



Memo No: AC/128/22-23

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 Jalpaiguri Regional Centre, NSOU, Patkata, Kotwali (Inside the premises of Govt. Engineering College, Jalpaiguri), Jalpaiguri - 735 102, 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 th Floor, Netaji Subhas Open University DD-26, Sector-I, Salt Lake, Kolkata -700064
Contact No: 8240630095, 9051162059

<p>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 and 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.</p> <p>A. Technical Bid: The bidder is to provide the following documents in Technical bid:</p> <ol style="list-style-type: none">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 License4. Copy of Challan for payment of Professional Tax5. Copy of Credential for supply of similar type of item to the Educational Institute/Government Office6. The Bidder is to fill in the Check List given in Annexure - III <p>B. Financial Bid: The bidder is to quote rates in the Format given in Annexure -II.</p> <p>C. University has reserved the right to cancel / withdraw the tender notice at any time without assigning any reason.</p> <p>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 items to be supplied may vary at the time of order.</p> <p>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 Financial Bid(Annexure -II) as per Page No. 3.</p>

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



Annexure - I

Details of Specification of the Job

Room	Description/Item	Quantity/Area (sq. ft)
Examination Hall : Partion	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' X 10 = 280 sq. ft.
Record Room: Partion	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.	25 x 10 = 250 sq. ft

Place of Supply,Delivery and Fittings & Installation:

Jalpaiguri Regional Centre,NSOU,
Patkata, Kotwali (Inside the premises of Govt. Engineering College, Jalpaiguri),
Jalpaiguri - 735 102
Contact No. 79806 61061 / 9339495102



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	Examination Hall : Partion	280				
2	Record Room: Partion	250				
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/128/22-23 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: