



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 (through registered agency).

THIS ADVERTISEMENT CONTAINS 3 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 **09.9.2025**. 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, enlistment certificate and/or similar certificate that allows business, contract service etc. related to the quoted items
2. GST registration certificate (if registered as per GoI GST regulations)
3. Up to date GST return documents (if have GST registration)
4. PAN
5. Memorandum of Association if quotation is submitted from a Ltd. Company
6. Copies of Work order(s) of last two years showing 4 times of the quoted value
7. Audited PL statement of last two years

Terms and Conditions:

- i) Quoted item-wise rate must include GST, if applicable. If anyone/company/contractor 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 GoI tax regulations
- iii) Company/contractor/vendor/service provider/agency must submit documents showing completion of purchase/work order 4 times of the quoted amount in last two years ending March 2025 accompanied with payment receipt. For selection of bidder this past experience will be considered if quoted rate found 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 laboratory and library attendant, security and/or house-keeping staff the company must have registration, GST registration certificate, ESIC and CPF deduction accounts.
- vi) The rate must remain valid for at least two months after submission of quotation
- vii) The purchase and/or work should be completed within the stipulated period as will be given in the order (tentatively within a month after placing 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.**

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A) ANNUAL RATE CONTACT FOR

- 1. College stationary** (like papers, pen, pencil, cover file, etc., Please see ARC sample 1 under ANNEXURE -1)
- 2. Electrical items** (like switch, MCB, LED tubelight, street light, etc. Please see annexure 2). List of items with discount on MRP of at least two companies should be quoted.)

B) PURCHASE of PHOTOCOPIER – Qty. 1 set

Specification: Desktop Digital Multifunctional with DADF, Copy/print speed at least 24ppm, Resolution 600x600dpi, Magnification 25% - 400%, Single tray capacity 250 sheets, Memory 1 GB RAM, Network printer and network colour scanner, Special featured with UFR II and WiFi, NPG 59 Toner yield at least 10k.

C) RENOVATION OF FLOOR OF EXAM. CONTROL ROOM FOR UPLIFTING WITH BRICKWORK AND FINISHING WITH FLOOR TILES:

PCC work including surface preparation and labelling (cement:sand:aggregate::1:2:3), b) Floor Tiles grade 1 and with deto 2 ft. . Approx. area 260 sq.ft. Interested contractor must visit the site before quoting rate. .

D) LABORATORY AND LIBRARY ATTENDANT, LADY ATTENDANT, GARDENER, SECURITY AND HOUSEKEEPING

General quotations are invited from registered agencies for four laboratory attendants, two library attendants, one lady attendant, two security staff and two male housekeeping 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 Laboratory attendant, Library and lady attendant: Seven hours a day (10am – 5 pm) Minimum qualification for Laboratory attendants: HS passed with the at least two science subjects.

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 months 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.

E) 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	Powador TL3 Series 120TL01517194, 120TL01517195	Module Wp Rating	250 Wp

F) ANNUAL MAINTENANCE CONTRACT FOR COMPUTERS/ LAPTOPS/PRINTERS AND NETWORK (without parts):

College has about 160 desktop computers, 20 laptops computers, 20 printers, local area network and internet through WiFi. Requirement: At least two days a week schedule visit (11 am – 4.30 pm), stand by during examinations (four such examination in a year) and emergency call attending within 24 hours by trained personnel.

Interested company are requested visit college for assessment of the networking system before giving quotation.

ANNEXURE: 1

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				

ANNEXURE 2

A tentative list of required electrical items:

1. LED 20 W TUBE
2. 6-amp. Switch – Anchor
3. 6-amp. Socket – Anchor
4. 16-amp. combined – Anchor
5. 16-amp. MCB – Havells
6. 10-amp. MCB – Havells
7. A/C Stater/16 A Socket/ Top – Havells
8. 2.5 mfd Capacitor
9. 6202 & 6201 No. Bearings
10. Mobile, Grease, etc.


Principal
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