



Sammilani Mahavidyalaya

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

Item-wise sealed quotations are invited from reputed company/contractor/vendor/service provider as appropriate for purchase and installation of A) ERP software B) Server for Hoisting ERP, C) recruitment of Laboratory attendants, Library Attendant and Lady attendant through registered agency, D) construction of Zn-Al coated steel roofing shed for motorcycles and E) Annual Rate Contracts for 1) electrical items, 2) plumbing and sanitary items and 3) computer accessories, **AMC for F) plumbing and sanitation work and G) Auctions** for 1) damaged computers and 2) iron (building scrap) are invited. Interested plumber/contractor can visit and check before submitting auctions in sealed envelope **within 25.3.2026**. For details visit college website www.sammilanimahavidyalaya.ac.in

E-tenders have been invited for 1) Multigym Equipment 2) Laboratory Equipment and) AC machines. Last dates for submitting e-tenders for computers, multigym items and AC is **25.3.2026**. visit www.wbtenders.gov.in.

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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 **25.3.2026**. 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. In addition to the general mandatory documents item-wise papers/documents should be submitted if stated for an item.

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. An active GST registration certificate (if registered as per Gol GST regulations)
3. PAN
4. Memorandum of Association if quotation is submitted from a Ltd. Company
5. Copies of Work order(s) of last two years showing 4 times of the quoted value

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 Gol tax regulations
- iii) In case rates given by two or more companies/contractors are found then their selection will be based on past selling records based on documents showing completion of purchase/work order in last two

years ending December 2025 accompanied with payment receipt. Therefore, all bidders are required to purchase/work order in the last two years.

- 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) The rate must remain valid for at least two months after submission of quotation
- vi) 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)
- vii) 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) INTEGRATED OFFICE MANAGEMENT SOFTWARE FOR COLLEGE AUTOMATION

| Sr. No. | Name of the Item | List of modules/ Specifications |
|---------|--|---|
| 1 | Integrated Office Management Software for College Automation | Cloud based Integrated Automated Comprehensive Student Management system encompassing Semester Admissions through collection of fees, collection of fees for other purposes like form fill up. Review, TC, etc., Student Attendance, Consolidated Semester/Stream/Category/Subject/ Course-wise Reports; Identity Cards and Library Cards, Student Feedback (collection, analysis and reports) , Student Dashboard, Result Module (Marks records, analysis, or Outcome), Notice/Archiving, complemented by a Unified Student Ledger and Register, Principal Desk for monitoring/supervising all data and information. Four Level Role-based access control (Top Super Admin-Super Admin-Admin-User), preferably compatible with Microsoft ERP server (Windows); secured with IP Lock Protection, multi-factor authentication, data encryption and strong password policies. |

The above is a minimum requirement list of components college has planned for its student data management. However, any interested company may offer additional components but final selection of the bid winner will be based on QCBS method giving weightages on the following components:

| Sr. No. | Component for Financial Bid evaluation | Weightage | Scoring calculation |
|---------|---|-----------|-----------------------|
| 1 | Total cost of the integrated/automated software | 50 | Reverse* |
| 2 | Quoted annual maintenance cost after proposed year(s) of free maintenance service. Company must clearly mention what type of service will be included in the AMC. (For scoring AMC, cost and list of service to be offered. Counting will start from 2 nd year for 5 years. If anyone offers free maintenance for 2 nd year his AMC cost will be counted as Rs.0/- for that year and so on) | 15 | Reverse* |
| 3 | Any other cost (to be mentioned clearly – college may not opt for that) | 10 | Reverse* |
| 4 | Suitability/compatibility of the software (to be determined during demonstration and discussion) | 25 | Straight [#] |

*Lowest cost gets the highest percentile (100) and scores of others to be hundred multiplied with inversely proportional to their quoted costs

[#]The company offering most suitable/compatible integrated software will get highest percentile (100) that to be determined by the ERP sub-committee in presence of other members as Purchase Sub-committee.

➤ **Item-wise terms and conditions for Integrated College Management Software:**

1. The company must be either a Limited or Pvt. Limited Company having at least 10 years of

- experience in the relevant field and provide valid documentary evidence.
2. The company needs to provide free support services for the first year of instalment. The maintenance support fees should be clearly mentioned for the services after 1st year onwards.
 3. The bidder must submit documentary proof of previous work experience.
 4. The company must assign a person to provide maintenance service as and when required.

Willing companies are requested to **READ THE TERMS AND CONDITIONS BEFORE SUBMITTING THEIR QUOTATIONS.** The selected bid winner will be asked to submit a declaration before issuing work order. **NO ARBITRATION WILL BE ENTERTAINED AFTERWARDS.**

B) SERVER FOR HOISTING MICROSOFT ERP SOFTWARE (WINDOWS)

Specification: Dedicated, cloud-based hoisting, unlimited space, MS Sql. Server Licensed Version, interoperability, Microsoft License Version MSSQL Database, Compatible with Student Management Terms and conditions for Server for hoisting ERP College Automation Software, Plesk Licensed Version Control Panel, Special Anti-hacking IP Lock Protection

C) GENERAL QUOTATIONS ARE INVITED FROM REGISTERED AGENCIES FOR THREE/FOUR LABORATORY ATTENDANTS (SEMI-SKILLED), ONE LIBRARY ATTENDANT (SEMI-SKILLED) AND ONE LADY ATTENDANT (UNSKILLED).

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: HS passed with the at least one science subject for Laboratory attendants, HS pass for Library attendant and Madhyamik pass for Lady attendant.

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.

D) CONSTRUCTION OF MOTORCYCLE SHED WITH ZINC ALUMINIUM COATED STEEL ROOFING:

Detail of Work: Construction of zinc-aluminium coated steel roofing of 0.37 mm thickness on necessary MS structure with 1.5 inch holo pipe for parking motorcycles: Approx. length 80 ft and wide 10 ft. Length and/or width may vary depending on site condition. Interested contractors need to submit quoted rate with detail structure planning. Final selection will be based on structure planning and corresponding rate.

E) ANNUAL RATE CONTRACT:

1. Electrical items: Vendors need to quote brand and item-wise discounts on MRP for items like switch, socket, core cord, PVC wire, MCB, LED tubelight, street light, etc. in a tabular form. The discounts on MRP should remain valid for the entire purchase period of one year. List of general items with discount on MRP of at least two popular companies should be quoted. Please **see-annexure 1** for tentative list and ARC submission format.

2. Plumbing and sanitary items: Sanitary hardware suppliers need to quote brand and item-wise discounts on MRP for items like PVC pipes, basin, sink, , etc. in a tabular form. The discounts should remain valid for the entire purchase period of one year. List of general items with discount on MRP of at least two popular companies should be quoted. Please **see annexure 2** for tentative list and ARC submission format

3. Computer accessories: Vendors need to quote brand and item-wise discounts on MRP for items like RAM, CPU, SSD, UPS, etc, computer accessories etc.in a tabular form. The discounts should remain valid for the entire purchase period of one year. List of general items with discount on MRP of at least two popular companies should be quoted. Please see **Annexure 3** for tentative list and ARC submission format

F. AMC FOR PLUMBING AND SANITATION WORK. College has about 25 washrooms with two overhead and one under grounds water reservoirs with necessary pumps and pipelines. Interested plumber/contractor must visit and check before giving rate for yearly maintenance. Selected plumber will be asked for repairing and renovation job as and when required. Item-wise unit rate should be quoted. Please see **Annexure 4** for submitting ARC.

G) AUCTIONS:

1. Damaged computers and other electrical gadgets: There are about 40 damaged desktops/laptops, printers and various electrical gadgets like photocopiers etc. to sold out through auction. Interested vendors may submit auction rate in sealed envelope through post or directly in the drop box. Before visit they are advised to visit and check the stock since bulk auction will be invited.

2. Old iron materials (mainly building scrap): About 500 kg iron materials mainly building scrap will be sold out through sealed auction. Interested vendors may submit auction rate in sealed envelope through post or directly in the drop box. Before visit they are advised to visit and check the stock since bulk auction will be invited.

ANNEXURE: 1 (tentative list of Electrical Items and ARC submission format):

| Sl. No. | Tentative list of Item (specification) | Company make | Discount to be given on MRP | Applicable GST |
|---------|--|--------------|-----------------------------|----------------|
| 1 | LED 20 W TUBE | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 2 | 6-amp. Switch – Anchor | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 3 | 6-amp. Socket | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 4 | 16-amp. combined | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 5 | 16-amp. MCB | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 6 | 10-amp. MCB | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 7 | A/C Stater/16 A Socket/ Top | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 8 | 2.5 mfd Capacitor | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 9 | 6202 & 6201 No. Bearings | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 10 | Mobile, Grease, etc. | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 11 | | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 12 | | ABC | | |
| | | MNO | | |

| | | | | |
|--|--|-----|--|--|
| | | XYZ | | |
|--|--|-----|--|--|

ANNEXURE 2: (for plumbing/sanitary hardware and ARC submission format):

| Sl. No. | Tentative list of Item (specification) | Company make | Discount to be given on MRP | Applicable GST |
|---------|--|--------------|-----------------------------|----------------|
| 1 | PVC pipes | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 2 | Tap | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 3 | T | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 4 | L-bow | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 5 | Faucet | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 6 | Basin | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 7 | Fitting | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 8 | Cistern | ABC | | |
| | | MNO | | |
| | | XYZ | | |

Annexure 3 (tentative list of computer accessories and ARC submission format)

| Sl. No. | Tentative list of Item (specification) | Company make | Discount to be given on MRP | Applicable GST |
|---------|--|--------------|-----------------------------|----------------|
| 1 | Key board | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 2 | RAM | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 3 | Mouse | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 4 | SMPS | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 5 | Monitor | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 6 | UPS | ABC | | |
| | | MNO | | |

| | | | | |
|----|-------------------------|-----|--|--|
| | | XYZ | | |
| 7 | Battery | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 8 | Mother board | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 9 | SSD | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 10 | Printer ink refill | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 11 | Printer drum | ABC | | |
| | | MNO | | |
| | | XYZ | | |
| 12 | Removable storage drive | ABC | | |
| | | MNO | | |
| | | XYZ | | |

Annexure 4 (Chart for submission of rate for plumbing/sanitary work)

| Sr. No. | Job description | Unit rate | GST (if any) |
|---------|---------------------------------|-----------|--------------|
| 1 | Installation of Indian Commode | | |
| 2 | Installation of Western Commode | | |
| 3 | Installation of Cistern | | |
| 4 | Laying of PVC pipe | | |
| 5 | Laying of GI Pipe | | |
| 6 | Fitting of a tab | | |
| 7 | Fitting of basin | | |
| 8 | Fitting of sink | | |
| 9 | Etc | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |


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