



OFFICE OF THE PRINCIPAL, GOVT. WOMEN'S COLLEGE, KEONJHAR

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Quotation Call Notice for Students Utility Centre

No. 273 /dt 28-01-25

Quotations in sealed covered are invited for opening of the **Students Utility Centre**. Interested parties having valid GST Registration (if any), PAN, Aadhaar can download the Quotation papers (both Technical Bid & Financial Bid) from the college website: www.gwckeonjhar.in and submit by hand / speed post / register post / courier service etc. so as to reach **Office of The Principal, Government Women's College, Keonjhar -758001, Odisha**, on or before 10-02-2025.

1. The last date for receive of tender papers is dated: 10-02-2025 at 05:00 P.M.
2. The tenders will be opened in presence of all bidders or their representatives on dated 11-02-2025 at 11:00 A.M.
3. Bids found incomplete in any respect will be cancelled.
4. The undersigned reserves the rights to cancel the quotation without assigning any reason thereof.


Principal,
Govt. Women's College, Keonjhar
Govt. Women's College
Keonjhar

HOW TO APPLY:

1. Download the quotation papers (both Technical Bid & Financial Bid) and the Terms & Conditions from the College Website.
2. Duly filled Technical Bid along with self-attested copies of required documents, duly signed terms and conditions and the duly filled Financial Bid should be sealed in separate covers duly super scribed and both the sealed covers are to be put in a bigger cover which cover also be sealed and duly super scribed. The bigger sealed cover should be reached in the college Office by hand/Speed Post/ Regd. Post/ Courier on or before the due date.
3. The Technical Bid must contain self-attested copy of following documents otherwise the tender will be cancelled.
 - a) Valid GST Registration Certificate (if any)
 - b) PAN
 - c) Aadhar Card.
 - d) Past Experiences(if any)

4. Financial Bid should contain the price of various items to be provided.

TERMS AND CONDITIONS:

1. All Bidders personally or their representative having authorization from the bidder (any one) should remain present at the time of opening of Bids with all the original documents of documents attached with the Technical Bid, failing which their tender will be cancelled.
2. The Bidders or Representatives should report in due time and remain present till the end.
3. Use of mobile phone is prohibited inside the Tender Opening Hal.
4. If lowest price has been quoted by 02 or more Firms then lottery will be done to finalize the tender and if any Firm quoted least feasible and visible price in maximum numbers of item, then priority shall be given to that particular Firm.
5. The Bidder found suitable in all respect has to deposit refundable (without interest) one time Caution Money of Rs.10,000/- (Rupees ten thousand only) in the form of Bank Draft drawn in favour of the Principal Govt. Women's College, Keonjhar, payable at Keonjhar
6. After deposit of Caution money and Food License certificate, work order will be issued and keys of Student Utility center will be handed over to the qualifying lease holder.
7. The Lease holder has to pay an amount of Rs. 1500/- towards the rent of the building including electricity every month which can be revised later on the basis of power consumption.
8. Any change in quoted price of listed Items must be approved by the Residential Committee of this institute.
9. Students' satisfaction will be given priority.
10. The quality of service can be checked by the Committee members at any time and any deviation in this regard will not be considered.
11. No Child Labour should be engaged as per Labour Law.
12. All garbage is to be dumped properly in the dustbin and handed over to Municipality Garbage Vehicle every day. The Municipality fee will be borne by the Lease holder.
13. The lease is valid for two academic session from the date of issue of work order. Thereafter lease may be renewed or a fresh tender may be called.
14. If the Party wants to close the Student Utility Centre for more than 07 days, he/she has to take prior permission from the College authority.
15. If the Party closes the Student Utility Centre for more than 07 days without the permission of the College authority then, his/ her agreement will be treated as cancelled and the caution money which he/she deposited will be forfeited.
16. The Bidder found suitable has to sign an agreement regarding management of Student Utility Centre before issue of work order.
17. Visit College website for further information from time to time.


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SL No.	Name of the Items	Quantity	Quoted Price
1	Normal Xerox (B/W)	1 no.	
2	Colour Xerox	1 no.	
3	Normal Print (B/W)	1 no.	
4	Color Print	1 no.	
5	Spiral binding	1 no. as required	
6	Passport photo	8 nos	
7	Book Binding (spiral)	1 no. as required	
8	Note Book	MRP/Below MRP	
9	Lamination (A4 size)	1 no.	
10	Pen, Pencil, Marker, Sketch -Pen	MRP/Below MRP	
11	Practical Records, Plain Papers	MRP/Below MRP	
12	Stapler, Punch machine	MRP/Below MRP	
13	Lesson Plan & Record	MRP/Below MRP	
14	Scale, Geometric box, scientific instruments, Calculator	MRP/Below MRP	
15	Different online Application form submission	1 no. as required	


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