



# MANBHUM MAHAVIDYALAYA

(Affiliated to Sidho-Kanho-Birsha University, Purulia)

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## Notice inviting Quotations

Subject: Notice inviting quotation from agencies for supply of equipment in Geography Lab

Ref. No. MB/QUOT/001/2023-24

Dated: 21 January 2024

Sealed quotations are hereby invited from reputed registered domestic vendors/suppliers to supply the equipment required for the Geography Laboratory of Manbhum Mahavidyalaya. The list of items required is in the Annexure 2.

The quotations are to be submitted to **The Principal, Manbhum Mahavidyalaya, Vir Ganganarayan Road, PO-Manbazar, Manbazar-I, Purulia 723131 West Bengal with Tender Reference Number mentioned at the outside of the envelope.**

The quotations are to be submitted in the official letterhead of the vendors in the prescribed format (see Annexure 3). The Supplier Information is also to be provided in the prescribed format (see Annexure 1) in the letterhead.

The deadline for submission is **5 February 2024 Monday 4 PM.**

The sealed quotations will be opened at 1 PM on 6 February 2024 Tuesday at the Principal's Chamber.

The selected vendor will be issued purchase order within 8 February 2024 Thursday.

The selected vendor will have to supply the items within 19 February 2024 Monday to the college campus. Delivery will not be accepted on Sundays or other Holidays.

At the time of the delivery of all the items along with the duly prepared invoice, the college will inspect all the items and up on being satisfied that they are as per the specifications and sufficient quality, the delivery will be accepted.

No advance payment will be made. Only after accepting the delivery, the college will pay the vendor the billed amount through NEFT, no other payment method will be possible.

Manbhum Mahavidyalaya reserves the right to reject any or all of the quotations without assigning any reason whatsoever.

For any queries, the bidders may contact the office of the college in person within 12 noon to 4 PM on any working day.

*Tarun K. Ghosh*

DR. TARUN KUMAR GHOSH



Principal  
Manbhum Mahavidyalaya  
**Principal**  
**Manbhum Mahavidyalaya**  
**Manbazar, Purulia**

Enclosures:

1. Annexure 1 – Supplier Details
2. Annexure 2 – List of Items to be Supplied
3. Annexure 3 – Prescribed Format for Quotation

**ANNEXURE 1**  
**SUPPLIER DETAILS**

1. Name of the supplier :
  
2. Address of the supplier :
  
3. Contact number of the supplier :
  
4. Email of the supplier :
  
5. PAN of the supplier :
  
6. GSTIN of the supplier :
  
7. Experience in supply :

Signature with Date & Stamp

Attachment –

1. Photocopy of PAN Card – 1 no.
2. Photocopy of GST Certificate – 1 no.

## ANNEXURE 2

### LIST OF ITEMS TO BE SUPPLIED

SN	Item	Quantity
1	Dumpy Level with tripod & accessories complete set – good quality from any reputed brand	2
2	Prismatic Compass with tripod & accessories complete set – good quality from any reputed brand	2
3	Theodolite with tripod & accessories complete set – good quality from any reputed brand	2
4	Rocks and Minerals – each of size 3 inches and in 1 number – good quality from Hindustan Minerals/any other reputed brand <b>Rocks (14)</b> Granite, Basalt, Dolerite, Laterite, Limestone, Shale, Sandstone, Conglomerate, Slate, Phyllite, Schist, Gneiss, Quartzite, Marble <b>Minerals (12)</b> Bauxite, Calcite, Chalcopyrite, Feldspar, Galena, Gypsum, Hematite, Magnetite, Mica, Quartz, Talc, Tourmaline	26
5	Aluminium Levelling Staff – good quality from any reputed brand	2
6	Ranging Rod – good quality from any reputed brand	4
7	Ground Pin – good quality from any reputed brand	25
8	Fortin's Barometer – good quality from any reputed brand	1
9	Zeal wet and dry bulb thermometer	1

## ANNEXURE 3

### PRESCRIBED FORMAT FOR QUOTATION

To  
The Principal,  
Manbhum Mahavidyalaya.

Subject: Quotation for Geography Lab Equipment  
Reference: Quotation Notice No. MB/QUOT/001/2023-24 dt. 21.01.2024

Sir,

In response to the Notice inviting quotations as referred above, we hereby submit our quotation as placed below.

SN	Item	Rate (₹)	Quantity	Initial Total (₹)	Rate of Discount (%)	Discount (₹)	Total after Discount (₹)	GST Rate (%)	GST Amount (₹)	Total after Discount and Tax (₹)
(a)	(b)	(c)	(d)	(e) = (c) × (d)	(f)	(g) = (e) × (f)/100	(h) = (e) – (g)	(i)	(j) = (h) × (i)/100	(k) = (h) + (j)
1										
2										
3										
4										
5										
6										
7										
8										
9										
<b>GRAND TOTAL</b>										
Add: Delivery Charges (inclusive of GST on delivery charges)										
<b>QUOTED AMOUNT</b>										
Quoted amount in words: <b>Rupees...</b>										

(Note: if any)

Yours sincerely,

(Full Signature with date and stamp)

Enclosures:

Annexure 1 (in letterhead) along with photocopies of PAN card and GST Certificate.