Sammilani Mahavidyalaya
GOVT. AIDED COLLEGE AFFILIATED
TO UNIVERSITY OF CALCUTTA
NAAC Accredited and ISO 9001 : 2015 Certified
E. M. Bypass, Baghajatin, Kolkata - 700 094
Phone : (033) 2416-0048
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General Quotations

Ref.: SMv/Gen.Qtn./2026/04 Date:10.11.2026

Item-wise sealed quotations are invited from reputed company/vendor/service provider as appropriate for purchase and installation of a A) water purifier, B) green board and **for C) leasing canteen. Quotations can** be submitted in sealed envelope within 18.11.2026.

Procedure for submission of quotations:

General quotations should be submitted by post or can be deposited in the drop box placed in at the entrance to main building of Sammilani Mahavidyalaya, EM Bypass, Baghajatin, Kolkata - 700094 within 10.11.2026. Separate sealed envelope inscribing name of the item at the top and from name of the company/ 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 March 2026 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 one month 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**.

THIS ADEVERTISEMENT CONTAINS 2 PAGES

A) **Purchas and installation of water purifier**:

The college's tap water has high TDS value. Therefore, the purifier must have RO facility along with UV, UF, etc. as applicable with storage facility of at least 50 ltr and water purification rate 50 LPH. Quotation for any reputed brand water purification with AMC for at least one is invited.

B) Ten Green Boards (size 6ft.x4ft.x9"; 19 mm plywood covered with writing enables 0.8 mm sunmica)

C) **LEASE OF COLLEGE CANTEEN**

Customers: Sammilani Mahavidyalaya has about 2200 students and 110 teachers and staff. It remains open almost 10 months in a year. Six semester-end examinations of the University of Calcutta are conducted in a year. In addition, there are branch of Punjab National Bank 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 6 pm that may extended on any special occasion with prior permission.

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 two 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 fee every month as monthly lease fees.
Maintenance of infrastructure: The lease holder cannot alter any structure or facilities in- and/or outside 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 1-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 in three months 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.

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700 094