



RCC INSTITUTE OF INFORMATION TECHNOLOGY

CANAL SOUTH ROAD, BELIAGHATA, KOLKATA – 700015

Phone: (033) 23232463, Fax: (033) 23234668

Email: rcciit1999@gmail.com, Website: www.rcciit.org

LIMITED TENDER ENQUIRY

ENQUIRY NO. **RCCIIT/2024-2025/REV/07**

DATE: **05.11.2024**

Sub: Request for Quotation for Interior works in Auditorium

Last date of submission: 18.11.2024 at 2.00 P.M.

Date of Opening : 18.11.2024 at 4.00 P.M.

Dear Sir,

You are requested to quote for the following items sealed in single bid Super-Scribing "Interior works in Auditorium" on the cover against **Enquiry no RCCIIT/2024-2025/REV/07 dated 05.11.2024**. Offer with complete details on the following should reach this office (as stated below) **on or before 18.11.2024 at 2.00 P.M.** Quote as per attached Annexure -1.

You are requested to kindly go through the detailed instructions and terms & conditions mentioned below and submit your most competitive offer by the last date and time of submission cited above.

INSTRUCTIONS

1. Please mention the enquiry no & due date on the top of the envelope.
2. Please submit copy of your GSTN NO., PAN NO., Valid Trade License and Valid Profession Tax Payment Certificate.
3. Tender should be dropped in the tender box kept in the Ground floor of Administrative Building of RCCIIT at Canal South Road, Beliaghata, Kolkata: - 700015. No tender is to be handed over to our staff personally. All tenders/ quotations should be sent to the following address: The Finance Officer, RCCIIT., Canal South Road, Beliaghata, Kolkata -700 015.
4. Tenders/Quotations must be sent sufficiently in advance so that it reaches us on or before the due date and time. Quotation received after the due date & time will not be considered.
5. Quotation document(s) and all enclosures must contain the signature of the competent authority of the firm.
6. The firm quoting the above-mentioned items should be the authorized dealer of the manufacturer. Copy of authorization certificate should be enclosed with the quotation. Offers submitted without proper authorization shall be rejected summarily.

Terms & Conditions: -

1. Late and delayed quotation: - Late and delayed tender will not be considered. If, in any case, unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of the closing/opening. It will be the sole responsibility of the firm that quotation should reach on or before the due date and time.
2. The percentage of taxes must be extra in exact figure (should not be like "as applicable") against, GST.
3. Authorized Dealer Certificate from Principal.



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4. The exact days of delivery period, installation & commissioning schedule.
5. The exact figure of percentage of discount offered.
6. The quoted price (final offer) must be F.O.R. i.e. RCCIIT, Canal South Road, Beliaghata, Kolkata-700015 including Packing & Forwarding, Freight, and Insurance etc. with detail break-up.
7. The quotation must be neatly typed or computer printed. Hand written offer will be rejected. Quotations must carry the numbers of GST invariably on the top.
8. Specification and make: - Quotation should be given for the exact specification and make as shown in the enquiry against SI No. 01 to 12 of the item. If in the view of the supplier there is any of the alternative item which can serve out purpose, quotation may also be given for the same separately. Client list along with the order copy of similar equipment supplied to any organization including detail of price & all charges must be attached. In the case of items quoted having specifications different than those mentioned in the enclosed Tender, kindly submit the information and the prices in the same format but on additional sheet(s).
9. The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled; Penalty may be imposed as per P.O. terms & conditions. Goods should be securely, safely and adequately packed & dispatched at the risk of supplier and packing costs quoting this order reference should be kept in all package. Local firms are requested to deliver the goods in our stores before 3.00 P.M. on any working days.
10. Validity period: - The validity period of the offer should be clearly specified. It should be at least for 180 days from the last date of submission of quotations.
11. Guarantee/Warranty: - The equipment should be guaranteed against any manufacturing defect as per OEM from the date of successful installation. In case any part or whole of the equipment is found to be defective during guarantee period, the same will have to be replaced/repaired free of cost at our premises.
12. All communications are to be addressed to the undersigned only. Any kind of canvassing visit to the Institute premises for enquiry of the status of the tender without prior permission may lead to rejection of the bid.
13. RCCIIT, Kolkata reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
14. For any dispute, the place of jurisdiction shall be Kolkata, India only.

For RCC Institute of Information Technology

Finance Officer



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Annexure-I

Tender Format-1

PRICE BID

Tender Reference No.: RCCIIT/2024-2025/REV/07

Date: 05.11.2024

Sl. No.	ITEMS	Unit	Qty	Rate [Rs.]	Total Amount [Rs.]	Total GST Amount [Rs]	Total Amount Including GST [Rs]
1	French & melamine coated Polishing on rubber Wood & Veneer with necessary Repairing as direction of EIC ((!))On old French polished surface including complete removal of the old polish.).	Sqm	60.00				
2	Supplying fitting & fixing of 4 lever mortice lock or any approved make and brand.	Nos	3.00				
3	Providing and fixing hydraulic door closer of Everite or approved equivalent make including removal of old one if necessary.	Nos	1.00				
4	Supplying fitting & fixing of 125mm Stainless Steel butt hinges as approved make.	Nos	10.00				
5	Supply and fixing of SS Door Stopper with rubber head as approved Make.	Nos	3.00				
6	Providing and fixing the following 3-4 mm thick veneer on flush doors of any thickness Teak, lipping beading finish.	Sqft	20.00				
7	Supplying fitting & fixing Of Roller/ Vertical blinds in window made of PVC materials on top powder coated aluminium frame with high quality nylon runners with auto clutch mechanism, stainless steel master runners, stiller chain and PVC end covers the bottom fabric are suspended with a height which are to be connected with all incidental, Make: Vista or Equivalent.	Sqft	100.00				
8	Repairing of existing False Ceiling With necessary arrangement	Job	1.00				
9	Repairing of the existing chair, with the foam, cloth as necessary changes required with necessary arrangement	Nos	110.00				
10	Supplying & applying of 1 coat of acrylic paint Paint with repair of the wall surface with Putty & primer.	Sqft	300.00				
11	Removal of existing carpet from floor & cleaning the floor.	Sqm	110.00				



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Sl. No.	ITEMS	Unit	Qty	Rate [Rs.]	Total Amount [Rs.]	Total GST Amount [Rs]	Total Amount Including GST [Rs]
12	Repairing of the existing chair changes with misc. necessary repair, adjustable locking system with nutbolts/ removal of existing chair & refixing of existing chair etc.	Nos	70.00				

Interested bidders are requested to visit the existing Auditorium in any working day during office hours from 10 AM to 5 PM before submitting quotation.

1. Delivery Mode: Free Delivery at RCCIIT Kolkata
2. Total Bid price should be inclusive of all taxes and levies, transportation, loading, unloading etc.
3. Delivery Period: _____ Days.
4. Validity Date: Maximum _____ days from the date of opening of bid.

PAN No.:

GST Registration No.:

Signature:

Name:

Affix Rubber Stamp:

Place:

Date: