



Sammilani Mahavidyalaya

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

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General Quotations

Ref.: SMv/Gen.Qtn./2026/03

Date:17.7.2026

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) construction of Zn-Al coated steel roofing shed for motorcycles and D) Annual Rate Contracts for 1) supplying electrical items, 2) plumbing and sanitary items, 3) computer accessories and 4) laboratory chemicals and contingency, **AMC for E) plumbing and sanitation work and F) CCTV, G) tender for canteen and H) Auctions** of 1) damaged computers and 2) iron (building scrap), I) repairing of furniture and J) purchase of green board. Interested plumber/contractor can visit and check before submitting general quotations/auctions in sealed envelope within 03.8.2026. For details visit college website www.sammilanimahavidyalaya.ac.in
E-tenders have been invited for 1) Multigym Equipment and 2) Laboratory Equipment. Last dates for submitting e-tenders for computers, multigym items and AC is 03.8.2026. visit www.wbtenders.gov.in.

THIS ADVERTISEMENT CONTAINS 9 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 03.8.2026. 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 be rejected and hence 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 License, 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 GoI 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 3 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 GoI tax regulations
- iii) In case rates given by two or more companies/contractors are found same 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

Name of the Item	List of modules/ Specifications
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 then should be willing to continue on AMC basis as required by the college. 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 **including in Sunday and holidays in case of an emergency.**
5. 50% payment will be made six months after successful installation and operation. Rest amount will be paid after one year of successful operation.

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) 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.

D) 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

4. Laboratory chemical and contingency items:

Vendors need to quote brand and item-wise discounts on MRP for different chemicals and items test tubes, beaker, conical, tissue paper, filter paper, distilled water, etc. used in the laboratories of Chemistry, Microbiology, Botany, Zoology, Physics 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 4 for ARC sample 4.](#)

E. AMC FOR CCTV:

College has 56 CCTV cameras installed at different locations that are controlled by two NVRs. Interested company may please visit college campus, inspect the system before submitting quotations.

F. AMC 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 5](#) for submitting ARC.

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) 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.

I) Repairing furniture: Three steel almirahs and five steel racks are in a damaged condition and need to be repaired. Removal of the wooden partition in front of the Department of Geography, Repairing of partitioning in the Mathematics Department and one wooden locker/ cabinet from the Examination Strong Room is to be installed in the Common Staff Room, one table to be repaired. Interested vendors may vist and check before submitting quotations.

J) Ten Green Boards (6ft.x4ft.x9” - 19 mm plywood covered with writing enables 0.8 mm sunmica)

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		

9	6202 & 6201 No. Bearings	MNO		
		XYZ		
		ABC		
10	Mobile, Grease, etc.	MNO		
		XYZ		
		ABC		
11		MNO		
		XYZ		
		ABC		
12		MNO		
		XYZ		
		ABC		

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 Departmental List of Laboratory Chemicals and other consumables

Interested suppliers are requested to use the format given above for computer accessories and/or electrical items. It is to be noted that items in the lists are representative – a department may order items that may or may not be included in the lists .

Department	Sl. No.	Items	Specifications
Zoology	1	Lab. spirit (500ml),	
	2	Giemsa Stain	
	3	Aceto-Orcein	
	4	Sulphuric acid (Conc.) 500ml	GR
	5	Barfoed reagent 500ml	GR
	6	Benedict reagent 500 ml	GR
	7	Fehling's solution A & B 500ml	GR
	8	Biuret reagent 500ml	GR
	9	Million's reagent 500ml	GR
	10	Glucose	GR
	11	Trypan blue	GR
	12	Phosphate buffer solution	
	13	Silver Nitrate	10 gm
	14	Methyl Orange	GR
	15	Haematoxylin stain 125ml (Company-Merck)	GR
	16	Eosin solution 500ml	GR
	17	Bi-sulphite Na?	GR
	18	Potassium metabisulphite (Pure)	GR
	19	MnSO ₄	GR
	20	Potassium iodide	GR
	21	DPX	GR

	22	BSA	GR
	23	Sodium carbonate	GR
	24	NaOH	GR
	25	CuSO ₄ . 5H ₂ O (Pure)	GR
	26	Albumin	GR
	27	Nitric acid (Conc.)	GR
	28	Sodium hypobromite solution	GR
	29	Dry Protease	GR
	30	Agar	GR
	31	DNA release buffer (800 µl)	GR
	32	Nucleic dotMetric Assay strips	GR
	33	dotMetric standard	GR
	34	Deionized water	GR
	35	Blood group testing kit	GR
	36	Ammonia	GR
	37	Sodium urate	GR
	38	Folin- Ciocalteu's phenol reagent	GR
	39	Phenolphthalein indicator	GR
	40	HCl	GR
	41	Tissue paper	GR
	42	Filter paper	GR
	43	Spirit lamp	GR
	44	Spirit	GR
	45	Safety match box	GR
<u>Microbiology</u>	1	Skimmed Milk Agar	LR
	2	Trypsin	GR
	3	Phage Tritration Kit	Five experiments, host, phage Lysate and other chemicals
	4	Borosilicate Test tubes	20 ml
	5	Genomic DNA Isolation KIT	20 experiments, bacterials lyophilized DNA and other Chemicals
	6	Bromocresol Green	GR
	7	Antibiotic Powder:Streptomycin and Chloramphenicol	GR
	8	Bromothymol Blue	GR
	9	Sephacryl S-300	GR, 250 gm
	10	Birchwood Xylan	GR 250gm
	11	Zinc Sulphate(Molecular Biology Grade)	GR, 500gm
<u>Chemistry</u>	1	Ammonium bi-fluoride	A. R.
	2	Ammonium molybdate	A. R.
	3	Aluminium foil	Thickness: 0.05 mm
	4	Aluminium phosphate	Size: 10 × 10 cm
	5	Aluminium Sulphate	GR
	6	Brass Alloy	GR
	7	Calcium Oxide	GR
	8	Carbon Tetrachloride	GR

	9	Copper borate	GR
	10	Copper chloride	GR
	11	Copper phosphate	GR
	12	Copper sulphate	GR
	13	EDTA (Triplex)	GR
	14	Manganese sulphate	A.R.
	15	Potassium Chloride	GR
	16	Potassium Iodide	G.R.
	17	Potassium nitrate	GR
	18	Potassium persulphate	GR
	19	Phosphoric acid	GR
	20	Sodium thiosulphate	GR
	21	Silver nitrate	GR
	22	Sulphuric acid	GR
	23	Sodium Acetate	GR
	24	Hydrochloric acid	GR
	25	Acetyl acetone	GR
	26	Acetone	L. R.
	27	Sucrose	GR
	28	Fluorescein	GR
	29	Methylene Blue	GR
	30	n-Butanol	GR
	31	Chloroform	GR
	32	L-Lysine	GR
	33	Paper Chromatography paper	Whatmann, no.? Size?
	34	Asbestos board	Local
	35	Test tube brass	Nylon made (small)
	36	Wash Bottle	Polythene
	37	Wire gauge	Local
	38	Silica Gel G (for TLC)	GR
	39	Microscope Glass Slide	GR
	40	Beaker	Borosilicate glass: 500 ml, 250 ml, 100 ml
	41	Blue Glass	2" X 2"
	42	Conical Flask	Borosilicate glass: 500 ml
	43	Test tube	Ordinary: 5" X 5" X 8"
	44	Weighing Bottle	Glass: 25 X 50 ml
	45	Distilled Water	pH = 7
	46	Lab. spirit (500ml),	GR
		SOIL TESTING KIT	
	48	Container No. 7	
	49	Container No. 9	
	50	Container No. 3	
	51	Container No. 13	
	52	Container No. 14	
	53	Container No. 4	
	54	Container No. 5	
	55	Container No. 6	
	56	Container No. 10	
	57	Container No. 11	

	58	Container No. 12	
	59	Arsenic Kit	
	60	Breaker (250 ml)	
	61	Breaker (500 mll)	
	62	Filter Paper	
	63	Spoon (2grm)	
	64	Spoon (5grm)	
	65	Dropper	
	66	Test Tube	
	67	Test Tube Stand	

Annexure 5 (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			


 Principal
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