



Phone: +91 7432 991235, +91 3472 295189 EMAIL : [srlmahavidyalaya@rediffmail.com](mailto:srlmahavidyalaya@rediffmail.com)

Website: [www.srlm.ac.in](http://www.srlm.ac.in)

# Sudhiranjan Lahiri Mahavidyalaya

(Accredited by NAAC)

ESTD 1966

(Affiliated to the University of Kalyani & Approved by the UGC under section 2 (f) & 12B)

P.O. - MAJDIA, DIST. NADIA PIN - 741507 WEST BENGAL, INDIA.

Memo No: SRLM/Office-Table/NIT-03/2024

Date: 29.08.2024

## TENDER NOTICE FOR OFFICE TABLES

### 1. Tender Invitation:

Sudhiranjan Lahiri Mahavidyalaya, Majdia, invites sealed tenders from reputed manufacturers and suppliers for the supply of office tables with the following specifications:

### 2. Specifications:

- **Table Top Material:** High-quality plywood
- **Table Top Finish:** Smooth laminated finish
- **Structure Material:** Iron/Steel bar
- **Table Size:** 5 feet (length) x 2.5 feet (width) x 3 feet (height)
- **Drawer:** Single drawer, centrally located beneath the tabletop
- **Design:** Simple, ergonomic design suitable for office use
- **Color:** Tabletop and structure in a neutral color (e.g., natural wood finish for the top, black/gray for the iron/steel structure)

### 3. Quantity Required:

- 8 nos

### 4. Terms and Conditions:

1. The quotations are to be submitted in a sealed envelope by speed post (as Annexure I) for the above item as per specification and other requirements as mention above. The envelop should be subscribed with “**TENDER NOTICE FOR OFFICE TABLES**” and the NIT No. with date
2. The price is to be quoted **per piece of table** inclusive of all taxes and delivery, fitting, fixing & other charges.
3. The tender document can be downloaded from the college website : <https://srlm.ac.in>
4. The price is to be quoted in Indian Rupees only and price / rates in the quotation must be quoted both in figure and words.
5. Quotations received after the given date and time will not be accepted



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6. Self-attested copies of last IT return, valid Trade License, PAN Card and GST registration certificate are required to be submitted along with the quotation.
7. The deadline for submission of quotation is 12.09.2024 up to 5 PM.
8. Quotation shall be valid for at least three months from the date of opening the quotation.
9. The college authority reserves the right to reject or accept any quotations without assigning any reason whatsoever.
10. The place of delivery Sudhiranjan Lahiri Mahavidyalaya, Majdia, Nadia, Pin-741507.
11. The items are to be supplied at the College premises of Sudhiranjan Lahiri Mahavidyalaya, Majdia, Nadia, and door step delivery without any extra cost.
12. The work should be completed within 30(thirty days) days from the placement of orders failing which orders are liable to be cancelled.
13. All taxes and charges as admissible will be deducted from the bills
14. The college authority reserves the right to decrease or increase the number of the tender items as per requirement while placing the order and after placing the order whatsoever.
15. **No advance amount will be paid to the Bidder, payment process will be initiated after successfully delivered the tender items. All payment will be done only by NEFT or by Bank Transfer.**
16. **Regrettably, individuals serving in the college or associated with the college are ineligible to participate in the tender.**

  
**DR. DIPANKAR GHOSH**  
PRINCIPAL  
Sudhiranjan Lahiri Mahavidyalaya  
MAJDIA, NADIA



(Dr. Dipankar Ghosh)  
Principal

**Copy forwarded for necessary information and necessary action to:-**

1. The President, Governing Body for kind information;
2. The Convener, Purchase Committee for information and record;
3. College Website



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4. The Bursar for information and record
5. Accountant and Cashier for information;
6. Sri Arup Biswas for ensuring wide circulation;
7. College notice board and college gate;
8. Guards.



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### Annexure I APPLICATION FORMAT

*(To be furnished in the Company's official letter pad with full address and contact no etc.,  
otherwise it will be treated as cancelled)*

**To**

The Principal  
Sudhiranjan Lahiri Mahavidyalaya  
Post: Majdia  
Dist: Nadia  
Pin: 741507

**Sub: Tender for Supply /Fitting and Fixing office Table of S. R. L. Mahavidyalaya, Majdia, Nadia**

**Ref:- Tender Memo No.**

Dear Sir,

I/We, the undersigned, have carefully gone through and understood the nature of works/item to be do as well as the guidelines related to the aforementioned items/works as specified in the tender document. i/we hereby offer to execute the work as specified at the rates mentioned in my/our quotation in accordance with all respects of the tender with the specifications and the special terms and conditions mentioned in the notice inviting tender (NIT)

**Supply of Student ID Cards:**

Sl. No.	Name of the item/works	Specifications	Rate per Table (without GST)	Rate of GST (if applicable)	Rate per Table (with or without GST)
1.	Supply/Fitting and Fixing Office Table	<b>•Table Top Material:</b> High-quality plywood <b>•Table Top Finish:</b> Smooth laminated finish <b>•Structure Material:</b> Iron/Steel bar <b>•Table Size:</b> 5 feet (length) x 2.5 feet (width) x 3 feet			



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		(height) • <b>Drawer:</b> Single drawer, centrally located beneath the tabletop • <b>Design:</b> Simple, ergonomic design suitable for office use • <b>Color:</b> Tabletop and structure in a neutral color (e.g., natural wood finish for the top, black/gray for the iron/steel structure)			
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Having examined the pre-qualification & other documents published in the website <https://srlm.ac.in/> I/ we, the undersigned, hereby submit all the necessary information and relevant documents for evaluation:

1. In the event of being selected, I/we agree to do the above works in accordance with the terms and conditions mentioned in the Tender document and will complete the works within the stipulated time period
2. I/We also confirm that the normal commercial warrantee/ guarantee of .....months shall apply to the offered goods.

Place:

Name.....

Date:

Signature with date and official Seal