



OFFICE OF THE PRINCIPAL
HANDIQUE GIRLS' COLLEGE

Ph.: 0361-2970214 (O)

GUWAHATI - 781001, ASSAM

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Ref. No. :

Date : 18-06-2025

SHORT NOTICE INVITING QUOTATION

No.: **HGC/ESTT/NIQ/2025/273/002**

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 of relevant categories having experience of execution of various departmental repairing and renovation works as mentioned in the format enclosed herewith 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 24th June, 2025.**
3. **All works mentioned above 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 bidder/s will submit **Earnest Money** of 2 % of Estimated value for General Category and 1% of estimated value for SC/ST/OBC/MOBC Category through a Demand Draft in favour of "**Principal Cum Secretary, Handique Girls' College**"
6. A **Quotation Fee of Rs. 500/- (Rupees five hundred)** 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 taxes as per the rule will be deducted at source from the total bill value.
11. **Security Deposit** 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/2025/273/002-A, Dated: 18.06.2025

Copy to:

1. Convenor, Construction Committee for kind information.
2. Notice board/Website for display.
3. Office file for record.

Principal
Handique Girls' College
Guwahati-01, Assam

Quotation for Various Departmental Repairing and Renovation Works at Handique Girls' College, Guwahati

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. APWD/CPWD Registration Certificate 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
12. **Demand Draft (DD)** details for Earnest Money:
 - a. Bank Name:
 - b. DD No.: Date:
 - c. Amount:

Signature and Seal of the Firm with date

Quotation for Various Departmental Repairing and Renovation Works at Handique Girls' College, Guwahati

Part 2 of 2

Name of Work	Quoted Amount (In ₹)
<p>1. Department of Physics: Name of work: Aluminium partition with door Nature of work:</p> <ul style="list-style-type: none"> • Preparation of a space of with aluminium partition.(approximately 350 sq ft) • Aluminium door fitting • Room Electrification. • Wooden furniture repairing with both side sunmica and plyboard.(approximately 120sq ft) • White wash (approximately 200 sq ft) 	
<p>2. Department of Computer Science: Name of work: Aluminium partition with door Nature of work:</p> <ul style="list-style-type: none"> • Extension of the existing aluminium partition with glass (approximately 200 sq ft) • Aluminium Door Fitting • Re electrification. 	
<p>3. Day Home: Name of work: Replacement and fitting of the false ceiling Nature of work:</p> <ul style="list-style-type: none"> • Replacement of the false ceiling boards (2x2 sq ft size, gypsum board/plaster board) (Approximately 1500 sq ft) • Replacement of ceiling lights 	
<p>4. Department of Zoology: Nature of work:</p> <ul style="list-style-type: none"> • Preparation of a specimen museum old structure renovation with plyboard and sunmica (approximately 120 sq ft) ○ Corridor space for research lab/Ph.D lab/PG Lab • Concrete slab with lab tiles as work bench (Size-28ft X2 ft) and electric fitting. ○ Corridor space for PG Lab • Concrete slab with lab tiles as work bench (Size-20ft X 2ft) and electric fitting • Corridor space for UG Lab ○ Concrete slab with lab tiles as work bench (Size-10ft X 2ft) and electric fitting 02 nos • Renovation of computer work bench with shelves with plyboard and sunmics both side approximately 120 sq ft. • Repairing of windows and ventilation in the department (Actual no) • Renovation of the store room with shelves for chemicals (approximate area 100 sqft) with plyboard and sunmica) • Fitting of floor tiles in the lab spaces and common spaces of the zoology department. 	
<p>5. Economics Department: Name of work: Room renovation / Partition wall/ Wall cabinets Nature of work:</p> <ul style="list-style-type: none"> • Wall cutting, iron bar fitting and wooden frame fitting (Approximately 5' x 7') • Slab with granite top • Wall shelves with plyboard and laminates with sunmica on both side • Wash basin (1 no.) with plumbing work • Painting / White wash (double coats) 	

Name of Work	Quoted Amount (In ₹)
<ul style="list-style-type: none"> Electrical work 	
<p>6. Assamese Department:</p> <p>Name of work: Room renovation / Partition wall/ Wall cabinets</p> <p>Nature of work:</p> <ul style="list-style-type: none"> Renovation of departmental library : Flash door replacement Replacement of window/ almirah broken glasses White wash Floor tiles (approx 230 sq ft) Renovation of washroom Exhaust fan Cistern White wash Renovation of Common room Floor tiles (approx 81 sq ft) Wall tiles (approx 40 sq ft) Wash basin with plumbing work White wash Class room renovation - Wall painting & broken glass replacement PG Class room renovation - Wall painting, aluminium door adjustment & broken glass replacement 	
<p>7. Stage Green room Renovation:</p> <p>Name of work: Room renovation / Aluminium partition with doors/ Wall cabinets</p> <p>Nature of work:</p> <ul style="list-style-type: none"> Aluminium partition Aluminium door Wall shelves with plyboard and laminates with sunmica on both side Painting Lighting 	
<p>8. College Hostel Quarter:</p> <p>Name of work: Replacement of roof sheets</p> <p>Nature of work:</p> <ul style="list-style-type: none"> Replacement of old iron roof sheets with coloured roof sheets (reputed brand, 0.45 mm) New shed with iron coloured roof sheets (reputed brand, 0.45 mm) over existing Generator 	
<p>Total- In Rupees</p>	

N.B. Following specification must be mentioned:

- Quoted prices must be in sq ft
- Aluminium quality : Halco; Size 2½" x 1½" x 1.2
- Partition board thickness 12 mm
- Glass thickness 5 mm (clear)
- Sunmica brand/ quality/ thickness
- Water proof plyboard Brand/ thickness (19mm/6mm)
- Door frame wood quality 4" x 3"
- For more information kindly contact on +91 8876796517 before submission of the Quotation,

Signature and Seal of the Firm with date