



WEST BENGAL STATE UNIVERSITY

Berunanpukuria, Malikapur Barasat
24 Parganas (North), Kolkata - 700 126

Phone : (033) 2524 1975 / 1976 / 1978 / 1979 Fax : (033) 2524 1977

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WBSU/Reg/Quotation/Convocation 2018-Decoration/2194/2017-18

29/01/2018

Ref. No :

Date :

Notice Inviting Quotation

Job : Venue Decoration Work at Rabindra Bhavan, Barasat on 24/02/2018- 2nd Convocation of West Bengal State University to be held on 25/02/2018.

The Registrar(Officiating), West Bengal State University, Berunanpukuria, Malikapur, Barasat, North 24 Parganas invites Quotations from the agencies having credentials for similar type of work completed in Autonomous Body/Quasi Govt./Undertaking in the Govt. of West Bengal/ Govt. of India for the works detailed in table below.

Schedule of Quantities:

Sl. No.	Item Description	Unit	Quantity	Rate(Rs.)	Amount(Rs.) to be written in word also
1	LED Wall(10 ft x 16 ft.)	No.	02		
2	VIP Chair	No.	07		
3	LCD TV	No.	04		
4	Carpet	Lump sum area(as per venue requirement)			
5	Steps(inside the Auditorium and adjacent to the stage.)	No.	03		
6	Guard Wall (20 ft x 6 ft)	Sq. ft.	01		
7	Divider	No.	12		
8	VIP Chair (for Court Members)	No.	40		
9	Table Cover and Feel	No.	12		
10	Mobile Counter(8 ft x 8 ft)	No.	01		
11	Food Counter(8 ft x 8 ft)	No.	01		
12	Service Tray	No.	12		
13	Opening Lamp	No.	01		
14	Sound 1 per JBL, 02 pairs, 02 pieces Monitor, 04 pieces Podium mike, 02 pieces cordless, 02 pieces collar mike	No.	01 set		
15	Light 06 pieces serfy, 20 pieces LED per, 12 pieces per 64, 02 pieces long follo, 06 pieces metal	No.	01 set		
16	Iron truss	No.	01 set		
17	Camera (3 pieces video camera + 2 pieces still camera)	No.	01 set		
18	Temporary Changing Room at VIP resting area. (6 ft x 8 ft)	No.	01 set		
19	Name Plate	No.	07		
Total (in figure and in words)					



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Period of Completion	Name & address of concerned Authority
The program venue has to be decorated on 24/02/2018 by 12:00 Noon, in all respect and up to the satisfaction of the University Authority. Note : The venue will be available for decoration purpose for one and half day only, i.e. on 23/02/2018 and 24/02/2018 upto 12:00 Noon.	Registrar(Officiating), West Bengal State University, Berunankuria, Malikapur, Barasat, North 24 Parganas, Kolkata-700126

Terms & Conditions :

1. Rates shall be quoted on item rate basis, as per schedule of quantities made separately and shall be all inclusive of GST, Cess(if applicable), Duties, Insurance, Electricity and Water Charges, Transportation Charges and any other cost as necessary to complete the job at the venue in all respect. Nothing extra will be paid.
2. Any Statutory clearance, if necessary for the purpose, shall have to be arranged by the agency at their own cost, risk and responsibility.
3. All intending bidders are required to produce IT return for the assessment year 2015-2016 & 2016-2017 as submitted alongwith PAN, GST Registration Certificate and valid relevant Trade License.
4. Labour Welfare Cess, GST, Royalty and all other relevant Statutory Levy/Cess as applicable as per prevailing Govt. Rules, since the rates to be quoted shall be inclusive of all relevant Taxes and Cess.
5. No mobilization advance/secured advance/ interim payment will be allowed.
6. No conditional bid/Quotation will be accepted under any circumstances.
7. The University authority reserves the right to accept or reject any/all offers without assigning any reason whatsoever and is not liable for any cost that might have incurred by the bidder at the stage of bidding.
8. Last date of submission of filled up Quotation Paper and relevant documents at the office of the undersigned is **09/02/2018 upto 14:00 Hrs.**
9. Date of opening of Quotation paper is **09/02/2018 at 15:30 Hrs.** All intending bidders are hereby requested to send their authorized representative/s during opening of Quotation.


Registrar(Officiating)
West Bengal State University Barasat, Kolkata-700126

Copy forwarded for information and necessary action to :

1. Vice-Chancellor's Secretariat, W.B.S.U.
2. Notice Board of the Office of the District Magistrate, North 24 Parganas.
3. The Prodhana, Ichhapore Nilgunj Gram Panchayet, 24 PGS(N)
4. The Sabhadhipati, North 24 Parganas Zilla Parishad, Barasat
5. The Officer-in-Charge, Duttapukur Police Station.
6. Finance Officer, W.B.S.U
7. University Engineer, W.B.S.U
8. Registrar's Department, Guard file


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