



Ph.: 0361-2970214 (O)

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

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 : 18-06-2025

SHORT NOTICE INVITING QUOTATION
No.: HGC/ESTT/CRL/2025/270/001

Sealed quotation as per the prescribed format 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 similar nature of constriction/renovation works as mentioned below at Handique Girls' College, Guwahati-01, Assam.

1.	Name of Work	Construction of Conference Room at Ground Floor, Library Building, Handique Girl's College, Guwahati.
2.	Estimated amount	Rs.2,15,200.00
3.	Time of completion	30 days
4.	Last Date of submission of quotation	24th June, 2025

Terms and Conditions:

1. The bidder/s will submit their quotation as per the prescribed format enclosed herewith.
2. The sealed quotation along with all necessary documents to be deposited at the designated Drop Box at College premises. Quotation not properly sealed will be liable for cancellation.
3. The Sealed quotation must be superscribed with the Quotation Number and addressed to the undersigned with the senders full details.
4. 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**"
5. 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.
6. 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.
7. 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.
8. The period of liability shall be 12 (Twelve) months reckoned from the date of issue of completion certificate on actual completion of the work.
9. The taxes as per the rule will be deducted at source from the total bill value.
10. **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/CRL/2025/270/001-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 Construction of Conference Room at Ground Floor, Library Building,
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 Building 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: 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 Construction of Conference Room at Ground Floor, Library Building,
Handique Girls' College, Guwahati**

Part 2 of 2

Sl. No.	Description of Item	Qty	Units	Rate	Amount
1	Providing and fitting Conference table size of (4000 mm x 1500 mm) made of 19mm thick plyboard of (Gatani/Everast/Astin) attached with keyboard tray (with channel) and drawer unit with locksystem(Godraj) and channels. All the exposer surfce will covered with 1mm thick laminate of Virgo/Woodland etc of selected colour and all the other surface will be colourd with enamel paint.	1	EACH		
2	Providing and fitting of Carpet with Good Quality	38.5	SQMT		
3	Dismantling wooden boardings in lining of walls and partitions, excluding supporting members but including stacking within 50 metres lead :	13.6	SQM		
	Up to 10 mm thick				
4	Dismantling aluminium/ Gypsum partitions, doors, windows, fixed glazing and false ceiling including disposal of unserviceable material and stacking of serviceable material with in 50 meters lead as directed by Engineer-in-charge.	50.22	SQM		
5	Providing and fixing 12 mm thick prelaminated particle board flat pressed three layer or graded wood particle board conforming to IS: 12823 Grade I Type II, in panelling fixed in aluminum doors, windows shutters and partition frames with C.P. brass / stainless steel screws etc. complete as per architectural drawings and directions of engineerin- charge.				
	Pre-laminated particle board with decorative lamination on one side and balancing lamination on other side	9.00	Sqm		
6	Providing and fixing glazing in aluminium door, window, ventilator shutters and partitions etc. with EPDM rubber / neoprene gasket etc. complete as per the architectural drawings and the directions of engineer-in-charge .				
	With float glass panes of 5 mm thickness (weight not less than 12.50 kg/sqm)	12.60	Sqm		
7	Providing and fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/ appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing / paneling, C.P. brass / stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-charge. (Glazing, paneling and dash fasteners to be paid for separately) :				
	Anodised aluminium (anodised transparent or dyed to required shade according to IS: 1868, Minimum anodic coating of grade AC 15)	25.20	Kg		

Sl. No.	Description of Item	Qty	Units	Rate	Amount
8	Providing and fixing aluminium tower bolts, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour or shade, with necessary screws etc. complete				
	300x10 mm	2.00	EACH		
9	Providing and fixing aluminium pull bolt lock, ISI marked, anodised (anodiccoating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour and shade, with necessary screws bolts, nut and washers etc. complete.	2.00	EACH		
10	Providing and applying plaster of paris putty of 2 mm thickness overplastered surface to prepare the surface even and smooth complete	54.49	SQM		
11	Distempering with oil bound washable distemper of approved brand and manufacture to give an even shade				
	New work (two or more coats) over and including water thinnable priming coat with cement primer	100.00	SQM		
12	Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade :				
	One or more coats on old work	2.70	SQM		
13	12.5 mm thick tapered edge Glass Reinforced Gypsum (GRG) board conforming to IS: 2095- (Part 3):1996 (Boards with BIS certification marks)	38.44	SQM		

Total

(In words Rupees)

Signature and Seal of the Firm with date

