

# Serampore College

09, William Carey Road, Serampore, Hooghly, West Bengal, 712201

Faculty of Arts-Science-Commerce

## NOTICE INVITING TENDER

Tender No.: SC-ASC/2023-24/04

Date: 25<sup>th</sup> April, 2023

Sealed quotations are invited mentioning for the following job(s)/materials for **Computer Desk for Principal's Office**. The quotations are to be dropped into the assigned box in Bursar's Office on or before **2<sup>nd</sup> May, 2023, 12:00 noon** the quotations are to be opened at 1:00 P.M. in the Principal's Office on the 2<sup>nd</sup> May, 2023 (depends on the availability of the competent authorities). Interested legitimate parties are welcome to attend. All quotations should include taxes as applicable. Submission of photocopies of License, PAN Card and GST Certificate (if not a registered/enlisted vendor) of taxable entity is mandatory on the time of submission of quotations and bills. GST registered vendors will get preference in the selection process. This notice is also published on our website i.e., <https://seramporecollege.ac.in>.

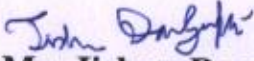
**N.B.:** Concerned authority reserves the right to judge the merit of the quotations and decide accordingly for issuing the work order or rejecting the same.

### Description of Work(s)/Product(s): -


1. Dimension of table -2.5 ft \*5ft \* 2.5 ft; Table Height 2.6ft
2. Dimension of drawer -2.5 ft \* 1.5 ft \* 0.5 ft (4 units); Drawer Height 5.5 inch. (Left side)
3. Table top with mat & glass.
4. All ply (thickness) should be 1 inch with waterproofing and anti-termite properties.
5. Laminate cover (cream) should be on both sides of the table A cut-out should be made for passage of wires connection purpose
6. Qty. 01.
7. The table should be delivered within 4 days from the date of work order.

### N.B.:

1. It is mandatory to mention the business's name on the envelope along with the tender number at the time of submission of quotations.
2. Only those with License (Specific) in relevant field are eligible to participate in the tendering process.
3. Total amount for the work should be quoted.
4. Vendors can survey the work (if required) before submission of quotations. They may contact Mr. Shouvik Sarkar (Mobile No.: - 9163638654), Campus Supervisor, Serampore College in this regard.

  
**Mr. Jishnu Dasgupta**  
Bursar (ASC)  
Bursar (ASC)  
Serampore College  
Serampore, Hooghly  
West Bengal - 712201



  
**Dr. Vansanglura**  
Principal & CEO  
Principal & CEO  
Serampore College  
Serampore, Hooghly  
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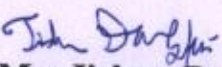
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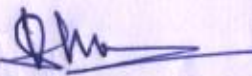
### \* TERMS & CONDITIONS:

1. The rate should be quoted both in figure and words. The rate should be inclusive of all taxes and incidental charges. Only one quotation paper will be accepted from each contractor.
2. Before dropping, those intending to submit quotations are requested to inspect the site. No extra charges will be entertained after accepting the quotation. No conditional quotation will be entertained.
3. The payment will be made after successful completion of work subject to availability of fund.
4. Acceptance of lowest quotation is not obligatory and the undersigned reserves the right to accept/reject any or all the quotation/s received at his discretion without assigning any reason whatsoever at any stage.
5. The successful contractor must complete the work within 30 days unless otherwise mentioned. No extension of time will be allowed except in special case. If any contractor fails to complete the work within the stipulated time, the work order issued in his favour will be cancelled without assigning any reason thereof. The undersigned may also proceed to get the balance work completed by any other means including through other contractors. The excess expenditure, if any, due to such a step would be recoverable from the unpaid bills, security deposit of the contractors/vendors. This is apart from any other protective measure. The undersigned may take including black listing of the contractors and forfeiture of earnest money.
6. All works will have to be done according to the specification, design and details approved by the Building Committee concerned and as per directions of the Principal, Serampore College.
7. The successful contractor/vendor will have to abide by the provisions of the West Bengal Contract Labour (Regulation & Abolition), Rules, 1972 as will be in force from time to time.
8. The contractor/vendor who does not fulfil any or all of the above noted conditions and submit incomplete quotation, the same will be summarily rejected. The quotation notice will form a part of agreement.
9. All terms and conditions will be followed by PWD rules and norms. Any other information of such relevant matter not included in the notice may be gathered from the office of the undersign in any working days during office hours prior to date of opening of this quotation.
10. Those who have GST Registration will have to submit GST inclusive Quotations and GST Bills (Regular GST or Composite GST as applicable). The taxes and government duties as applicable will be deducted from the bill of the contractor.
11. Quotations will be accepted sent by Post only duly received by the College Administration.
12. Materials: All materials required for the works, if supplied by the contractor should be of the best quality & ISI Marked then approved by college authority.
13. Labour, tools, plants etc.: The contractor shall supply all tools, plants and labour required for carrying out the Work.
14. No damage should be caused to any other college property while the work is done. If any damage is caused, then you will be liable to restore it to its original shape.

  
**Mr. Jishnu Dasgupta**  
Bursar (ASC)

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