

RABINDRA MAHAVIDYALAYA

Affiliated to the University of Burdwan

Champadanga, Hooghly, West Bengal, Pin.- 712401

Estd. - 1971

NAAC (Cycle-2) Accredited B++ Institution



Ref. No. RM/26/22

Date. 12.03.2022

Tender Notice

Displayed at College Notice Board, PNB Champadanga, Tarakeswar BDO Office, Champadanga Gram Panchayet, Office of Hooghly ZilaParisad, Hooghly District Magistrate Office, and Chandanagar Treasury Office

Sealed Quotations for "Designing Layout of Interior Decoration, Partitioning, False Ceiling, AC and Electrical Wiring, and Technical Services for E-Tender Upload and Supervision of the Project" for New Administrative Block and Staff Room at the 1st floor of the Gymnasium Building, Rabindra Mahavidyalaya

1. Sealed quotations for Cost of Purchase Not Exceeding Rs. 95,000/- (Ninety Five thousand only) at judiciously comparable costs to the West Bengal PWD rates for the Civil Works (if any) for the stated **Category: Designing Layout of Interior Decoration, Partitioning, False Ceiling, AC and Electrical Wiring, and Technical Services for E-Tender Upload and Supervision of the Project** are invited from the government recognized Interior Designers/Civil Engineers/leading Real Estate Designers etc. for the above services to the Rabindra Mahavidyalaya, Champadanga, Hooghly, W.B., PIN:712401.
2. **One Set of complete and sealed quotation in separate cover, mentioning "Designing Layout of Interior Decoration, Partitioning, False Ceiling, AC and Electrical Wiring and Technical Services for E-Tender Upload and Supervision of the Project" in bold letters in the title to be sent and reached accordingly to the College office. The said quotation should be sent either through Speed Post addressed to the Principal, RabindraMahavidyalaya, Champadanga, Hooghly or by messengers personally and to be reached at the said office or the same should be deposited at the Tender Box in the Ground Floor beside Room No. 6 of the Institution up to 12:30 P.M. of 25-03-2022 (Friday), and the same will be opened at 01:30 P.M. on 25-03-2022 (Friday).**
3. Incomplete Quotations or quotations with insufficient information if received will be summarily rejected. On any aspect regarding the purchase, the decision of Purchase Sub-Committee of Rabindra Mahavidyalaya, Champadanga, Hooghly is final. Interested bidders are requested to visit the official website www.rabindramahavidyalaya.org for reference information, if any. The sealed quotation should clearly mention the rates of the different items inclusive of all necessary expenses or charges for Soft and Hard Copy of the Booklets, Blueprints, 3-D Models and the allied works, if any.
4. The sealed quotation should be accompanied at least with the (i) documents of Registration of the government recognized Interior Designers, Civil Engineers, leading Real Estate Designers or their firms or license documents etc. (ii) GST registrations, if any; other registration certificates from statutory agencies (if any), a copy of this Tender Notice, and (iii) their account details for electronic payment or banking transfers (optional).
5. The bidder's Quotation Price should separately include the costs for the draughtsman-ship work, Technical Services for E-Tender Upload and that for the Supervision of the Project, delivery and transport costs, and all other incidental charges, if any.
6. A brief list of items required for accomplishing the **"Designing Layout of Interior Decoration, Partitioning, False Ceiling, AC and Electrical Wiring and Technical Services for E-Tender Upload and Supervision of the Project"** for the New Administrative Block and Staff Room at the 1st floor of the Gymnasium Building, Rabindra Mahavidyalaya is given in the **Annexure A** and please also visit the college website www.rabindramahavidyalaya.org for the other details:

RABINDRA MAHAVIDYALAYA

Affiliated to the University of Burdwan

Champadanga, Hooghly, West Bengal, Pin.- 712401

Estd. - 1971

NAAC (Cycle-2) Accredited B⁺⁺ Institution



Ref. No. RM/26/22

Date. 12.03.2022

7. Technical Cover should contain documents of (i) GST registration (ii) PAN (iii) ITR of last three years (iv) Trade License (v) P-Tax Certificate etc.
8. **Tender Fee:** There is no Tender Fee.
9. **Earnest Money Deposits (EMD):** An Earnest Money consolidated of Rs. 10000/- (Rs. Ten Thousands Only), drawn in favour of the "Principal, Rabindra Mahavidyalaya, Hooghly" payable offline through DD/ Banker's Cheque and to be deposited to the College office before receiving the Work Order and the same EMD money value is refundable in Cash or Cheque on successful completion of the Project only.
10. The bidder registered with Micro and Small Scale Enterprises (MSEs) are exempted from submitting Bid Security/EMD based on guidelines issued by the Department of Micro, Small and Medium Enterprises (MSMEs). If EMD and Application fees are claimed for exemption, then the relevant MSME certificate supporting the exemption claim should be submitted along with the bid documents.
11. **Credentials:** Bidders' Credentials of at least three years of experience in the same field of work are essentially required to qualify technically.
12. **Mandatory Conditions:**
 - a. The first part of the stated Project, that is, "**Designing Layout of Interior Decoration, Partitioning, False Ceiling, AC and Electrical Wiring**" has to be done and be submitted to the College office within 30 (thirty) days from the date of issue of the Work Order. The relevant payment for this part will be made within 10 working days from submission of the bills for such layout preparation.
 - b. The second part of the Project, that is, "**Technical Services for E-Tender Upload**" refers to providing technical services by the selected bidder to upload the required documents for E-Tendering at the West Bengal Govt. E-Tender Portal and processing. The bidder should have adequate competencies in uploading and processing the E-tender of the forthcoming Project. The quotations by the bidders should include the costs for such assistances.
 - c. The third or final part of the stated Project, that is, "**Supervision of the Project**" has to be done within a period of three (03) months and extensible for another one and half month (1.5) from the date of commencement of the work by the third party selected by the college authority. The charge or payment for such supervision should be quoted either in terms of monthly basis or in terms of square feet of the Project. At times of any unavoidable circumstances, the work of supervision may be temporarily suspended and no payment will be made for such period of suspension.
 - d. The participating bidder is barred from participating in the forthcoming Tender Quotation for the actual completion of the Project Work as mentioned in the title of this tender notice.
 - e. The selected bidder will have to engage himself or at least one representative for the active hours of the ongoing works of the Project and supervise the work, and report to the Principal for any deviation of work from the Layout so designed, specification and materials etc. so mentioned in the draughtsman-ship.

RABINDRA MAHAVIDYALAYA



Affiliated to the University of Burdwan
Champadanga, Hooghly, West Bengal, Pin.- 712401
Estd. - 1971



NAAC (Cycle-2) Accredited B⁺⁺ Institution

Ref. No. RM/26/22

Date. 12.03.2022

Annexure A

Project Title:

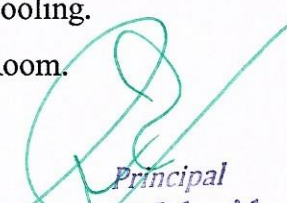
“Designing Layout of Interior Decoration, Partitioning, False Ceiling, AC and Electrical Wiring and Technical Services for E-Tender Upload and Supervision of the Project” at the New Administrative Block and Staff Room on the 1st floor of the Gymnasium Building, Rabindra Mahavidyalaya.

Approximate Floor Area: 4800 Sq. ft.

Requirements: Designing Layout Specification for:

1. Principal's Chamber: 12(twelve) sitting capacity, sitting arrangement in L -Shape with a table, Adequate numbers of covered shelf, sound system, writing desk with standing light.
2. Administrative Office: 12(twelve) numbers of counters, with Cupboards 12 (twelve) numbers, Cabinets 15(fifteen) numbers, Computer Table 5 (five) numbers,
3. Accounts Section: With 3(three) cash counters for public dealing with 5(five) numbers of cabinets, Accountant's office with 8(eight) numbers of cabinets.
4. Staff Room:
 - i) Sitting Capacity: 60(sixty) Teachers with 60 (sixty) numbers of wall cabinets, Separate / Attached Table with internet and power connections, space for laptop use, Smoking Zone.
 - ii) Infirmary: Place for Easy/ Ergonomic Chair for Sick persons.
 - iii) Visitors' Room: Four Persons' Sitting Capacity with table and chair.
5. One Covered room with 4(four) sitting capacity and room for Head Clerk.
6. Water facilities in Principal Chamber, Administrative office and Teachers Staff Room
7. Others:
 - i. Electrical wiring layout with provision for A.C. for standard cooling.
 - ii. False Ceiling: Principal's Chamber, Office Space and Staff Room.

-----*


Principal
Rabindra Mahavidyalaya
Champadanga, Hooghly(W.B)