



BANGIYA SAHITYA PARISAD

243/1, Acharya Prafullachandra Road, Kolkata-700 006

Registered under Indian Societies registration Act, 1860, Reg. No. S/1450/1899-1900

sahityaparisadbangiya@gmail.com

Ref. No. 95/1432

Date. 21.12.2025

NOTICE INVITING QUOTATION

Sealed quotations are invited for the following work(s) from reliable, resourceful, experienced and bonafide outsider Contractors who may be found eligible after scrutiny of their credentials to be submitted as per particulars given below, and will be received by the **BANGIYA SAHITYA PARISAD**, until specified date and time limit and will be opened half an hour later after closing Quotation box on the same date or later as will be notified in presence of contractors or their accredited representative who may be present at the time of opening.

A. Name of the Work.	:- See ANNEXURE - 'A'
B. Name & Address	:- BANGIYA SAHITYA PARISAD 243/1, A.P.C.Road, Kolkata - 700006
C. Contractor eligible to submit the Quotation.	:- Bonafide outsider agency entitled as per Govt. rule
D. Quoted Amount.	:- As per ANNEXURE - 'B'.
E. Earnest Money.	:- See ANNEXURE 'A'). Lowest (L1) Quotationers are required to submit the EMD (2% of Quoted Amount) during the time of agreement in form of Bank Draft / Pay Order from Nationalized Bank in favour of the " BANGIYA SAHITYA PARISAD ".)
F. Price per copy of the set of other Quotation Document at the time of formal agreements	:- As per Govt. rule
G. Last date & time limit for receipt of application for Technical Eligibility	:- At 5P.M, 4 th January 2026
H. Last date & time of issuance of permission for participation in Quotation process	:- At 5P.M, 4 th January 2026
I. Date & time for dropping of Quotation	:- 22.12.2025 to 04.01.2026 till 5.00 P.M in the Parishad Office
J. Date and time of opening of Quotation.	:- Will be conveyed through email
K. Time allowed for completion of work.	:- See ANNEXURE - 'A'.



Ramen kr Sar.
Secretary
BANGIYA SAHITYA PARISAD

Terms and Condition:

1. All intending vendors may submit quotation application with all relevant documents as per annexure enclosed to the office of the **Bangiya Sahitya Parisad**.
2. Quotation documents of items and condition for the works and other relevant particulars may be seen by the intending vendors in the office of **BANGIYA SAHITYA PARISAD** on all working days **(except Thursday)** between 12.30 noon to 6.00 P.M.
3. Intending vendors are required to produce Valid Original certificate of Up-to-date Return of Income Tax (2023-24 / 2024-25) / PAN Card, P.T Challan (2023-24 / 2024-25) or P.T Payment Certificate (2023-24 / 2024-25), Trade License (2023-24 / 2024-25) from the respective Municipality / Corporation, and Credential of Work (related to firefighting system and maintenance of firefighting system or similar nature of work) all in original. Intending vendors must submit self-attested all above-mentioned documents along with applications and bring originals for verification at the time of submission of application for being entitled to participate in Quotation.
4. Intending vendors are required to Submit valid GST registration certificate or GST No.
5. **Among all the quotations submitted, the lowest bidders are required to submit the earnest money deposit @ 2 % (Two Percent) of quoted amount at the time of formal agreement.**
6. Partnership Firms are required to Submit [Registered Partnership Deed as per Notification No.90-W(c)/1M-286/15 Dt.- 23-09-2015], Unemployed Engineers Co-operative Society and Labour Contract & Construction Co-Op. society Ltd. shall submit (valid upto-date Society Registration certificate, By-laws of the society with list of members, Minutes of last A.G.M, Balance Sheet, Audit Report signed by Audit Officer of Co-Operative Societies, Govt. of W.B, and up-to-date Trade License), Registration Certificate from ARCS and registered Power of attorney.
7. The work shall be carried out as per schedule of items of work available in the office of the **BANGIYA SAHITYA PARISAD**, Kolkata and the rate of which should be quoted against item with amount thereof and submitted with this Notice Inviting Quotation which will form a part of contract. The quoted rates should be inclusive of all charges and taxes, cess etc. necessary for the work.
8. During the scrutiny, if it comes to the notice of the Quotation inviting authority that the credential(s) and/or any other paper(s) of any bidder is / are incorrect / manufactured / fabricated, that bidder(s) will not be allowed to participate in the Quotation and that application will be rejected outright, and penal action will be taken as per prevailing existing Govt. rule.
9. Power of Attorney holders are not allowed to sign Quotation Documents unless otherwise approved by Government.
10. The contractor(s) should quote in his/her own hand writing in figures as well as words in the rate in percentage Above / Below or 'AT PAR' on the rate and amount of the priced schedule of item(s) with probable quantity(s). The contractor(s) may sign either in English, Bengali or Hindi but the rate(s) as stated above should also be quoted in the same language. In case of illiterate contractor(s), the rate-Quotationed form should be attested by a witness known to the accepting authority.
11. Conditional Quotation will not be accepted in any case. The accepting authority reserves the right to accept or reject the Quotation without assigning any reason(s) what-so-ever. Allowing any eligible agency to participate in more than one group is sole discretion of undersigned and no claim in this respect will be entertained. Documentary evidence along with the application to attend the Quotation of maintaining one Diploma/Degree holder or both is depending upon the value of work as per existing rules.



12. The applicant(s) must inspect the site of work and get acquainted with site condition(s), facilities available and problem(s) to be faced during work and take into account all such factor(s) before quoting rates.
13. In case of non-participation in the quotation after permission or purchasing the Quotation document the matter will be viewed as trying towards disruption of competitive spirit of Quotation concerned and the concerned may not be allowed to participate at least in 3 (three) consecutive NIQ.
14. No arbitration for the work will be admissible as per Govt. Order No.3370-A dt.20.03.87 (Rule 19 of PW Rules 1987)
15. N.S.C. or K.V.P. in the Form of Earnest Money will not be entertained and in that case the applications will be treated as cancelled.
16. All vendors or his/her authorized representative are required to be present personally during the opening of the Quotation positively. If considered, necessary instant Bid may be conducted immediately after opening of the Quotation to lower down the rates. In case it will be presumed that the Bid has been can be conducted in presence of all participating vendors and in no case his absence will stand in any way in conducting the instant bid.
17. If the date of submission of quotations fall on any holidays or natural calamity or bandh the date defers to the next working days.
18. Payment will depend on availability of fund and no claim whatsoever will be entertained for delay of payment, if any. Intending vendors may consider this criterion while applying for Quotation.
19. CESS @ Rs. 1.00% of the cost of constructional work(s) should be deducted from the bill(s) additionally apart from other statutory deduction like VAT / I.T. etc. as per vide Notification No.1182-IR dated Sep 20, 2005 of Labour department. Rate quoted by the vendors shall be deemed to have made the provision on his/her own accordingly.
20. All materials necessary for the work shall be supplied by the agency.
21. Only proprietor or his authorized representative (duly attested by Power of Attorney from 1st class judicial Magistrate) will be allowed to submit application for work.
22. A prospective bidder participating in a single job either individually or as partner of a firm shall not be allowed to participate in the same job in any other form.
23. If any vendor withdraws his offer before acceptance or refuse within a reasonable time without giving any satisfactory explanation for such withdrawals, he shall be disqualified for submitting Quotation.



Ramen kr Sar.
Secretary
Bangiya Sahitya Parisad
Kolkata

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BANGIYA SAHITYA PARISAD

[ANNEXURE – 'A']

Sl. No	Name of work	Time for completion of work. (In days)	Earnest money
a	b	c	d
1.	Supply & Installation of 4 (Four) Pcs 3.0 Ton Tower AC at Bangiya Sahitya Parisad Seminar Hall, 243/1, A.P.C.Road, Kolkata-700006	1(One) Week	2% of the quoted amount.



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ANNEXURE – ‘B’

Name of the Work: Supply & Installation of 4 (Four) Pcs. 3.0 ton tower AC in Bangiya Sahitya Parisad seminar hall during the financial year 2025-26.

Sl. No.	Description of Item	Quality	Unit	Rate	Amount Including all
1	Brand	(REPUTED)	4		
2	Capacity	100 % Copper 3.0 TON			
3	Cooling	10450 Kilowatts			
4	Special Feature	Dust Filter, R32 Eco Friendly refrigerant			
5	Product Dimensions	3 Wide Angle powerful airflow with 2-way swing			
6	Display	LCD Display			
7	CABLE, TIE, NUTS & BOLTS, SCREW & OTHER SUNDARY ITEMS	(REPUTED)			
8	Warranty	2 Years			
9	Service	3 times in a year			
10					
Total Amount=					
(Amount in Words)					



Ramen kr Sar.

Secretary

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