

# Serampore College

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

Faculty of Arts-Science-Commerce

## NOTICE INVITING QUOTATION

Tender No.: SC-ASC/2024-25/01

Date: 08<sup>th</sup> April, 2024

Sealed quotations are invited mentioning for the following work(s)/product(s): **Laptop, Projector, Refrigerator and Almirah for the Botany (PG) Department**. The quotations are to be dropped into the assigned box in Principal's Office on or before **16<sup>th</sup> April, 2024, 12:00 noon** the quotations are to be opened at 12:15 P.M. in the Principal's Office on the 16<sup>th</sup> April, 2024 (depends on the availability of the competent authorities). Interested legitimate parties are welcome to attend. This notice is also published on our website i.e., <https://seramporecollege.ac.in> and WhatsApp Group (registered vendors only).

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

#### 1. Laptop & Projector:

- (i) Laptop (Core i-3); Quantity- 01.
- (ii) LCD Projector (Epson); Quantity- 01.

#### 2. Refrigerator:

- (i) L.G. Double door Refrigerator (240 litre, 3 Star). Quantity- 01.

#### 3. Almirah:

- (i) Steel almirah-one with glass fitting and one without glass.

The N.I.Q. of this work (Tender No.:SC-ASC/2023-24/72, dated 27<sup>th</sup> March, 2024) was cancelled due to lack of submission of sufficient number of quotations. This is a retender.

*Jayatri Chakraborty*

Dr. Jayatri Chakraborty

Secretary

Secretary

SERAMPORE COLLEGE

Serampore, Hooghly

*Subro Sekhar Sircar* 8/4/24

Rev. Dr. Subro Sekhar Sircar

Principal (Acting)

Acting Principal  
Serampore College  
Serampore, Hooghly



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### Terms & Conditions:

Interested parties are requested to carefully review the following terms and conditions.

- 1. Eligibility:** Only those with License (Specific) in relevant field are eligible to participate in the tendering process. The bidder must be a Govt. registered contractor/firm with relevant experience in the respective field of work. Valid registration/license documents must be provided along with the tender. Quotations will be accepted sent by registered post only duly received by the College Administration.
- 2. Tender Document:** Submission of photocopies of License, PAN Card and GST Certificate of taxable entity is mandatory on the time of submission of quotations and bills. GST registered vendors will get preference in the selection process. The tender document contains detailed specifications, drawings and etc. for the respective work, conforming to PWD norms for civil work.
- 3. Submission of Quotations:** Sealed quotations, clearly indicating the specific work for which the bid is being submitted, must be submitted to the Principal's Office (assigned box) on or before the specified deadline. Late quotations will not be considered. Total amount for the work/product should be mentioned in the quotation. All quotations should include taxes as applicable. It is mandatory to mention the vendor's name on the envelope along with the tender number at the time of submission of quotations. Quotations should be submitted on the original letterhead of the company/vendor. The rate should be quoted both in figure and words. The rate should be inclusive of all taxes and incidental charges. Only one quotation will be accepted from each contractor/Vendor. 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. 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/Vendor.
- 4. Opening of Tenders:** Quotations are to be opened at 12:15 P.M. in the Principal's Office on the last date of submission (depends on the availability of the competent authorities). Interested legitimate bidders or their authorized representatives are welcome to attend. The contractor/vendor who does not fulfil any or all noted conditions and submit incomplete quotation, the same will be summarily rejected. The quotation notice will form a part of agreement. Concerned authority reserves the right to judge the merit of the quotations and decide accordingly for issuing the work order or rejecting the same.
- 5. Evaluation Criteria:** Tenders will be evaluated based on various factors including compliance with PWD norms (for civil work), technical capabilities, past experience, and cost competitiveness. The decision of the college regarding the selection of the successful bidder will be final.
- 6. Work Order:** The successful bidder will be required to enter into a formal contract with Serampore College. The contract shall include terms and conditions related to project timelines, quality standards, payment terms, etc.
- 7. Payment:** Payments will be made as per the terms agreed upon in the contract. No advance payment will be provided.
- 8. Compliance:** The selected contractor/firm must comply with all relevant laws, regulations, PWD norms (for civil work), and safety standards during the execution of the work. Non-compliance may result in termination of the contract and imposition of penalties. 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. (if applicable).
- 9. Right to Modify:** The college reserves the right to modify or cancel the tender process at any stage without incurring any liability.

*Jayatri Chakraborty*

Dr. Jayatri Chakraborty

Secretary

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