



Mobile : 9679226115 (Office)  
9679226106 (Principal)

# SOVARANI MEMORIAL COLLEGE

NAAC RE-ACCREDITED  
JAGATBALLAVPUR, HOWRAH-711408

Estd.-1971

website : [www.sovarani.net](http://www.sovarani.net) \* e-mail : [srmcollege.edu@gmail.com](mailto:srmcollege.edu@gmail.com)

Ref. No. SMC/29/01/2025

Date. 20/01/25

## NOTICE

SOVARANI MEMORIAL COLLEGE  
JAGATBALLAVPUR, HOWRAH, WEST BENGAL – 711408

E-mail : [srmcollege.edu@gmail.com](mailto:srmcollege.edu@gmail.com)

Web site : [www.smc.edu.in](http://www.smc.edu.in)

Contact Nos. +919679226106

**Notice Inviting Tender for Renovation Works of  
Verandah at Ground Floor of Sovarani Memorial  
College.**

NIT No. SMC/28/01/2025. Dated : 20.01.2025

All information of tendering is available on the College Website/ College Notice Board/  
College Office.

  
Teacher-in-Charge  
Sovarani Memorial College  
Jagatballavpur, Howrah

**OFFICE OF THE PRINCIPAL SOVARANI MEMORIAL COLLEGE  
JAGATBALLAVPUR , HOWRAH, WEST BENGAL - 711408**

Web site : [www.smc.edu.in](http://www.smc.edu.in) E-mail : [srmcollege.edu@gmail.com](mailto:srmcollege.edu@gmail.com)

Contact Nos. +919679226106

**Notice Inviting Tender for Renovation Works of Verandah at Ground Floor of Sovarani Memorial College.**

**NIT No. SMC/28/01/2025. Dated : 20.01.2025**

The Principal, on behalf of Sovarani Memorial College, is inviting **Tenders in sealed covers** for the works mentioned in documents given below, in two bids – Technical & Financial - **at discount rates** from eligible and resourceful contractors with financial capability having executed similar jobs amounting to the estimated amount in a single contract within the last 5 (five) years in any Govt. / Semi- Govt. / Undertaking / Autonomous Bodies / Govt. Aided Educational Institutions etc. In the tendering process, intending bidders may download the tender documents free of cost from the college website : [www.smc.edu.in](http://www.smc.edu.in) directly or procure the same from the office of the college. All bidders are hereby requested to peruse the guidelines below meticulously before participating in the tender and comply with the terms and conditions contained in this tender document in letter and spirit.

Sl.No.	Name of Work	Total Cost of Items to be supplied (in Rs.)	Time of Completion of delivery & installation
1	Renovation Works of Verandah at Ground Floor of Sovarani Memorial College.	57390/- (Fifty Seven thousand three hundred ninety) only	20 days (from the date of receipt of the Work Order by the contractor)

**Tendering Schedule**

Sl. No.	Particulars	Date & Time
1.	Tender publication date	20/01/2025 after 10:00 A.M.
2.	Bid submission starting date	20/01/2025 after 11:00 A.M.
3.	Bid submission closing date	28/01/2025 after 4:00 P.M.
4.	Bid opening date	Will be announced later in the college website. Bidders may also contact the Principal.

  
**Principal/TIC**  
**Sovarani Memorial College**

Teacher-in-Charge  
Sovarani Memorial College  
Jagatballavpur, Howrah

## INSTRUCTIONS TO BIDDERS

1. Tenders may be **submitted by hand** to the office of the Principal **or by Speed Post/Courier Service** in a sealed cover containing two separate covers – one for Technical Bid and the other for Financial Bid – super scribing **“Renovation Works of Verandah at Ground Floor of Sovarani Memorial College.”** on the top of the envelope and addressing to the Principal, Sovarani Memorial College, Jagatballavpur, Howrah-711408.
2. All papers must be submitted in English language.
3. Those who submit tenders by hand must be received by our college officials. Tenders submitted after the aforesaid date and time shall stand rejected.
4. The authority shall not be responsible for any postal delay etc.
5. The bidders or their authorized representatives may remain present at the time of opening of the tenders, failing which no representation will be accepted thereafter.
6. The intending bidders must read the terms and conditions of the NIT carefully. He should particularly go through the eligibility criteria required and satisfy himself of the requirements for eligibility. He should only submit his bid if he considers himself eligible and is in possession of all the documents required. All information posted on the website consisting of NIT and related documents such as **Form No.-I, Form No.-II, BOQ, Corrigendum etc.**, if any, shall form part of the tender document.

### Procedure for submission of Bids:

1. Tenders have to be submitted in two covers system containing three parts as detailed below :

**Part – I :** Pre-qualification Bid cum Technical Bid to be kept in the first sealed envelope marked **“Pre-qualification Bid cum Technical Bid”**.

**Part – II :** Financial Bid to be kept in the first sealed envelope marked **“Financial Bid”**.

**Part – III :** Thereafter the above two sealed envelopes shall be kept in one big sealed cover and marked **“Renovation Works of Verandah at Ground Floor of Sovarani Memorial College”**.

2. **The Pre-qualification Bid cum Technical Bid** shall contain all details of the discounts offered by the bidder, compliance of terms and conditions, submission of the following valid documents :

- i) Trade Licence (self-attested copy);
- ii) PAN/TAN Card (self-attested copy);
- iii) GST Registration Certificate (updated)(self-attested copy);
- iv) Income Tax Return of the last three years (self-attested copy);
- v) Professional Tax (PT) submission Challan (self-attested copy);
- vi) Credential/Experience Certificate issued by the appropriate authority (self-attested copy);
- vii) Bank Account details in the name of Bonafide and Authorized Distributors/Reputed

  
Teacher-in-Charge  
Sovarani Memorial College  
Jagatballavpur, Howrah

- Vendors/Company/Firm.  
viii) Copy of Notice Inviting Tender (NIT)  
ix) Form No.-I, Form No.-II, Corrigendum etc., if any,

**3. Financial Bid :**

The financial proposal must contain the following documents in one cover (folder) –

**Bill of Quantities (BOQ) :** The contractor has to quote the rate (percentage below) in the BOQ with rebate admissible

**General Terms and Conditions :**

1. Tenders will be summarily rejected if any item in covers is not submitted. If the L-1 bidder does not agree to execute the job after opening of Bid then the L-2 bidder may be offered to do the work.
2. During evaluation, the Tender Inviting Authority may summon of the tenderers & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will be liable to rejection.
3. Legal jurisdiction for solving disputes if any, shall be settled in the Honorable Court of Sub Divisional Judge , Howrah , West Bengal.
4. The college authority shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on any ground.
5. The college authority shall not be held liable to any compensation due to any circumstances including other natural calamities, strikes etc.
6. Imposition of any duty/tax/royalty etc. whatsoever of its nature (after work order/ commencement and completion of the work) must be borne by the Bidder. Original challans of those materials, which are procured by the bidder, may be asked to be submitted for verification.
7. No mobilization/secured advance will be allowed unless specified otherwise.
8. Lowest valid rate should normally be accepted. However, the Tender Accepting Authority reserves the right to reject any or all the tenders without assigning any reasons.
9. The work will have to be completed within the time mentioned in NIT.
10. Payment will be released only after satisfactory completion of work.
11. No child labour shall be employed on the work.

**Note :** The entire Tender documents and its clauses are prepared on the basis of tender rules of the Govt. of West Bengal. However, in the event of any omission of clauses/Rules/ Specifications/Rates etc. the relevant Govt. rule book and its clauses would be considered as final guidelines & decisive authority.

**N.B. Inadvertent mistakes may be ignored.**

  
Principal/TIC,

**Sovarani Memorial College**

Teacher-in-Charge  
Sovarani Memorial College  
Jagatballavpur, Howrah

**FORM-1**  
**APPLICATION IN RESPECT OF NIT**

**To**  
**The Principal**  
**Sovarani Memorial College**  
**Jagatballavpur , Howrah**

**NIT No. ....**

**Name of Work : .....**

**Estimated Amount : .....**

Dear Sir,  
Having examined the Statutory, Non statutory & NIT documents, I/We hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per Tender no and Serial no. stand above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_ day of \_\_\_\_ 201\_\_

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids

For & on behalf of (Name of Firm): \_\_\_\_\_

(In block capitals or typed)


Office address:

Telephone no(s) (office): \_\_\_\_\_

Mobile No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail ID : \_\_\_\_\_

  
Teacher-in-Charge  
Sovarani Memorial College  
Jagatballavpur, Howrah

**FORM- II : ORGANISATION DETAILS**

A. Head Office : .....

1. Name of Contact Persons : .....

2. Office Address : .....

3. Telephone No. : .....

4. Mobile No. : .....

5. E-mail Id : .....

3. Bank details :

i) Name and address of Bankers : .....

ii) Account No. ....

iii) Type of account : .....

iii) IFSC Code : .....

iv) MICR Code : .....

v) Mobile No. linked to the Bank Account : .....

vi) Attach a canceled cheque (colour photocopy) : .....

B. Branch Office & Service Centre in/nearby Kolkata/Howrah :

1. Name of Contact Persons : .....

2. Office Address : .....

3. Mobile No. : .....

4. Telephone No. : .....

5. E-mail Id : .....

Note : Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

Signature with date of the owner/authorized partner .....

(Official Seal)

.....

  
Teacher-in-Charge  
Sovarani Memorial College  
Jagatballavpur, Howrah