



**Memo No: AC/127/22-23**

**Date: 20/07/2022**

**TENDER NOTICE**

Sealed quotations are invited from reputed Supplier to quote their possible rate for the supply, installation and delivery of the under-mentioned items given in Annexure - I to Durgapur Regional Centre, NSOU, Jawahar Lal Nehru Road (adjacent to Durgapur Govt. Degree College), Durgapur, Pachim Bardhaman - 713 214, West Bengal subject to the following terms and conditions.

Last date for submission: 29/07/2022 up to 4 PM.

Place of Submission: Finance Department, 4<sup>th</sup> Floor, Netaji Subhas Open University DD-26, Sector-I, Salt Lake, Kolkata -700064

Contact No: 8240630095, 9051162059

Tenders will have to be submitted in two parts i.e. (i) Technical Bid and (ii) Financial Bid in separate sealed covers indicating (a) the type of bid (i.e. Technical Bid or Financial Bid), (b) name of the bidder, (c) Tender No. & date etc. Both these covers will have to be put together in a separate single sealed cover mentioning (a) name of the bidder and (b) Tender No. & date etc.

- A. Technical Bid:** The bidder is to provide the following documents in Technical bid:
1. Details of the technical features of the items (brand name, model no., Specification & Picture, if any.
  2. Copy of PAN and/TAN of bidding authority are to be submitted.
  3. Copy of Trade License
  4. Copy of Challan for payment of Professional Tax
  5. Copy of Credential for supply of similar type of item to the Educational Institute/Government Office
  6. The Bidder is to fill in the Check List given in Annexure - III

**B. Financial Bid:** The bidder is to quote rates in the Format given in Annexur -II.

**C.** University has reserved the right to cancel / withdraw the tender notice at any time without assigning any reason.

**D.** The sum of total of all items would only be taken into consideration to have the value of LOWEST QUOTATION and the Bidders is to quote all the items. Partial bidding will not be considered. Quantity of itmes to be supplied may vary at the time of order.

**E.** The Applicant bidders to participate in the bidding process are to fill in the following Formats given in the page No. 4 & 5 and Finacial Bid as per Page No. 3.

Finance Officer  
Netaji Subhas Open University  
DD-26, Sector -1, Salt Lake  
Kolkata-700064



## Annexure - I

### Details of Specification of the Job

SI No.	Description/Item	Quantity (sq. ft)
1	Sick room and Student Facilitation Centre : Partition with 1.5 mm anodized aluminum framing with 10 mm frosted toughened glass fixed on the aluminum frame. One door with door closer, door stopper and necessary fittings with lock. Ceiling of the cubicle with 19 mm BWP grade plywood with oil paint finish. Inside of the roof fitted with gypsum board fall ceiling with necessary cutting for the lights	$2 \times \{(18 \times 9) + (13 \times 9) + (18 \times 12.8)\} \times 2 \times 513 = 1026 \text{ sq. ft}$
2	Partition cum sliding door : From ceiling to 2 foot down will be covered by 2"x2" wooden bottom and both side of the bottom fixed by 19 mm BWP grade ply wood with 1 mm thick laminate. From floor to 8ft height, folding door system to be installed. Each door will be made from 25 mm thck BWP grade block boardwith 1 mm thick laminate both side pasting. Width of each door will be 2 ft i.e 14 doors (7 doors fixed in each side i.e leaft side and right side) to be manufactured and installed. Each door will be assembled by steel kabza with necessary tower bolt and handle, each door will run through steel runner. All the total system to be manufactured in such a way that each side of the (7 doors in each side ) to be open and close easily.	$28' \times 10 = 280 \text{ sq. ft.}$
3	Partition with 1.5 mm anodized aluminum framing with 10 mm frosted toughened glass fixed on the aluminum frame. One door with door closer, door stopper and necessary fittings with lock.	$16 \times 9 = 144 \text{ sq. ft}$

Place of Supply, Delivery and Fittings & Installation:

Durgapur Regional Centre, NSOU,  
Jawahar Lal Nehru Road (adjacent to Durgapur Govt. Degree College), Durgapur,  
Dist: Paschim Burdwan, Pin: 713214  
Contact No. 9433242705/8240630095



**Annexur - II**

**Format for Submission of Quotation**

SL. No.	Item	Qty (sq. ft)	Rate per Unit (Rs.)	GST per unit (Rs.)	Rate per Unit including GST (Rs.)	Total (Rs.)
A	B	C	D	E	F=D+E	G=C x F
1	Class Room No 104/Exam hall: Partitioning of the hall with acquastick material: Wall paneling upto 9' height from floor level (26.5' x 9')	238.5				
2	Sick room: At the landing of the second staircase of the academic building:Wall paneling upto 6' height from the floor level (17'x6'+10'x6')	162				
3	Sick room: At the landing of the second staircase of the academic building:False Ceiling (17'x10')	170				
4	Students Facilitation Centre: At the landing of the first staircase of the academic building:Wall paneling upto 6' height from floor level (17'x6'+10'x6')	162				
5	Students Facilitation Centre: At the landing of the first staircase of the academic building:False Ceiling (8'x8')	64				
6	Partitioning of the Board Room at Administrative building: Wall paneling upto 8' height from floor level (10.5'x8')	84				
Total (Rs.)						

Rupees .....

Signature with Seal & Date:

Name of Signatory:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization:



To  
The Finance Officer  
Netaji Subhas Open University  
DD 26, Sector – 1, Salt Lake  
Kolkata – 700064

Ref: Memo No: AC/127/22-23 Dated: 20-07-2022  
Sub: Submission of Bid – Technical & Financial with reference to the above.

Sir,

As per guidelines given in the Tender Notice we are quoting the itemwise value and the total amount in the prescribed Format for Submission of Quotation (BOQ in Annexure -II) in the Financial bid along with the Technical Credentials supported with relevant documents as applicable. We have read all the terms and conditions given in the Tender Notice and do hereby undertake to obey the rules and regulations of Tender.

With regards

Signature with Seal & Date:

Name of Signatory:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization:



### Annexur -III

#### Check List for Technical Specification

SL. No.	Particulars	Put Y if Yes/N if No, respectively
1	Details of the technical features of the items (brand name, model no., Specification & Picture, if any.	
2	Copy of PAN and/TAN of bidding authority are to be submitted.	
3	Copy of Trade License	
4	Copy of Challan for payment of Professional Tax	
5	Copy of Credential for supply of similar type of item to the Educational Institute/Government Office	

Signature with Seal & Date:

#### Enclosures:

1	Details of the technical features of the items (brand name, model no., Specification & Picture, if any.
2	Copy of PAN and/TAN of bidding authority are to be submitted.
3	Copy of Trade License
4	Copy of Challan for payment of Professional Tax
5	Copy of Credential for supply of similar type of work to the Educational Institute/Government Office
6	filled in Check List given in Annexure - III

Signature with Seal & Date:

Name of Signatory:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization: