



# Sammilani Mahavidyalaya

(NAAC ACCREDITED B++)  
[AFFILIATED TO CALCUTTA UNIVERSITY]  
E.M. BYPASS, BAGHAJATIN  
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Item-wise sealed quotations are invited from reputed company/contractor/vendor/service provider/ agency as appropriate for the 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 **27.9.2024**. Separate sealed envelope inscribing name of the item at the top and from name of the company/contractor/ vendor/service provider/ agency in the left bottom must be used for each and every item and/or for items under same category.

All company/contractor/vendor/service provider/agency must submit **MANDATORY DOCUMENTS** as written below and read **Terms and Conditions** before submitting quotations. In absence of any of the mandatory document the quotation will not be considered for evaluation of financial bid. No arbitration in rates afterwards.

## MANDATORY DOCUMENTS

1. Trade Licence, work permit and/or enlistment certificate
2. GST registration certificate (if registered)
3. PAN
4. Memorandum of Association if quotation is submitted from a Ltd. Company
5. Up-to-date GST return documents (if have GST)
6. Updated past work order(s) with payment receipts dated till 30.6.2024
7. Submission of audited PL account of last two /years

## Terms and Conditions:

- i) Quoted item-wise rate must mention and/or include applicable GST. If anyone does not write GST in his /her quoted rate, it will be considered that GST has been included in the quoted rate.
- ii) Deduction of tax at source (TDS) will be applicable as per Govt. of India regulations
- iii) Company/contractor/vendor/service provider/agency must submit documents showing completion of purchase/work order accompanied with payment receipt. For selection this past experience will be considered if others are same.
- 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 case of agency supplying security and house-keeping staff payment will be made in the 1<sup>st</sup> week of the following month. For lease of canteen and cheap store, separate terms and conditions are given in the annexure
- vi) The rate must remain valid for at least two month(s) after submission of quotation
- vii) The purchase and/or work order must remain valid for not more than one month.
- viii) A successful bidder must supply the item(s) as per purchase order or start work within two week(s) and complete the work within one month or as mentioned in the work order.
- ix) Payment will be made after delivery of items and successful installation of equipment and/or completion of work/service. **IN NO CASE, ADVANCE PAYMENT WILL BE MADE TO ANY BIDDER.**

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## Sammilani Mahavidyalaya

### A. NEW PURCHASE & PROCUREMENT

#### i) Plumbing and sanitation:

Sl. No.	Item Name	Specification	Quantity Required
01.	Luvre	28"x22" with exhaust	2 pcs
02.	Commode	With full setting	1 pc
03.	Urine Pot	Seat cover, cistern, (365x400x615 mm)	1 pc
04.	Hand shower	Metal body, PVC flexi-pipe	2 pcs
05.	Toilet Mirror	<b>L30"xW24"</b>	2 pcs
06.	Towel Rod	<b>SS Pipe 2"</b>	2 pcs
07.	Basin	Ceramic, plain white, size 18"x12"x8"	1 pc
08.	Basin	Corner (38cm x 52cm), with required pipe line etc.	1 pc
	Laboratory sink	2'x1.5'x6"	1 pc
09.	Granite slab for kitchen counter	1 pc 36" x 20" 2 pc 48" x 15"	1 Pc. 2 Pc.
12.	Partition wall	FRP Door, Wall Partition (8'x11'), 50% ACP Board, 50% Glass	88 sq.ft.
13	Door closures (Details of the doors)	Alloy hydraulic as per weight of the door (interested vendor may visit college to inspect the doors)	7 sets

#### ii) LABORATORY EQUIPMENT

##### a. For Department of Chemistry

Sl. No.	Item Name	Specification	Quantity
02.	Digital weighing balance	Readability: 1 mg (0.001g) Capacity: 600 g	01
06.	Conductivity cell	For 304 Systronics	02
07.	Repairing of Vis spectrophotometer	Type – 106	01
08.	Rectangular Hot Plate	Hot Plate 10" X 12"	01

##### b. For the department of Physics

Sl. No.	Item with specification	Qty. required
1	5 Volt DC Power Supply with Clock Pulse Automatic and manual clock	02
2	0-20 Volt DC Digital Voltmeter	02
3	0-2 V D.C. 200 Mili Amp regulated power supply	02
4	Digital Multimeter	02
5	Ammeter to Voltmeter and Voltmeter to Ammeter Conversion Experiment Kit	02
6	Bi Quartz Polarimeter	02
7	Digital ammeter (0-200 mA)	02
8	Table Galvanometer	02
9	Experimental setup of "Determination of the coefficient of viscosity of water by Poiseuille's method" (Without Travelling Microscope)	01

10	0-15 V D.C. 1 Amp regulated power supply	02
11	0-5 V D.C. 500 Mili Amp regulated power supply	02

c. **For the department of Zoology**

Sl. No.	Item Name	Specification	Quantity.
01.	Colorimeter	8 Filters in the visible range, equipment should be supplied with 2 pairs colorimetric tube 1 & 3 ml capacity)	1 pair each
02.	Digital Balance	Max. load 220 gm, Sensitivity 0.001 gm	1
03.	Digital PH Meter	Single electrode, pH range 1 - 14	1

iii) **Purchase of Fire Extinguisher (4 kg, Powder) - 15 pcs**

iv) **Requirement for Central Library**

Sl. No.	Complete Description and Specification of the item	Quantity
01.	Technical section/Reprographic section, 10ft.x9ft.x11ft.;Full Cover (Glass finishing) with aluminium framing with glass door (7 ft.x3ft.)	01
02.	Library shelves catalogue, Size= 2ft.x1.5ft, (Vinyl board)	11
03.	Display board for Library facilities, 2ftx11 ft., (Vinyl board with framing)	01
04	Floor Mounted Magazine Display Stand, SSS, Stand 20G, slanted 5-Rack 22G, Powder coated, open storage	01

v) **Purchase of equipment for LAN and installation**

Sl. No.	Description	Quantity
1	Cat 6 LAN cable with casing including Labour Charge	100 mtrs (aprox.)
2	4U N/W racks (Size 1:30cm X 30cm X 15cm)	3 pcs
3	24 Port N/W switch	3 pcs
4	WiFi router (1200Mbps Dual Band Wi-Fi Router   2.4 GHz up to 300Mbps & 5 GHz up to 867Mbps   Gigabit Ethernet Ports   High-Gain Antennas   E	1

vi) **Purchase of Photocopier for Office**

Sl. No.	Item	Specification	Quantity
1	Photocopier	Fast, scan and save for print later facility, scan tray size legal	1 set

vii) **Purchase of Home Furnishing items**

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
iV	Indoor plants	See annexure C.4.v)	As listed
v	Signages for College Plants	Names of the existing plants to be written on ACP board, 6x4	2 pcs

*Sammilani Mahavidyalaya*

viii) **Purchase of 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.
3) 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
20	5 KVA Stabilizer	Working range 140-240 V, auto cut-off	1 pc
21	LED Street Light	50 W	6 pcs

ix) **Purchase of 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 A)ix.3	10 Sets

x) **Purchase of Indore Plants**

Please see annexure A.x) for list of the plants with quantity

xi) **College Magazine – 1000 copies**

**Specification:** Total 96 pages, front and back page 170GSM, inner pages 130 GSM, both side & offset print

**Terms & Conditions:** Materials will supplied hand written content. The publisher needs to type and show draft and two edited copies to the publication committee before publishing.

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## *Sammilani Mahavidyalaya*

### A) REPAIRING & RENOVATION ...

#### i) **Equipment Repairing:**

Sl.No.	Category/Department	JOB DESCRIPTION	Quantity
1	Equipment repairing - Chemistry	Repairing of UV-VIS spectrophotometer model no. 106, make Systronic	2 pcs
2	LPG burner and it connection line	56 burners with three cylinders system Interested contractors are requested to visit college to inspect the lines before submitting quotation	2 labs

#### ii) **Renovation: Plumbing & Sanitation :**

Interested contractor are requested to visit college to check the work before submitting the quotation.

Sl.No.	Category/Department	JOB DESCRIPTION	Quantity
1	Toilet renovation – Plumbing and Sanitation	Conversion from Indian system to western system (Commode with cistern)	1 Pc.
2	- Do -	Installation of items to be purchased as per list given in A).1)	As stated
3	Installation of a sink in the Soil lab of Geography	Sink basin with water pipe line connection	1 set
4	Repairing the door of the cheapstore	Collapsible gate (12x10 sq.ft) Rate should be given on sq. basis	1 set

#### iii) **Renovation Civil work:**

Interested contractor are requested to visit college to check the work before submitting the quotation.

Sl.No.	Category/Department	JOB DESCRIPTION	Quantity
1	Tiles fitting in the Principal's office	Removing damaged plaster and fittings tiles (branded, 24"x12")	305 sq. ft.

### B) LEASE/CONTRACT:

#### 1) CANTEEN

**Customer:** Sammilani Mahavidyalaya has about 2200 students and 110 teachers and staff. It remains open almost 11 months in a year. Six semester-end examinations of the University of Calcutta are conducted 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, chapatti, 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.

## *Sammilani Mahavidyalaya*

### **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. Operation time: Morning 10 am to 5 pm that may extended from 9 am to 6 pm during examination.

**Caution deposit:** Willing party needs to sign an agreement and lease bond for at least three years with renewal every eleven month. A caution deposit of Rs. 20000/- (refundable) to be made for signing agreement.

**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.

**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 or similar business, etc.

ii) Must submit a bank statement showing at least Rs. 20000/- in bank account as solvency document (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. The rate in the menu card can not be changed with out permission of the college authority.

### **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.

## **2) SECURITY AND HOUSEKEEPING**

General quotations are invited from registered agencies for two security staff and two male and one female housekeeping (One lady) staff. Interested agency must have, work permit/trade licence, PAN, GST and ESIC registration and up to date TAX return and 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.

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## *Sammilani Mahavidyalaya*

### ➤ **Annexure – A)(ix..3) : Detail of public addressing system**

- Digital Power Amplifier (DPA) [160 watts or more, Bluetooth and USB options, min 4 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 3 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, : 2 nos.
- Wireless Microphones (Lapel) [High quality UHF band frequency duet Wireless Microphone System of two lapel microphones: 2 nos.
- Wireless Microphone (Podium): High quality UHF band frequency-04
- 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.

### **Annexure A).x) 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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