



OFFICE OF THE PRINCIPAL
HANDIQUE GIRLS' COLLEGE
GUWAHATI - 781001, ASSAM

Ph.: 0361-2970214 (O)

Dr. Ranjit Sarma, M.Sc., M. Phil, Ph.D.
Principal-cum-Secretary

e-mail : hgcollege75@gmail.com
Website: www.hgcollege.edu.in

Ref. No. :

Date : 08-07-2025

SHORT NOTICE INVITING QUOTATION

No.: **HGC/ESTT/NIQ/2025/273/004**

Sealed quotations in the prescribed format as enclosed herewith with a non refundable court fee stamp of Rs. 8.25 are hereby invited from the reputed registered firms/contractors for **Re-arrangement and upgradation of Library Infrastructure at Handique Girls' College, Guwahati-01, Assam.**

Terms and Conditions:

1. The sealed quotation along with all necessary documents as per the enclosed format is to be deposited at the designated Drop Box at College premises. Quotation not properly sealed will be liable for cancellation.
2. **Last date of submission of the quotation is 14th July, 2025.**
3. **All works mentioned in the Part-2 of the prescribed format must be completed within 01 month form the issuance of the Work Order.**
4. The Sealed quotation must be superscribed with the Quotation Number and addressed to the undersigned with the senders full address.
5. The selected bidder will have to deposit **Earnest Money** of 2 % of accepted value through a **Demand Draft** in favour of "**Principal Cum Secretary, Handique Girls' College**"
6. A **Quotation Fee of Rs. 500/- (Rupees five hundred)** is to be deposited to the bank account of the College, i.e. A/c holder: **Principal Cum Secretary Handique Girls' College, Bank: SBI, Branch: Guwahati Main, A/c no.: 30236401321, IFSC: SBIN0000078** and the receipt of the same to be submitted along with the quotation.
7. Quotation submitted by the bidder/s shall remain valid for acceptance for a period of 180 days from the date of opening of the quotations.
8. The bidder/s shall not be entitled to revoke or cancel his/their quotation or to vary any of the terms thereof during the said period of validity.
9. The period of liability shall be 12 (Twelve) months reckoned from the date of issue of completion certificate on actual completion of the work.
10. The authority has the reserves the right to cancel partially or at whole without any reason thereto.
11. The taxes as per the rule will be deducted at source from the total bill value.
12. **All necessary deductions e.g. Security Deposit, GST, Income Tax, etc.** will be deducted from the bill as per the norms of Govt. of Assam.




Principal
Handique Girls' College
Guwahati-01, Assam

Memo No.: HGC/ESTT/NIQ/2025/273/004-A, Dated: 08.07.2025

Copy to:

1. Notice board/Website for display.
2. Office file for record.



Principal
Handique Girls' College
Guwahati-01, Assam

15

**Quotation for Re-arrangement and upgradation of Library Infrastructure at
Handique Girls' College, Guwahati
Quotation No. HGC/ESTT/NIQ/2025/273/004, dt.: 08/07/2025**

Part 1 of 2

1. Name of Firm:

2. Full Postal Address:

3. Contact No.:

Alternate Contact No:

4. E-mail id:

5. Proprietor/Owner Name:

6. PAN No.:
(Enclose a self attested copy)

7. GST Registration No.:
(Enclose a self attested copy)

8. Trade License No.
(Enclose a self attested copy)

9. Experiences, if any (only 3):

Sl. No.	Name of Work	Organization name and address	Date of commencement of Work & Completion of Work	Tendered amount	Final Billed Amount
1					
2					
3					

10. Whether Non-refundable court fee Attached/Pasted: Yes / No

11. Whether Quotation Fee Submission Receipt is enclosed: Yes / No

Date:

Signature and Seal of the Firm

**Quotation for Re-arrangement and upgradation of Library Infrastructure at
Handique Girls' College, Guwahati
Quotation No. HGC/ESTT/NIQ/2025/273/004, dt.: 08/07/2025**

Part 2 of 2

Name of Work	Quantity	Rate	Amount (in ₹)
1. Newspaper Reading Table: <ul style="list-style-type: none"> Single, having storage box, made of plywood sunmica laminated and full pine blockboard and best quality sunmica laminated 2.5'L×24"B×39"H in size (Brand & Quality must be mentioned) 	04 nos.		
2. Student's Reading Table: <ul style="list-style-type: none"> Made of ISI marked full pine wood block board and best quality sunmica laminated based on steel framed. (Brand & Quality must be mentioned) 	56 seater, 112 rn.ft		
3. Student's Reading Chairs: <ul style="list-style-type: none"> Steel framed (Butterfly type) (Brand & Quality must be mentioned) 	34 nos.		
4. Open Reading Table for Students: <ul style="list-style-type: none"> Wooden with steel framed 4'B×8'L×2.5'H size (Quality must be mentioned) 	02 nos.		
5. Aluminium Partition with decorative glass (Brand & Quality must be mentioned)	199 Sq.ft.		
6. Open steel rack: <ul style="list-style-type: none"> Double faced open steel rack heavy weight 3'L×18"B×6.5'H in size having 07 shelves with book divider and side cover. (Brand & Quality must be mentioned) 	20 nos.		
7. Guiding and Labeling: <ul style="list-style-type: none"> 40 subject heading label, 10 indicators, 10 name plate, 01 signboard- library rule- time table. (Quality must be mentioned) 	01 set		
8. Photographs: <ul style="list-style-type: none"> Photographs of eminent & Prominent persons, National, State and International. 	20 nos.		
9. Memorial site decoration: <ul style="list-style-type: none"> Aluminium partition, carpeting and decoration. (Brand & Quality must be mentioned) 	01 set		
10. Other changes: Carrying, delivering and installation charges etc.			
Total- In Rupees			

Date:

Signature and Seal of the Firm