



Phone: +91 7432 991235, +91 3472 295189 EMAIL : srlmahavidyalaya@rediffmail.com

Website: www.srlm.ac.in

SudhiranjanLahiriMahavidyalaya

(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/QIN-3/192/ 2024

Date:02.12.2024

NOTICE INVITING SEALED QUOTATION FOR THE OFFICE TABLE BELOW.

The Principal, Sudhiranjan Lahiri Mahavidyalaya, Majdia, Nadia , Pin- 741507 is inviting Sealed Quotation through Speed Post in two bid systems (**Technical and Financial**) on behalf of the College for obtaining the rate from the Authorized Vender /Authorized Distributor/ Traders/Qualified Suppliers/ Service Providers of similar works for the supply/ fitting and fixing of the following Specific items:

1. Specifications for Office Table

Below are the required specifications for the tables:

i. **Material:**

- High-quality commercial-grade plywood with a laminated finish (minimum 19 mm thickness for top and side and minimum 12 mm thickness for partition wall if any).
- High-quality commercial-grade Sunmica
- Moisture-resistant and termite-proof material.

ii. **Design (as annexure I)**

- Size: Office table 5/2.5ft
- Smooth, ergonomic edges with edge-banding for safety and durability.

iii. **Color/Finish:**

- Light or dark wood laminate finish (e.g., teak, walnut, or custom as per requirement).
- Scratch-resistant and easy-to-clean surface.

iv. **Additional Features:**

- Sturdy structure with steel legs or wooden reinforcements for durability.
- Non-slip, adjustable rubberized base supports.
- Adequate space for user legroom under the table.

v. **Quantity:**

- Total 02 units.

vi. **Warranty:**

- Minimum **2-year warranty** against manufacturing defects.

vii. **Delivery & Installation:**



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- Tables must be delivered and installed at the specified location of Sudhiranjan Lahiri Maavidyalaya, Majdia, Nadia-741507.
 - Delivery timeline: within 4 weeks from the date of order.

Suppliers are requested to include any other additional features or suggestions that can enhance usability and longevity of the table.

2. INSTRUCTIONS TO BIDDERS

i. Eligibility Criteria: The following document are required to submit along with the financial quotation

- Pan Card of the company or the proprietor as applicable
- Valid Trade License
- Latest Income Tax Return
- GST registration Certificate
- P. Tax Registration certificates with up to date challan
- Past Experience in Similar kind of Job
- Declaration for Not Blacklisted on organization Letter Head
- Tender Fees

ii. Submission of Bids

- Bids must be submitted in sealed envelopes, clearly marked with the tender reference number and item name.
- The question must require reaching the college office on or before 12.12.2024, within 3.30 pm. On working days.
- Late submissions will not be considered.

iii. Address for Submission

- The Principal,
SudhiranjanLahiriMahavidyalaya,
Majdia, Nadia, Pin: 741507

iv. Contact Information

- a. For any queries, contact to:
Principal , S. R. L. Mahavidyalaya
Majdia, Nadia
Email: srlmahavidyalaya@rediffmail.com

3. TERMS AND CONDITIONS

i. Payment Terms



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- Payment will be made through NEFT/Bank e-Transfer **within 15 working days** from date of delivery and successful installation.

ii. Warranty

- The supplier must provide a minimum warranty of **two years** for all items.

iii. Penalty for Delayed Delivery

- A penalty of **2% of quoted amount per day** will be imposed for delays beyond the stipulated delivery schedule.

iv. Acceptance Criteria

- The items will be inspected upon delivery. Any item not meet the specified quality standards will be rejected.

v. Technical Bid : Containing eligibility criteria documents

vi. Financial Bid: Containing quotation rate / price only

NB: All Bidder are required to use separate envelop for technical bid document and for financial bid and also required to send the two said envelop into a big envelop by speed post / at college drop box.

4. EVALUATION CRITERIA

i. Technical Compliance

- Compliance with the technical specifications listed above.

ii. Price Competitiveness

- The price is to be quoted in Indian Rupees only. The basic rate should be furnished inclusive of all taxes and delivery charges.

iii. Supplier Experience and Reputation

- Past performance and client references.

iv. Delivery Schedule

- Ability to meet the delivery timeline.

v. Tender Processing Fees:

- A non- refundable processing fee of Rs. 150/- (one hundred fifty) only will be required to deposit with the Bid by crossed Cheque in favour of **Sudhiranjan Lahiri Mahavidyalaya**

5. ORDER&SUPPLY:

- Orders for the supply of the approved products will be placed with the successful tenderers after the execution



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of the agreements. The successful tenderer will have to supply/complete the work within the specified time schedule that had been assured at the time of selection as supplier/vendor.

- Delivery of the goods at the purchaser's premises shall be completed by the Supplier in accordance with the terms specified by the purchaser. No extra payment will be paid for delivery of goods.

Login by Bidder:

- A bidder who desires to submit quotation which invited by college authority shall require to find and download the quotation inviting notice from our college Website: www.srlm.ac.in

6. WITHDRAWAL/CANCELLATION & PURCHASE POLICY OF THE AUTHORITY:

- The authority reserves the right to withdraw any item from the notice at any stage. The selection of Such item, if already made in favour of any bidder, and then the notice shall be treated as cancelled.
- The authority reserves the right to reject or accept any quotation or part thereof at any stage or to split any quotation without assigning any reason thereof. Withdrawal of quotation or any revision in quotation after submission of by the bidder will not be allowed.
- The tendering authority reserves the right to accept or reject any quotation, in part or in full, without assigning any reason thereof.

Submission of original Bankers' cheque for processing fees and Identification document are mandatory at the time of verification.

DR. DIPANKAR GHOSH
PRINCIPAL
Sudhiranjan Lahiri Mahavidyalaya
MAJDIA, NADIA



Dr. Dipankar Ghosh
Principal



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