



Sammilani Mahavidyalaya

(NAAC ACCREDITED B++)
[AFFILIATED TO CALCUTTA UNIVERSITY]
E.M. BYPASS, BAGHAJATIN
KOLKATA - 700 094

Phone : 2462-6869

E-mail :

principal.sammilani@gmail.com

Info@sammilanimahavidyalaya.org

Website :

www.sammilanimahavidyalaya.org

Ref.:SMv/Gen.Quotn./2024/02

Date:25.7.2024

Item-wise sealed quotations are invited from reputed company/contractor/vendor/service provider/ agency as appropriate for the following purchase/procurement/ repairing/renovation/service as listed below.

Procedure for submission of quotations:

General quotations should be submitted by post or can be deposited in the drop box placed in front of Office-1 of Sammilani Mahavidyalaya, EM Bypass, Baghajatin, Kolkata - 700094 within **27.7.2024**. Separate sealed envelope inscribing 'names of the items' and 'name of the company/contractor/ vendor/service provider/ agency' must be used for each and every item and/or for items under same category.

All company/contractor/vendor/service provider/agency must read terms and conditions before submitting quotations. No arbitration in rates or relaxation in submission of documents will be entertained.

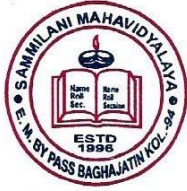
Terms and Conditions:

- i) Contractor/vendor/service provider/agency must have active GST and an attested copy of the same should be submitted. Certificates/documents showing active GST and GSTs are being paid in regular basis should be submitted.
- ii) An attested copy of the PAN card should be submitted
- iii) Deduction on account of tax will be applicable as per Govt. of India regulations
- iv) Items to be delivered at college campus/departments with no additional delivery charge. If delivery charge is required that should be mentioned in the quotations. In that case, comparison of quotations for selection of successful bidder (L1) will be based on total price including GST and delivery charge.
- v) IN NO CASE, ADVANCE PAYMENT WILL BE MADE FOR ANY PURCHASE/SERVICE. HOWEVER, FULL PAYMENT WILL BE MADE AFTER DELIVERY OF ITEMS AND SUCCESSFUL INSTALLATION AND OR COMPLETION OF SERVICE.
- vi) In case of agency supplying security and house-keeping staff payment will be made in the 1st week of the following month. For lease of canteen and cheap store, separate terms and conditions are given in the annexure
- vii) Company/contractor/vendor/service provider/agency must submit ITax return of last three years
- viii) Company/contractor/vendor/service provider/agency must submit documents showing completion of purchase/work order of amount at least three times the values of this order in last three financial years.
- ix) Company /contractor/vendor/service provider/agency must submit trade licence/work permit from Kolkata Municipal Corporation or similar govt. agency.
- x) The rate must remain valid for at least two months after submission of quotation
- xi) The purchase and/or work order must remain valid for not more than one month.
- xii) If selected, successful bidder must supply the order or provide service within one month or as mentioned in the purchase/work order

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A. RENOVATION AND REPAIRING

1) CANTEEN

JOB DESCRIPTION	QTY
<u>OUTSIDE (Eastside):</u> Deep cleaning of the existing jungle, filling rubbish, solling with new brick and 3' PCC Slab casting floor and plastering finished 1 st work: Deep cleaning of the existing jungle 2 nd work : Full area rubbish filing, levelling and durmush. (before end position must to be timber sheet piling) 3 rd work: New 1 no. kt brick soiling full area covered. 4 th work: 3" pcc slab casting floor and plastering finished. (Cement : branded good quality & sand full course)	600 sq.ft.
<u>INSIDE (Westside):</u> 1 st work : Jungle deep cleaning. 2 nd work : Full area rubbish feeling, levelling and durmush. 3 rd work : New 1 no. pkt solling full area covered. 4 th work: 3" pcc slab casting floor and plastering finished. (Cement: branded good quality & sand full coarse)	700 sq.ft.

2) Cleaning and painting of window MS grill in- and outside including palla (3300sq.ft.), Stair case (660 sq.ft.) and Collapsible gates (1400 sq.ft) of ground, 1st, 2nd and 3rd floors

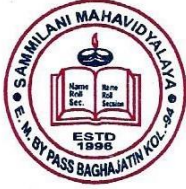
JOB DESCRIPTION
1 st work: cleaning with sand paper 2 nd Job: metal primer (2 coats) 3 rd Job: metal paint (2 coats)

3) REPLACEMENT OF BROKEN GLASS OF SOME WINDOWS IN 1ST, 2ND AND 3RD FLOORS

JOB DESCRIPTION	QTY.
1 st work: removing broken glass 2 nd Job: cutting new glass to fit in the frames 3 rd Job: fixing the glass with putty and clipping (aluminium)	220 sq.ft.

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4) REPAIRING WOODEN BENCHES, CHAIRS AND TABLES

JOB DESCRIPTION	QTY
Repairing after/with re placing in minor/small parts of benches	120
Repairing with replacing pata of benches	12
Repairing chairs & stools	12
Repairing dais	07
Repairing Tables	10

N.B. The numbers of each item with extent of repairing stated above just to have an idea and not accurate. Interested carpenters/contractors need to visit college and check the furniture before giving rates. Item-wise or total rate will be accepted.

5) REPAIRING AND PAINTING STEEL ALMIRAH - total 19 pcs

Willing vendor/contractors are advised to visit college for checking the Almira to be repaired and painted for giving rate. Item-wise or total rate will be accepted.

6) REPAIRING MULTI-GYM EQUIPMENT:

Sl. No.	Item name	Specification	Qty.
01.	Multi-gym wire	5" coated - 80'	1
02.	Multli-gym Pully Wheel	3"	7
03.	Multi-gym grip	Rubber 18 feet	1
04.	Gym foam roller	Free size	8
05.	Rexine	Normal gym purpose	8
06.	Multi-gym Lock pin	Regular size (steel)	3
07.	Mult-gym and cycle servicing	claening, oiling,	1

7) REPAIRING OF MAIN GATES (TWO):

There are two decorated grill main gates of the college with displaying name. Grill will be repaired and painted. Interested contractor/vendors are requested to check before giving rate for repairing and painting.

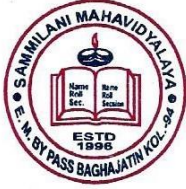
8) PAINTING OF GALLERY:

Total area 3262 sq.ft. to be painted. Interested contractor needs visit to verify the job before submitting quotations

9) Servicing and refilling of fire extinguishers (Powder, min. 4kg) - 31 pcs

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B. CONTRACT & LEASE

1) AMC FOR COMPUTERS AND PRINTERS

The college has about 140 computers (137 desktops and 3 laptops) 05 printers and 5 LED projectors. Annual maintenance contract will be given to competent company based on their experience and credential.

Minimum job requirement:

For general purpose use computers desktop (100) :

1) One service engineer must visit two days in a week. 2) One service engineer must visit within 24 hours after an emergency call.

For Computer Science and Physics Departments (42):

In addition to requirement for general purpose computers as sated above, one service engineer must stay in the college during Calcutta University's semester-end examinations. In general there are about four such semester-end examinations every year for a duration ranging from three days to six days each. Payment will be made quarterly after satisfactory maintenance service.

2) CANTEEN

Customer: Sammilani Mahavidyalaya has about 2200 students and 110 teachers and staff. It remains open almost 11 months in a year. Semester-end examinations of the University of Calcutta are conducted at least six times in a year. In addition, there is Netaji Subhas Open University centre, PNB and post office inside the college campus. There is regular demand for lunch (Rice, daal, sabji, fish, chicken, etc.), tiffin, tea, coffee, snacks, soft drinks, etc. Large orders for lunch pack, snacks, etc. are placed during college festivals, sports, seminar, conference, meetings, etc.

Infrastructure and facilities: The canteen has 500 sq.ft area for dining inside canteen with benches, 2000 sq.ft. open lobby outside canteen along with 200 sq.ft. space for kitchen with cooking top. There are two outlets to serve customers inside the campus and outside the campus. Electrical wiring with light, fans and sub-electrical meter, etc. are fitted. Lease holder needs to install his/her LED light, fan, etc. once they are broken or have malfunction. Water supply from college's overhead tank is available free of cost.

Terms & Conditions:

While running the canteen, the party needs to publish menu everyday with rate. Rate of any item should be lower than the market rate without compromising on food quality. Surprise visit will be made by the college authority to check cleanliness and hygiene in the kitchen and all storage facilities including the refrigerator. The party needs to buy a refrigerator.

Caution deposit: Willing party needs to sign an agreement and bond for at least three years and a caution deposit of Rs. 20000/- (refundable) to be made.

Withdrawal /Termination of Lease: To withdraw lease the party needs to inform the college in writing at least three months in advance. The college authority can also terminate the lease on a three-month written notice with full refund of caution deposit (without interest) for whatsoever reason it may find.

Lease fees: The party needs to pay a competitive lease fees every month as monthly lease fees after

three months of lease.


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Maintenance of infrastructure: The lease holder cannot alter any structure or facilities in- and/or out side of the canteen. Repairing of any damage other than natural ageing/wearing, should be done by the lease holder at his/her own cost.

Application Procedure:

Willing party needs to apply in company letter head or plain paper addressing the Principal. The following documents must be submitted with the sealed application.

Credential: i) Must have at least have 2-year experience in running canteen, food stall, restaurant, catering business, etc.

ii) Must submit a bank statement showing at least Rs. 50000/- in bank account (Self attested copy of the Bank statement to be submitted)

iii) Menu card: The interested party must submit a menu card showing detail of food items, snacks, tea, coffee, etc. with price while applying for the lease.

Selection Procedure:

Selection will be based on experience, credential, menu quality with rate, amount of monthly lease fees, etc. in addition to other essential criteria as may be deemed suitable by the college authority.

3) CHEAP STORE:

Customer: Sammilani Mahavidyalaya has about 2200 students and 110 teachers and staff. It remains open almost 11 months in a year. Semester-end examinations of the University of Calcutta are conducted at least six times in a year. In addition, there are Netaji Subhash Open University Centre, Punjab National Bank and a post office inside the college campus.

Infrastructure and facilities: The cheapstore has 200 sq.ft area with one collapsible gate from outside of the campus (towards main road) and one inside of campus. It has electrical wiring with fittings for tube lights and fans. Electric sub-meter has been installed for recording electrical unit consumption.

Terms and Conditions:

The store must have pen, pencil, notebooks, laboratory note books, etc. school stationary for college students. Rate of all items should be lower than the market rate without compromising on quality. A photocopier may be installed for the benefit of the students.

Willing party needs to sign an agreement and bond for at least two years and submit a caution money deposit of Rs. 10000/- (refundable).

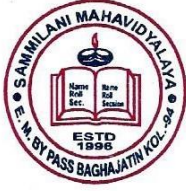
Termination of contract: To withdraw the contract the party needs to inform the college in writing at least three months in advance. College authority can terminate the lease at anytime with a notice of three months with the refund of caution money deposit.

Lease fees: The party needs to pay a competitive lease fees per month. However, the fees will be collected after three months of operation.

Selection Procedure: Selection of candidate will be based on experience, credential, and monthly lease fees.

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4) SECURITY AND HOUSEKEEPING

General quotations are invited from registered agencies for two security staff and three housekeeping (One lady) staff. Interested agency must have GST registration and up to date GST submission certificate.

Duty Hours: Eight Hours a day with suitable shifting in daytime as may be decided by the college authority.

Terms and Condition: An agreement will be signed by the successful bidder.

Termination of Contract: Three month advance notice for withdrawal of contract is necessary.

The College authority can terminate service of one or more staff if not satisfied with service at any extent or agreement with the agency is not honoured satisfactorily.

5) PEST/TERMITE CONTROL

Reputed company will be engaged for treatment for pest/termite control throughout the year. Interested company may visit the campus before giving rate for yearly contract.

C. NEW PURCHASE/PROCUREMENT

1) COMPUTER ACCESORRIES

Sl. No.	Item name	Specification	Qty
2	Total security	Total security	20
3	Printers	Ink tank, colour (3x12000)	3 pcs
5	Ink refill for Ink tank printer	For HP Smart Tank 580-590	Two sets

2) ELECTRONICS ITEMS

Sl. No.	Item name	Specification	Qty
1	Digital signage	32" Floor standing (1x30000)	1
2	Digital Signage	43" Wall mount (1x35000)	1
3	Public Addressing System	Please see Annexure C.3)	


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3) ELECTRICAL ITEMS

Sl. No.	Item name	Specification	Qty
1	P.V.C Pipe (10 ft.)	20 m.m.	50 pcs.
2	P.V.C. Pipe Elbow	20 m.m.	1 Packet
3	P.V.C. Circular Box (3 way)	20 m.m.	3 Packets
4	PVC China Clip	20 m.m.	4 Packets
5	PVC Box and Plate	12 model	1 set
6	PVC Box and Plate	8 model (30+30)	30 sets
7	Switch (Branded)	6 a.m.p.	66 pcs.
8	Socket (Branded)	6 a.m.p.	96 pcs.
9	PVC Tape Roll	5 colours (2 colour x 5 pcs.)	10 pcs.
10	LED Tube (Branded)	40 w.	12 pcs.
11	P.V.C. Box	8 way	30 pcs.
12	P.V.C. Cover	8 way	30 pcs.
13	A.C. Set (Branded)	Starter, Socket & Top	02 sets
14	4 core cable (Branded)	10 S.Q.M.M.	25 meter
15	MCB Box (GI)	8 way	01 pc.
16	MCB (Branded)	10 Amp.	06 pcs.
17	MCB (Branded)	16 Amp.	02 pcs.
18	PVC Wire (RED & BLACK)	2.5 m.m.	02 coils
19	Green Wire (Branded)	1 m.m.	01 coil
3) 20	5 KVA Stabilizer	Working range 140-240 V, auto cut-off	1 pc

4) HOME FURNISHING

Sl. No.	Item name	Specification	Qty.
I	Blinds	Vertical , wide 4" each, thickness, with metal-ball-pulley fittings	16 pcs
ii	Curtains	ICE CRUSH	25pcs
iii	Directories	6'x4' (with glow sign)	2 pcs
V	Indoor plants	See annexure C.4.v)	As listed


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5) EQUIPMENT FOR PHYSICS LABORATORY

SL No	Name of the Instrument	Specification	Quantity
1	Scientific Made Function Generator	Model: SM5070	01
2	Germanium (Ge) Crystal for Four Probe Sample	n type, resistance 18 ± 1 Ohm, Thickness: 0.5 mm	02

6) MULTI-GYM ITEMS

Sl. No.	Item name	Specification	Qty.
01.	Roller jogger treadmill	Manual, 48"x16"+support handle	2 pcs
02.	Sit up bench	Regular 5'x1.5'	1 pc

7) WATER PURIFIER

Sl. No.	Item name	Specification	Qty
1	Water Purifier	Fast flow, UV, Commercial uses (4x15000)	4 pcs
2	Water purifier cum cooler	Storage 40 Ltr, UV (1x40000)	1 set

8) Statues of Swami Vivekananda (black marble, 4' full body) and Baghajatin (Black marble, bust, 2')

9) Fire Extinguisher (4 kg, Powder) - 15 pcs

➤ Annexure – C.3) : Detail of public addressing system

- Digital Power Amplifier (DPA) [160 watts or more, Bluetooth and USB options, min 5 Mic. & 2 Aux Input, Built-in MP3 Player with USB reader and remote control]]: 2 nos.
- Digital Power Amplifier (DPA)[40 watts or more, Bluetooth and USB options, min 4 Mic. & min. 1 Aux Input, Built-in MP3 Player with USB reader and remote control]]: 2 nos.
- Wireless Microphones (Handheld) [High quality UHF band frequency duet Wireless Microphone System of two handheld microphones, Individual channel output with level control & mix output, Display on Transmitter & Receiver for frequency indication, two microphones can be used at the same time]: 2 nos.
- Wireless Microphones (Lapel) [High quality UHF band frequency duet Wireless Microphone System of two lapel microphones, Individual channel output with level control & mix output, Display on Transmitter & Receiver for frequency indication, two microphones can be used at the same time]: 2 nos.
- Wireless Microphone (Podium): High quality UHF band frequency
- Portable PA System (Elegant and stylish looking plastic moulded cabinet PA Amplifier Set with Trolley System, Two Mic inputs, Two Wireless Mics, one Aux input & one Music input. Mic1 has selectable priority over all other inputs, Built-in speaker, Built-in MP3 Player with Bluetooth, Recorder, SD Card and Remote Control. Built-in Digital Echo effects, Tone control for setting the desire tonal quality, LED indications for low battery, charging & clip output, built-in 12V 7Ah rechargeable battery): 3
- Speakers (Wall Speakers 30 watts or more): 10 nos.



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Annexure C.4.v) List of Indoor plants

Sl. No.	Plant Name	Qty. (pcs)
01	Spider	5
02	Snake Plant	5
03	Pothos	7
04	Croton	5
05	Various Type Of Palm	Each Type 5
06	Aglonema	7
07	Chinese Doll	7
08	Rubber	4
09	Aralia	4
10	Zz Plant	5
11	Philodendron	5
12	Jade	5
13	Monstera	5
14	Broken Heart	5
15	Anthurium	5
16	Ficus	5
17	Fiddle Leaf	5
18	Calathea Sanderiana	4
19	Money Plant	7
20	Fern	5
21	Dracena	5
22	Syngonium	5

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