



**OFFICE OF THE PRINCIPAL  
HOOGHLY MOHSIN COLLEGE**

COLLEGE ROAD, CHINSURAH, HOOGHLY-712101, WEST BENGAL

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**NOTICE INVITING QUOTATION (NIQ)**

No. 194/2026

Date: 04.07.2026

**Subject: Invitation of Sealed Quotations for Conducting Internship Programme (60 Hours) as per the Revised Guidelines of The University of Burdwan**

Sealed quotations are hereby invited from reputed and experienced organizations/institutions/agencies having adequate expertise in conducting Internship Programmes for undergraduate students of Hooghly Mohsin College of Semester-V in accordance with the Revised Internship Guidelines of The University of Burdwan, prescribing a minimum duration of 60 (Sixty) hours.

The selected agency shall be responsible for conducting the internship programme in strict conformity with the University guidelines and shall provide all necessary academic and administrative support, including study materials (where applicable), attendance records, assessment, evaluation, certification, and submission of reports as prescribed by the University.

**Scope of Work**

The agency shall:

1. Conduct a 60-hour Internship Programme strictly as per the Revised Guidelines of The University of Burdwan.
2. Arrange resource persons, training modules, practical sessions, evaluation, and certification.
3. Maintain attendance and assessment records.
4. Submit all documents required by the College and the University.
5. Ensure successful completion of the internship within the stipulated time.

**Terms and Conditions**

1. The quoted amount shall be the Internship Fee per candidate.
2. The quoted rate must be inclusive of all taxes, GST (if applicable), service charges, study materials, certificates, assessment charges, and all incidental expenses. No additional payment shall be entertained.
3. The bidder quoting the lowest rate (L1), inclusive of all taxes, and fulfilling the eligibility criteria shall ordinarily be considered for selection.
4. The College reserves the right to accept or reject any or all quotations without assigning any reason thereof.
5. The College also reserves the right to cancel the quotation process wholly or partially at any stage.
6. The successful bidder shall execute an Memorandum of Understanding (MoU) with the College before commencement of the programme.
7. The agency must possess valid registration, PAN, GST Registration (if applicable), and other statutory documents.
8. Experience in conducting internship/training programmes for Higher Educational Institutions will be given preference.

9. The number of candidates may vary depending on University enrolment and College requirements. No claim shall be entertained on this account.

10. The rate should remain valid for the period upto 31<sup>st</sup> March 2027. The rate once accepted will not be changed.

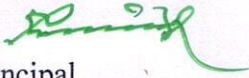
#### **Documents to be Submitted**

1. Covering Letter
2. Organization Registration Certificate
3. PAN Card
4. GST Registration Certificate (if applicable)
5. Experience Certificates/Work Orders
6. Details of proposed Internship Programme (60 Hours)
7. Financial Quotation mentioning Internship Fee per Candidate (Inclusive of all Taxes)

#### **Submission of Quotation**

The sealed quotation superscribed "Quotation for Conducting 60-Hour Internship Programme" should reach the office of the undersigned on or before 14.07.2026 at 4.00 p.m.

The quotation will be opened on 15.07.2026 at 2.30 p.m. in the presence of the bidders or their authorized representatives who may wish to remain present.



Principal

Hooghly Mohsin College

Chinsurah, Hooghly

*Principal*

**HOOGLY MOHSIN COLLEGE**