



Sammilani Mahavidyalaya

GOVT. AIDED COLLEGE AFFILIATED
TO UNIVERSITY OF CALCUTTA
ISO 9001 : 2015 CERTIFIED
E. M. Bypass, Baghajatin, Kolkata - 700 094

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ADVERTISEMENT

Item-wise sealed quotations are invited from reputed company/contractor/vendor/service provider as appropriate for one time purchase, purchase through Annual Rate Contract, repairing; annual maintenance contract of solar power plant and housekeeping and gardener; lease of canteen as listed below. **THIS ADVERTISEMENT CONTAINS 6 pages**

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 **15.02.2025**. Separate sealed envelope inscribing name of the item at the top and from name of the company/contractor/ vendor/service provider at the left bottom is a must for each and every item and/or for items under same category.

All company/contractor/vendor/service provider must submit **MANDATORY DOCUMENTS** as listed below and agree with the **Terms and Conditions** for 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 will be entertained.

MANDATORY DOCUMENTS

1. Trade Licence, work permit and/or enlistment certificate
2. GST registration certificate (if registered as per GoI GST regulations)
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 31.01.2025
7. Submission of audited PL account of last two /years

Terms and Conditions:

- i) Quoted item-wise rate must include GST, if applicable. If anyone does not write GST in his /her quoted rate, it will be considered either GST not applicable or 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 an 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
- vi) The rate must remain valid for at least one month after submission of quotation

- vii) The purchase and/or work should be completed within the stipulated period as given in the order
- viii) All payments 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.**

THIS ADEVERTISEMENT CONTAINS 6 pages

A) ANNUAL RATE CONTACT FOR

- i) **College stationary** (like papers, pen, pencil, cover file, etc., see ARC sample 1 under ANNEXURE)
- ii) **Electrical items** (like cable, switch, plug, bulb, tube-light, fan, etc., see ARC sample 2 under ANNEXURE)
- iii) **Laboratory chemicals and equipment (small price)** (see ARC sample 3 under ANNEXURE).

Successful vendors will be selected based on discounts on MRP for year-long supply of items as and when required. Blanket order would be offered to the vendor who offers highest discounts on the MRP (samples for submitting quotation for ARC has been given below).

B) PURCHASE OF Stainless Steel OFFICE FURNITURE

Item no.	Item name	Item specification	Qty. to be purchased
B.1	Steel Office Almirah	Alloy Steel 22G double door, other 24G, H 75", L 36", W 20", 5 shelves at 15" heights, double door fitted with standard locker, powder colour	02 pcs
B.2	Steel Office Almirah with a safety chamber +locker	Same as above plus one safety chamber with locker in between 3 rd and 4 th shelves	01 pc
B.3	Steel Book rack	Stainless Steel, support frame 18G, shelves sheet 20G, H 75", L 36", W 20", 6 shelves at 13" heights,	01 pc
B.4	Stainless Steel Lobby bench	Perforated stainless steel, 3-seater, chrome-finish	02 pcs

C) PURCHASE OF TEACHING AIDS

- i) green boards – 6ft.x4ft. approx.. qty. required 10 pcs.

D) PURCHASE OF ITEMS REQUIRED FOR FURNITURE REPAIR

- i) Sunmica 10mm, 8ft.x4ft.– 6 pcs
- ii) Fevicol – 6 litrs
- iii) Blue velvet - 8 mtr.
- iv) Glass 3mm – 30 ft.
- v) Nail 2 kgs
- vi) Scrue – 35x7 – 2 boxes
- vii) L clmp G1 – 2 kgs
- viii) Thermocol, 12mm - 2pcs

E) INTERIOR PAINTING

Job to be done: surface cleaning with sand paper, 1 coat primer then 2 coats dry distemper area 12000 sq.ft.

- approx.

F) REPAIRING WOODEN FURNITURE

Interrest carpenter/contractor must inspect the benches/tables/chairs to be repaired before submitting quotations

Sl. No.	Item name	Approx. qty.
1	Duel benches - length 8 ft.	6 pcs
2	Duel benches - length 7 ft.	16 pcs
3	Duel benches - length 6 ft.	21 pcs
4	Duel benches - length 5 ft.	40 pcs
5	Duel benches - length 4 ft.	20 pcs
6	Wooden table – 3ft.x2ft.	2 pcs
7	Notice boards – 7ft. x 3ft.	1 pc
8	Notice boards – 4ft. x 2.5ft.	4 pcs
9	Broad benches covered sunmica – 7ft.x 1.5ft.	4 pcs
10	Table covered with sunmica – 5ft.x4ft.	1 pc
11	Door	1 pc

G) LEASE OF COLLEGE CANTEEN

Customers: 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.

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 cannot be changed without 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.

H) SECURITY AND HOUSEKEEPING

General quotations are invited from registered agencies for two security staff and two male and one female housekeeping (One lady) staff and one gardener. 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 for housekeeping and security: Eight Hours a day with suitable shifting in daytime as may be decided by the college authority.

Duty Hours for Gardener: At least 6 hours a day

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.

I) UPGRDATION OF EXISTING COLLEGE WEBSITE

Existing college website will be upgraded to complete dynamic pages on Word Press platform. Minimum 100 full dynamic pages, news scroll bar, vertical notice displaying, etc. Interested company must apply with complete specification-wise rates with 10-year experience credential. Interested company must apply with complete credential and experience. A few shortlisted company will be invited for demonstration at college for final selection.

J) ANNUAL MAINTENANCE CONTRACT FOR 20 kWp SOLAR POWER PLANT:

College has installed two rooftop 10 kWp solar Photo Voltaic Power Plants tied to medium voltage grid. First installation and commissioning were done in March 2026 and running properly under maintenance with a reputed company. Proposal for Annual Maintenance Contract are invited from reputed company. See detail for existing system.

System size	20kW	System type	Grid connected
Inverter make	KACO new energy GmbH	Module make	Sova Solar
Total no. inverter	02	Module qty.	80
Inverter Range	<u>Powador TL3</u> Series 120TL01517194, 120TL01517195	Module Wp Rating	250 Wp

K) COLLEGE MAGAZINE PRINTING: – 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

ANNEXURE:

ARC Sample 1 (for college stationary):

Sl. No.	Item name with (specification)	Company make	Discount to be given on MRP	Applicable GST
1	4-fold cover file	ABC		
		MNO		
		XYZ		
2	A4 paper (65 GSM)	ABC		
		MNO		
		XYZ		
3	A4 paper (75 GSM)			
4				
5				

ARC Sample 2 (for electrical items)

Sl. No.	Item name with specification	Qty.	Company makes	Discount to be given on MRP	Applicable GST
1	ARMED CABLE ALUMINIUM 4-core 16sq.mm	35mtr			
2	ARMED CABLE ALUMINIUM 4-core 10-sq.mm	130mtr			
3	12 model plate & cover (box)	2+2+2			
4	3 MODEL PLATE COVER (BOX)	12+12+12			
5	2 MODEL PLATE & COVER (BOX)	12+12+12			
6	16 AMP SOCKET	24			
7	16 AMP SWITCH	12			
8	6 AMP SWITCH	60			
9	6 AMP PLUQ	90			
10	16 AMP MINI MCB	12			

11	20-25 AMP A/C STATER	12			
12	40 W LED TUBE	6			
13	20 W LED TUBE 20	6			
14	20 MM CLIPE	6			
15	12 MM CLIP	6			
16	PVC TAPE	6			
17	25/6 NO. SCREW	2 BOXES			
18	WOODEN GULI	1 BOX			

ARC Sample 3 (for laboratory chemicals)

Sl. No.	Item name (with specification)	Company make	Discount to be given on MRP	Applicable GST
1	Name of Chemical or list of chemicals (catalogue may be submitted) Grade GR	ABC		
		MNO		
		XYZ		
2	Name of Chemical or list of chemicals (catalogue may be submitted) Grade LR	ABC		
		MNO		
		XYZ		
3	Name of Chemical or list of chemicals (catalogue may be submitted) Grade AR	ABC		
		MNO		
		XYZ		
4				
5				


 Principal
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