tcg crest
(Deemed to be University u/s 3 of UGC Act, 1956)
Distinct Category - Research

1st Floor, Tower 1, Bengal Eco Intelligent Park (Techna)
Block EM, Plot No 3, Sector V, Salt Lake,
Kolkata 700091, West Bengal, India
Website: www.tcgcrestdtbu.ac.in

TENDER NOTICE

Tender Reference No: DTBU/NIT/C&I/06/2025-26 ***Date: 13th February 2026***

TCG CREST (Deemed to be University) invites bids from reputed & experienced contractors for execution of Civil and Interior Works for the 9th Floor of TCG CREST (Deemed to be University), located at the HPL New Project Building, DJ - 2, Sector-II, Salt Lake, Kolkata – 700091.

The tender will be under 'Two-Bid' system, where initially the evaluation of the Technical Bid will be made first and the financial bids will be opened only of the shortlisted contractors.

Important Dates: -

Sl. No.	Items	Publishing Date(s)
01	Date of uploading of N.I.T. & Tender documents	13/02/2026 after 18:00 Hrs
02	Starting of Documents download	13/02/2026 after 18:00 Hrs
03	Site visit is open during office hours	14/02/2026 at 10am onwards (Till 23rd February)
04	Submission of Original Demand Draft for EMD in favour of TCG CREST (Deemed to be University)	2.0 % of the Bid Value, in the form of DD, to submit on the date of bid submission.
05	Last date of submission of bids (Two separate envelops for the technical & financial bids)	27th February 2026 at 4pm
06	Date of Technical Bid opening	27th February 2026 at 4.30pm
07	Date of publication of the final list of Technically qualified Bidders	To be notified Later
08	Date of opening of Financial Proposal	To be notified Later
09	Date of finalisation of the tender along with the approved rate	To be notified later

The last date of submission of bids is 27th February 2026 16.00 hours, in the fourth floor of the DJ-2, Sector-II, Saltlake, with complete documentation. Acceptance of the order and the commencement of the jobs are to be started within 10 days from the date of the order.

TCG CREST reserves the right of selection.

Sd/-
Registrar
TCG CREST (Deemed to be University)

INSTRUCTIONS TO BIDDERS:

1. **Tender documents: - The BOQ and other relevant documents will be shared with interested and eligible bidders upon receipt of a request via email at procurement@tcgcrestdtbu.ac.in.**

2. The tenderers are required to submit hard copies of Technical File (Statutory) in one envelope and hard copy of Financial Bid is to be included with the bid documents, in a separate envelope, as applicable for the 'Two Bid System'.
3. **Submission of Bids: -**
   General process of submission: - Bids are to be submitted as follows:
   (i) One is technical bid with all enclosures, EMD and compliance report,
   (ii) The other is financial Bid with complete offer including taxes, duties etc.

to be submitted to the Registrar, TCG CREST (Deemed to be University), within **27/02/2026 at 16:00 Hrs.at TCG CREST (Deemed to be University) DJ-2 Building Sector-II, Kolkata-91(fourth floor).**

4. **(A) Statutory Cover Containing**
   i) Demand Draft (payable at Kolkata) towards the earnest money (EMD) as prescribed in the NIT.
   ii) A copy of the NIT with the detailed terms and conditions, signed by the bidder with company stamp.
   iii) A copy of Declaration as per prescribed format and any other documents.
   iv) A copy of Technical Specification Compliance Format, prescribed in the NIT.

(B) Non-Statutory Cover / My Documents containing the following documents

Sl. No.	Category	Sub Category	Subcategory /Description
A.	Certificates	A1 Certificates	1. A copy of the PAN Card
			2. A copy of Professional Tax Registration Certificate
			3. VAT/CST /Service Tax Registration Certificate
			4. GST Registration Certificate is compulsory.
			5.1 A copy of the Income Tax Return submitted for the financial year 2022-23 5.2 A copy of the Income Tax Return submitted for the financial year 2023-24 5.3 A copy of the Income Tax Return 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 Scheduled Bank of India not more than 6 months old.	
C.	Credential (Corporate/University)	1. Credential Certificate for similar type of job. 2. Single job value for similar job in last 2 (two) years should be at least 80% of the estimated cost: Two cases	

		3. Payment Certificates/ Work Completion Certificate/ Certified copy of Final Paid Bill.	
D.	Financial Info	GST Return Certificates	1. GST Return for the Financial Year 2022-23
			2. GST Return for the Financial Year 2023-24
			3. GST Return for the Financial Year 2024-25
		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

5. **Failure of submission of any of the above-mentioned documents (as stated in 4) will render the tender liable to summarily rejected.**
6. **For any query, a bidder may contact at procurement@tcgcrestdtbu.ac.in**
7. **Site visits are open during office hours between 14th to 23rd February 2026**
8. **Opening & Evaluation of Tender: -**
   Opening of Bids: 27.02.2026 at 16:00 Hrs.
   Technical bid will be opened by the TCG CREST University Officials. Statutory Cover would be opened first & if found in order and correct, Non-Statutory Cover will be opened. If there is any deficiency in the Statutory & Non-statutory documents, the tender will summarily be rejected.
   Thereafter the Price Bid will be open of only the eligible bidders.

The Vendor should not be blacklisted from any government or Education institute. In such case their offer will be summarily rejected and will not be considered as a valid bid.

NB: While evaluating, the committee may invite the tenderers & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted.
The interested Bidders may be present on the day of bid opening.
The University reserves the right to call for other documents if found otherwise eligible.

The Vendor should not be blacklisted from any government or Education institute. In such case their offer will be summarily rejected and will not be considered as a valid bid.

9. **Penalty for suppression/ distortion of facts:**

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

10. Eligibility for participating in the Tender:

A: Basic Eligibility conditions:

Participation in the tender will be dependent on fulfilling the following eligibility criteria:

a) The bidder must be in operation in business for at least 10 (Ten) years.
b) The bidder must have legal and statutory documentation, as listed below.
c) Bidder should have at least 02 (two) similar types and value of orders executed during last two years with capable of service team & resources/stock points in the city. For immediate Service & Support local service facilities shall be there.

d) Work order copies along with job completion certificate from the customer duly self-attested are to be submitted. The bidder will have to produce original document for verification, without which the bid will be treated as non-responsive and may be summarily rejected.

e) Annual Turnover should not be less than 3 (three) crores only, during the last 2 (two) years. Copies of IT return and/or Audited P&L account should be submitted along with the bid.

B: Earnest money

2% of Bid Value (rounded off to next hundred) shall have to be submitted as Earnest Money, in the form of DD, drawn in favor of TCG CREST (Deemed to be University), which is to be attached with the bid documents (Technical Bid). Financial bid will not be opened if no DD for the EMD is available.

EMD will be refunded after selection of bidder without any accrued interest for all unsuccessful bidders. For the successful Bidder, it will be preserved as Security Money

Tenderers who have valid / relevant NSIC (or MSME) Certificate of Registration are exempted from payment of EMD, where such proof needs to be submitted. In such a case, we need PBG under any acceptable forms, after issuance of the order.

11. Terms & Conditions:

a. **Execution: The job must be completed within three months from the date of the Order.** Ane delay in performance of the execution by the specified date, a penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted from the Bill value.

b. **Location: 9th floor of DJ2 Building** of TCG CREST (Deemed to be University).

c. List of Technical staff with Qualifications & Experience should be submitted for record.

d. **Payment terms:**

- **(i)** There will be no advance payment, without any progress/materials at site.
- **(ii)** Payment will be made after successful completion of each phase, as identified, on certification of completion of each phase by the competent authority of TCG CREST (DTBU), on the Tax Invoice. Payments are subject to statutory deductions & SD as required.
- **(iii)** Payments will be made, after necessary deductions, against certified and measured RA bill (based on the actual progress).

e. Total price should include all components and be fixed for the period of contract.

f. **Price-Bid:** Price bid as per the Tender BOQ format, for each item rate for whole list.

g. **Bids:** Covering letter on official letterhead, along with compliance details of the technical specifications and acceptance of the General Terms & Conditions, must be submitted together with the Price Bid.

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h. **Price shall be quoted in INR only, shall include the GST value.**

i. Any change in taxes levied by Govt. after opening of bids will be on account of bidder. No change in offer will be accepted later.

j. A checklist and compliance statement against each item thereon shall have to be submitted,

k. Validity of quotation for acceptance is 30 days.

l. The Tender may be cancelled at any level, in exigency.

TCG CREST reserves the right to accept or reject any bid and cancel the bidding process, in exigency.

Date :13th February 2026

Sd/-
Registrar
TCG CREST (Deemed to be University)