



No. F. 7(2)/PM-USHA/RKM/ TENDER/2026/10

Date: 03.01.2026

Short Notice Inviting Quotation/Tender

The undersigned invites sealed tender/quotation from Company/Firm/Co-operative Society/ Authorized Vendor/Agency etc. having their registered office in India for various **Teaching Aids/Laboratory Equipments** per details provided in the specification sheet (**Annexure-A**).

The important dates & other information are provided below

1.	Officer inviting Tender/Quotation	Principal R.K. Mahavidyalaya Kailashahar
2.	Tender/Quotation submission Start Date & Time	03-01-2026 , from 11:00AM
3.	Tender/Quotation submission End Date & Time	19-01-2026 , upto 3:00PM
4.	Tender/Quotation opening Date:	20-01-2026 , 1:00PM
5.	Completion period for the Supply order including installation/demo (as applicable) for the lowest (L1) price quotation/tender	30 days from date of issue of supply order.

The applicable terms and condition, documents requirement for submission of tender/quotation etc. are enclosed herewith and are also available in our college website www.rkmkls.ac.in. The quotation/tender can be dropped in our college tender/quotation drop box on **working days/office hours** till closing date & time. Any further Corrigendum/Addendum/Modification/Recall/Reissue (if any) in connection to this tender notice, will be duly published in our college website.

Principal

R. K. Mahavidyalaya

Kailashahar, Unakoti, Tripura

Dr. Pinaki Pal
Principal
Ramkrishna Mahavidyalaya
Kailashahar, Unakoti, Tripura.

TERMS AND CONDITIONS

1. All the terms and conditions are subject to the general terms and conditions of Govt. purchases and following Govt. of Tripura purchase rules (DFPRT).
2. Sealed tender/quotation are to be addressed to the **Principal, R.K. Mahavidyalaya**, Kailashahar, Tripura. On cover/**top of outer envelope** the Notice Ref. No. "F. 7(2)/PM-USHA/RKM/ TENDER/2026/10 Date: 03.01.2026" to be mentioned. The **address of the bidder** should also be mentioned on the envelope. The quotation to be dropped in college tender box only during working/office hours till closing date & time. Tender will be opened as per date & time mentioned in the notice and any interested bidder who have submitted quotation may remain present at the time of opening of the tender.
3. All the tender/quotation submitted will be/considered to be **valid for** at least **Sixty (60) days** from the date of opening of tender.
4. The rate should be quoted for each of the single unit/item/set as per serial as outlined in specification sheet. We may increase/decrease/change quantity of items required as per our budget. In case of items listed as complete setup with multiple sub-items in description, full setup will be considered as one single set under one serial (includes all the required all sub-items as per specification).
5. The quoted rate/cost of all the items should be **inclusive of all taxes (GST** etc.) for destination/delivery to O/o Principal, R.K. Mahavidyalaya, Kailashahar. Any form of transportation, labour cost, installation cost, packaging/ packing and other incidental charges for delivery to the O/o Principal, Ramkrishna Mahavidyalaya, Kailashahar, Unakoti district, Tripura-799277 should be borne by the supplier and no additional payment in any such case would be made. All the arrangement to deliver the items to our college should be arranged by the bidder/tenderer themselves.
6. Concerned Competent College Authority has the right to cancel the entire tender/quotation process of purchase without assigning any reason whatsoever prior to issue of supply order and also reserves the right to cancel/delete any particular serial item/set/multiple items of the tender from supply/purchase order even if it is quoted. Conditional tender/quotation will not be accepted under any circumstances.
7. The tender supply/purchase order will be awarded to the bidder with lowest price (L1) on the basis of grand total amount of all of the items/sets/serial wise items grouped together (after including requisite quantity as per our requirements). If grand total price for all items clubbed together for multiple bidders is equal, the one with higher warranty would be preferred.

8. The quotation should be submitted in one **outer envelope** inside which would containing two separate **sealed inner envelopes**: (Part-I & Part-II)
- Technical bid (Part-I)**: This envelop would contain all related documents as required such as vendor/firm self-attested documents, bank details etc. (See Sl. No. 9,10 & 12 for details)
 - Financial bid (Part-II)**: This sealed envelope would contain rate quote of all items as per format provided with authorized sign & seal, contact details of bidder. (See Sl. No. 11 & 12 for details)
9. **Technical Bid (Part-I) - documents to be included** in the envelope
- Filled in **PROFORMA FOR TECHNICAL BID (PART – I)**
 - Self-attested **valid business license certificate** such as Trade license certificate/ registration certificate/ Co-operative Societies registration certificate/ or related certificate as issued by competent authority.
 - Self-attested **PAN Card** photocopy of the authorized bidder/ company/ dealer
 - Self-attested **AADHAR Card** photocopy of the bidder if available.
 - Self-attested **GST Registration** certificate photocopy of the bidder/ company/ dealer with latest **last three months GST return**/filed documents.
 - Self-attested **Bank Account details** (As per Annexure-I) along with Beneficiary code provided by Treasury, Govt of Tripura (if available).
The Bank account must be **GST linked bank account** as payment would not be made to any other account.
 - Item Details/Specification (Annexure-A)**: The brand/make/model (as applicable) along with warranty details should be mentioned in column specified (**Column no. (4) & (5)**) as per given format in **Annexure-A**.
 - All pages of this notice (**Pages 1-4**) including Terms and conditions, Proforma Part-I, Items details (**Annexure-A**), Bank Mandates (**Annexure-I**), self-declaration (**Annexure-II**), and all supporting documents are to be **duly signed** by authorized signatory of the tenderer/vendor/firm/company **on every page** of our quotation notice and to be included in the Technical Bid (Part-I) envelope.

All required documents as applicable/mentioned above (**Sl. No. 8(a)-(h)**) are to be included in the envelope as **Technical Bid (Part-I)**. Any invalid/missing documents will not be rectified/accepted at later stage.

Technical Bid (Part-I) envelope will first be opened and if all the documents are enclosed as per our requirements & terms and conditions, then only Financial bid (Part-II) will be considered.

10. **Item Details/Specification (Annexure-A)**: The bidder mentioning the items/sets should be **same/equivalent/at par or higher** than the minimum specification mentioned in Column (2) & (3) of Annexure-A.

The brand/make/model along with warranty details should be mentioned for the items in column specified (**Column no. (4) & (5)**) as per format (Annexure-A) and to be included in Technical Bid (Part-I) envelope.

11. **Financial bid (Part-II) - documents to be included** in the envelope

The rate for each item/set serial wise with GST rate/amount, and total rate should be mentioned in column specified (**Column no. (4) – (7)**) as per given proforma for financial bid (Part-II) in a sealed envelope.

12. All the prescribed format provided/required for Technical & Financial bid such as Items brand & warranty Details (**Annexure-A**), Bank Mandates (**Annexure-I**), Self-Declaration (**Annexure-II**), Proforma **Technical Part-I** and **Financial Bid (Part-II)** etc. **preferably if possible** be provided in company/dealer/firm **authorized letter head**/pad. Every page should have quotation notice reference no. at the header or footer as mentioned. All pages are to be duly self-attested/**signed & sealed** (as specified) by the bidder/authorized signatory. All the **outer and inner envelopes** cover should have bidder/firm/company **name & address** for easy identification.
13. The items delivery including installation and working demonstration (as applicable) should be completed within the stipulated timeframe as mentioned in the supply order, failure of which may lead to cancellation of supply order.
14. The maximum days to **complete the entire order would be up-to 30 days** from issue of supply order and will be detailed in the supply order. The liability to supply within due date lies entirely with the vendor/supplier and deadline to be strictly followed otherwise entire order may be cancelled.
15. **Each bidder will submit only one quotation/** tender as per quotation notice. The same vendor/firm/company/bidder submitting more than one quotation/ tender for the same quotation notice will not be entertained. All requisite information must be filled by the bidder as per prescribed format.
16. Necessary taxes (TDS- IT & GST) will be deducted as applicable as per norms of Govt. of India/ Govt. of Tripura from supplier during payments.
17. No advance payment in any form would be made for execution of the order/tender. Request for advance payment in any form/case will not be entertained and quotation/tender mentioning any such terms would be summarily rejected.
18. Payment will only be made to the concerned vendor/supplier (L1) after successful delivery, installation and demonstration (as applicable) of all the items to the entire satisfaction of the college authority within stipulated time frame and submission of proper GST bills as per supply order.
19. Submission of quotation/tender in reference to this quotation notice would imply **unconditional acceptance of all terms and condition by the bidder** as laid down in the notice and for any issues/disputes arising at any stage with regards to the terms and conditions/supply/purchase order, **the decision by competent college authority would be final and binding** on the all of the bidder/vendor/dealer submitting the tender/quotation.



Sl. No.	Items Name	Minimum details/ specification / features	Brand/Make/ Model	Warranty period (in yrs.) (as applicable)
(1)	(2)	(3)	(4)	(5)
1	Digital Electronic Balance (4 digit) 0.0001gm / 0.1mg / 220gm	• Display: Backlit LCD digital display • Operation: Simple and convenient 6-key control • Levelling: Built-in level indicator and adjustable foot screws • Shield: Glass draught shield with three sliding doors (front and sides) • Material: Stainless-steel weighing plate Ø 90 mm • Max load Capacity: 220 gm • Readability: 0.1 mg • Reproducibility: 0.2 mg • linearity of $\pm 0.4\text{mg}$ • Single phase input power supply with adapter • Internal Calibration - Automatic internal adjustment using button and external calibration with adjustment standard load provided • Units: g, mg, ct, oz, ozt etc. (easy switching button) • RS-232 Port/ USB data interface: To connect the balance to a printer, PC or other peripherals • Counting Function: count multiple items. • Overload Warning: Protect your balance. • HOLD Function: Lock in readings. • Built-in Rechargeable Battery: (option to operate in dual mode either with ac power or battery) Tare Range: Full		

Sl. No.	Items Name	Minimum details/ specification / features	Brand/Make/ Model	Warranty period (in yrs.) (as applicable)
(1)	(2)	(3)	(4)	(5)
2	Digital Electronic Balance (3 digit) 0.001gm/ 1mg / 220gm	• Display: Backlit LCD digital display • Operation: Simple and convenient 6-key control • Levelling: Built-in level indicator and adjustable foot screws • Shield: Glass draught shield all sides with three sliding doors (front and sides) • Material: Stainless-steel weighing plate Ø 90 mm • Max load Capacity: 220 gm • Readability: 1 mg • Reproducibility: 1 mg • linearity of ±2mg • Single phase input power supply with adapter • Internal Calibration - Automatic internal adjustment using button and external calibration with standard load provided • Units: g, mg, ct, oz, ozt etc. (easy switching) • RS-232 Port/ USB data interface: To connect the balance to a printer, PC or other peripherals • Counting Function: count multiple items. • Overload Warning: Protect your balance. • HOLD Function: Lock in readings. • Tare Range: Full Built-in Rechargeable Battery: (option to operate in dual mode either with ac power or with battery)		

Date:

Authorized Signatory
with Seal

Place:

Annexure – I**Bank Account with other related Details of Individual/ Firm/Agency etc.**

Sl. No.	Narration	Details
1	Name of the Individual/Firm/Agency etc. holding the account:	
2	Name of the Beneficiary/Vendor/Agency exactly as per Bank Account:	
3	Bank Account no.: (Self-attested copy of bank passbook/ cancel cheque/certified statement) Must be GST linked Bank Account	
4	Name of the Bank:	
5	Name of the Bank Branch:	
6	Type of Bank Account (SB/ CA/CC):	
7	Bank IFS Code:	
8	Contact number linked with the Bank Account:	
9	E – mail id:	
10	PAN Card Number:	
11	GSTIN Number:	
12	Aadhar Card Number, if any	
13	Beneficiary code of Govt. Treasury (if any)	
14	Vendor/Company Complete Address	

I hereby declare that the bank account as provided above is linked with GSTIN and understood that no payment will be made to any other bank account except the one linked with GST registered number.

I hereby declare that the above information's are true to the best of my knowledge and belief and I have attached all the relevant documents related to my bank account duly self-attested.

Authorized Signatory of Account Holder
Seal

SELF-DECLARATION OF WARRANTY & AFTER-SALE SUPPORT

I/We do hereby declare that I/We have understood all the terms & conditions of quotation notice, specifications of tendered items to our full satisfaction and then only submitted the quotation. This is further to certify that I/We have suppressed no fact in the tender. If it is revealed at a later stage that any fact is suppressed by me/us, concerned authority shall have the right to reject my/our tender along with action against me/us as per terms and conditions of the tender. I/We do affirm that all the terms & conditions of the notice are unconditionally accepted by me/us.

I/We further warrant that everything to be supplied by me/us here under shall be brand new, free from all defects/faults and shall be of the highest grade and quality of the type ordered, shall be in full conformity with the specifications and shall operate properly. I/We shall be fully responsible in case of any defect or inconsistency due to poor manufacturing of the equipment or defective supply or mismatch not conforming to the specifications if observed at the time of final inspection/delivery and thereafter within the warranty period (if applicable) as provided in technical bid details of items. In such cases, I/we undertake the guarantee to facilitates/repair/supply free of cost the defective/faulty items if covered under warranty or to replace mismatch items if any, to the final destination, and, all the expenses of all such work will be at my/our own cost.

Date:

Authorized Signatory

Seal

Authorized Person Name:

Contact No:

Email id:

Address:

PROFORMA FOR TECHNICAL BID (PART – I)

Sl. No.	Particulars	To be filled by the bidder
1	Name of the Supplier /Agency/firm etc.	
2	Date of establishment of the agency/firm etc.	
3	Detailed office address of the supplier/ Agency etc. with Office Telephone Number, email address, Mobile Number and name of the contact person (as available).	
4	PAN Number (self-attested copy to be enclosed)	
5	GST Registration Number (self-attested copy to be enclosed)	
6	Attested copy of return for latest last 3 months as the case may be submitted towards Central and States Sales Tax / GST if applicable (copy to be enclosed). Mention documents enclosed or not. (Yes/No)	
7	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If yes, details need to be enclosed in this regard).	
8	Experience in dealing with Govt. Departments (if yes, attach copies of supply orders if any)	
9	Whether bid/notice documents including terms and conditions duly signed as token of unconditional acceptance as laid down in our notice. (Yes/No)	

Date:

Authorized Signatory
with Seal

Place:

PROFORMA FOR FINANCIAL BID (Part-II)

Quotation Ref. No. F.7(2)/PM-USHA/RKM/TENDER/2026/10

Date: 03.01.2026

Name of Company/firm/Dealer/Bidder: _____

Address & Contact Details: _____

Sl. No.	Item/Equipment Details/ Specification (as per Annexure-A)	Rate (₹)	GST (%)	GST Amount (₹)	Rate including GST (₹)
(1)	(2)	(4)	(5)	(6)	(7) = (4+6)
1	Digital Electronic Balance (4 digit) 0.0001gm / 0.1mg / 220gm				
2	Digital Electronic Balance (3 digit) 0.001gm/ 1mg / 220gm				

(Item/Equipment serial, name & details specs are as per Annexure-A of Quotation Notice)

Date:

Authorized Signatory
Seal

Note: Bidder should fill Column no. (4) – (7).