted from any government or Education Institutes. In such case there offer will be summarily rejected and will not be considered as a valid bid.

Instructions/Guidelines for electronic submission of tender have been annexed for assisting the contractors participate in e-tendering.

- 1. Registration of Contractor:-**Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government system through logging on the <https://wbtenders.gov.in>. The contractor is to click on the link for e-Tendering site as given on the web portal.
- 2. Digital Signature Certificate (DSC):-**Each contractor is required to obtain a class-II, class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the Govt. of India(cca.gov.in) on payment of requisite amount details are available at the Web Site started in Clause-1 of Guideline to Bidder. DSC is given as a USB e-Token.
- 3. Collection of Tender documents:-**The contractor can search & download NIT & Tender documents electronically from computer once he logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.
- 4.** The tenderer are not required to submit hard copies Technical File (Statutory) or My Documents (Non-Statutory) only be submitted through on-line <https://wbtenders.gov.in>. NIC web portal.
- 5. Submission of Tenders:-**
 - a) **General process of submission:-**Tenders are being submitted through online to the website <https://wbtenders.gov.in> in two folders at a time for each work, one is Technical Bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.
 - b) **Technical Bid:-**Technical Bid should contain scanned copies of the followings further in two cover (folder):
 - 5.1 Statutory Cover Containing**
 - i) Demand Draft / Pay Order towards earnest money (EMD) as prescribed in the NIT.
 - ii) NIT and Corrigendum if any (Download the NIT and upload the same by digitally sign & sign by the bidder with company stamp).
 - iii) Scan Copy of Declaration as per prescribed format and any other documents.
 - iv) Scan Copy of Technical Specification
 - v) Scan Copy of Non-Statutory Cover / My Documents Compliance Format as prescribed format in the NIT.



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5.2 Non-Statutory Cover / My Documents containing the following documents:

Sl. No.	Category	Sub Category	Sub Category Description
A.	Certificates	A1 Certificates	1. PAN Card
			2. Professional Tax Registration Certificate
			3. GST Registration No.
			4. GST Registration Certificate
			5.1 Income Tax Returns submitted for the Financial year 2022-23 5.2 Income Tax Returns submitted for the Financial year 2023-24 5.3 Income Tax Returns submitted for the Financial year 2024-25
B.	Company Details	1. Proprietorship Firm (Trade License) 2. Partnership Firm including LLP (Partnership Deed, Trade License) 3. LTD Company (Incorporation Certificate, Trade License) 4. Society (Society Registration copy, Trade License) 5. Power of attorney. 6. Solvency Certificate from any Nationalized Bank of India not more than 6 months old. 7. Company Incorporation Certificate.	
C.	Credential	1. Credential Certificate for similar type of job. 2. Single job value for similar job in last 3 years should be equal to the offer cost. 3. Payment Certificates/ Work Completion Certificate/ Certified copy of Final Paid Bill.	
D.	Financial Info	P/L Accounts & Balance Sheet	1. Audited P/L Account & Balance Sheet 2022-23
			2. Audited P/L Account & Balance Sheet 2023-24
			3. Audited P/L Account & Balance Sheet 2024-25

Note:

Failure of submission of any of the above mentioned documents (as stated in 5.1 & 5.2) will render the tender liable to summarily rejected.

All the documents i.e. the NIT, Declaration, Annexures, etc. should be physically and digitally signed before uploading the scanned documents for the bid.



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6) Financial Bid:-

- i) The Financial Bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through online in the space marked for quoting rate in the BOQ, including GST.
- ii) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

7) Opening & Evaluation of Tender:-

Opening of Technical Bid:

- i) Technical bid will be opened by the Jadavpur University Officials. Statutory Cover (folder) would be opened first & if found in order and correct, Non-Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non-statutory documents, the tender will summarily be rejected.
- ii) Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded & handed over to the evaluation committee.
- iii) List of technically qualified tenders would be uploaded.

NB: While evaluation, the committee may invite the tenderers & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted. The University reserves the right to call for other documents if found otherwise eligible.

Opening and evaluation of Financial Bid:

- i) Financial bid of tenderers declared technically eligible by the Committee will be opened electronically from the web portal on the prescribed date and time.

8) Penalty for suppression/ distortion of facts:

Submission of false document by tenderer is strictly prohibited and will be liable for rejection of the tender, for submission of false document or for suppression & distortion of facts.

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Annexure IV

Non-Statutory Cover / My Documents Compliance Format

Sl. No.	Category	Sub Category	Sub Category Description	Submitted (Yes/No)	Deviation (If any)
A.	Certificates	A1 Certificates	1. PAN Card		
			2. Professional Tax Registration Certificate		
			3. GST Registration No.		
			4. GST Registration Certificate		
			5.1 Income Tax Returns submitted for the Financial year 2022-23		
			5.2 Income Tax Returns submitted for the Financial year 2023-24		
			5.3 Income Tax Returns submitted for the Financial year 2024-25		
B.	Company Details		1. Proprietorship Firm (Trade License)		
			2. Partnership Firm including LLP (Partnership Deed, Trade License)		
			3. LTD Company (Incorporation Certificate, Trade License)		
			4. Society (Society Registration copy, Trade License)		
			5. Power of attorney.		
			6. Solvency Certificate from any Nationalized Bank of India not more than 6 months old.		
			7. Company Incorporation Certificate		
C.	Credential		1. Credential Certificate for similar type of job.		
			2. Single job value for similar job in last 3 years should be equal to the offer cost.		
			3. Payment Certificates/ Work Completion Certificate/ Certified copy of Final Paid Bill.		
D.	Financial Info	P/L Accounts & Balance Sheet	1. Audited P/L Account & Balance Sheet 2022-23		
			2. Audited P/L Account & Balance Sheet 2023-24		
			3. Audited P/L Account & Balance Sheet 2024-25		