



Government of West Bengal
Government General Degree College, Kalna-I

Office of the Principal

Muragacha, Medgachi, Purba Bardhaman-713405

Website: www.ggdck.ac.in; Telephone: +913454291211; E-mail: govt.collegekalna1@gmail.com

Memo No. GGDCK/TEN/VDO/356/2024

Date: 16.11.2024

NOTICE INVITING TENDER

Sealed Quotations are invited by the Office of the Principal, Government General Degree College, Kalna-I from reputed and experienced registered/licensed/service providers/contractors interested for providing the following service for ensuing 1st Cycle NAAC Peer Team Visit during the FY 2024-2025.

Photography & Videography services and other allied tech services (Fringes, documentation and editing) including accessories charges for two days (04.12.2024 to 05.12.2024) during NAAC Peer Team visit.

Interested parties should strictly follow the instructions as given below for the submission of their Tender Papers. Price should be quoted in INR currency inclusive of all taxes. The tender tenure will be within the current financial year.

The list of specifications of required services are given down below:

- 1) Current trade license / Equivalent document
- 2) GST registration certificate, if any
- 3) ITR of last financial year
- 4) PAN card
- 5) Bank Account details

Interested eligible all domestic company/farms having registered office in India may submit their bids in sealed covers in the box kept in the chamber of the Principal or by post to the College Address (**Office of the Principal Govt. General Degree College, Kalna-I, Village- Muragacha. Post- Medgachi, Purba Bardhaman. PIN -713405**). All the documents in support of eligibility criteria etc. are also to be sent along with the Tender Documents. Tenders sent by online mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

The TIA reserves right to accept /disqualify/reject any or all Bids at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.

Those who are interested may also visit the designated locations for necessary and further details on the items before submitting the bid.


Principal

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Time Schedule of Tender

Sl. No.	Information	Detail
1.	Bid submission start date	16.11.2024
2.	Last date for submission of written queries for clarifications to the email id:	Date: 19.11.2024 e-mail: govt.collegekalna1@gmail.com
3.	Last Date of Submission of Tender	22.11.2024 (2.00 pm)
4.	Date and time of opening of bids	22.11.2024 (3.30 pm)

Terms and Conditions

1. Quotations will remain valid upto 31.03.2025 from date of selection of L1 bidders.
2. The tender should be submitted in the proforma enclosed herewith.
3. The violation of any of the conditions will entitle cancellation of the quotation/order.
4. Copy of PAN No., Current Trade license, if any.
5. The tender inviting authority shall verify the above-mentioned documents (In original) which are mandatory for the participation before issuance of the work order.
6. The vendors should submit the tender papers for individual items.
7. Payment of bills on its production will be made after successful supply/completion/ installation of requisiteservices / items within reasonable time.
8. The tender bid will be out rightly rejected if it comes to the notice of the tender inviting authority duringscrutiny that the credential or any other paper of a tender is fabricated etc.
9. The undersigned reserves the right of accepting or cancelling the tender without assigning any reason.
10. To qualify for a Package of contracts made up of this and other contracts for which bids are invited in the Tender Notice, the bidder must demonstrate having experience and resource sufficient to meet the aggregatesof the qualifying criteria for individual contracts.
11. Comprehensive coverage of all relevant events, activities, and infrastructure.
12. High-resolution photographs suitable for documentation purposes.
13. Post-processing and editing to ensure the highest quality of images/Videos
14. Timely delivery of all photographs/Videos in digital format.
15. Delivery will be through two 124GB pen drive and 1 TB Hard disk

D. Singh

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ANNEXURE-I

(On company pad as per format given in Annexure-I must be submitted)

BOQ for Photography & Videography services and other allied tech services (Fringes, documentation and editing) including accessories charges for two days (04.12.2024 to 05.12.2024) during NAAC Peer Team visit for the FY: 2024-2025 at Government General Degree College, Kalna-I

Sl. No.	Items/Services required	Date	Brief description [#]	Rate in INR*	Total in INR*
1	Photography & Videography and other allied tech services	04.12.2024 & 05.12.2024	Video & Still Photography for 2 says		
			2 no of 124 GB pendrives		
			1 TB Hard Disk		
			Editing videography & still		
GRAND TOTAL					

*** Inclusive of all applicable taxes**

Name of the Vendor :

Mailing address :

GST No. (if any) :

Telephone No :

Mobile No :

Email :

Signature of the concerned authority

(Designation of the signing authority)

Date:


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