



**OFFICE OF THE PRINCIPAL
HOOGHLY MOHSIN COLLEGE**

COLLEGE ROAD, CHINSURAH, HOOGHLY-712101, WEST BENGAL
e-mail: hooghlymohsincollege@gmail.com; website: www.hooghlymohsincollege.ac.in

No.212/2026

Dated: 13th July, 2026

NOTICE INVITING RATE QUOTATIONS (NIRQ)

Notice Inviting Rate Quotations for Supply of Glassware and Plasticware

Sealed rate quotations are hereby invited from reputed manufacturers or their authorized distributors/dealers/suppliers for the supply of Glassware and Plasticware required by the Departments of Botany, Chemistry, Physics, Physiology and Zoology of Hooghly Mohsin College, Chinsurah, Hooghly.

Interested and eligible bidders may submit their quotations in the prescribed proforma (Annexure-I & II), duly signed and sealed, to the Office of the Principal, Hooghly Mohsin College, Chinsurah, Hooghly.

The quotation should be submitted in a sealed envelope superscribed:

"Rate Contract for Supply of Glassware and Plasticware – FY: 2026–2027."

Time Schedule of Tender

Sl. No.	Information	Detail
1.	Bid submission start date	13.07.2026
2.	Last date for submission of written queries seeking clarification to the designated e-mail ID	Date: 21.07.2026 e-mail: hooghlymohsincollege@gmail.com
3.	Last Date of Submission of Tender	22.07.2026 (4.00 pm)
4.	Date and time of opening of bids	23.07.2026 (3.30 pm)

All quotations shall be prepared in English. The rates shall be quoted clearly in both figures and words. Overwriting, erasing or correction without proper authentication shall render the quotation liable to rejection.



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The Principal, Hooghly Mohsin College reserves the right to accept or reject any or all quotations, either wholly or partly, without assigning any reason whatsoever. The decision of the Principal shall be final and binding upon all bidders.

Incomplete quotations, quotations received after the prescribed date and time, conditional quotations, or any amendment/addition made after submission or opening of the quotations shall be liable to be rejected.

Detailed information is available on the College website:

<https://hooghlymohsincollege.ac.in>

Eligibility Criteria

1. Only manufacturers or their authorized distributors/dealers/agents are eligible to participate in the tender process.
2. The Original Equipment Manufacturer (OEM) or the authorized distributor/dealer shall have successfully executed at least three (03) similar supply orders in Central Government Departments, State Government Departments, Government-aided Colleges, Universities, Research Institutions, or Autonomous Bodies. Self-attested copies of the relevant Purchase Orders shall be enclosed. The College reserves the right to seek completion certificates or other supporting documents, if considered necessary.
3. Printed copies of the latest catalogues/brochures issued by the respective manufacturers shall be submitted along with the Technical Bid.
4. Rates for Glassware and Plasticware shall be quoted separately wherever applicable.
5. The bidder shall submit the following documents along with the Technical Bid:
 - a) Audited Financial Statements for the last three financial years duly certified by a Chartered Accountant;
 - b) Income Tax Returns (ITR) for the last three assessment years;
 - c) GST Registration Certificate;
 - d) PAN;
 - e) Valid Trade License;



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- f) Authorization Certificate issued by the manufacturer, wherever applicable.
6. The bidder shall furnish a self-declaration stating that it has not been blacklisted or debarred by any Central Government, State Government, Public Sector Undertaking, University, or Autonomous Body.
7. If, during scrutiny or at any stage of the tender process, any credential, declaration, certificate or supporting document submitted by the bidder is found to be false, fabricated or misleading, the tender shall be rejected forthwith. The Tender Inviting Authority reserves the right to verify all original documents before issuance of the Supply Order.

General Terms and Conditions

1. The quoted rates shall remain valid up to 31st March, 2027. No request for revision of rates shall be entertained during the validity period of the Rate Contract.
2. The quotation shall be submitted strictly in the prescribed proforma enclosed with this notice.
3. The quoted rates shall be inclusive of packing, forwarding, loading, unloading, transportation, insurance, delivery and all incidental charges.
4. GST shall be shown separately in the quotation, wherever applicable. The bidder shall clearly mention the applicable GST rate against each item.
5. The quantities mentioned, if any, are tentative and may increase or decrease depending upon the actual requirement of the College. The College does not guarantee procurement of any minimum quantity during the validity of the Rate Contract.
6. Placement of a bidder under the Rate Contract shall not confer any exclusive right to receive supply orders. The College reserves the right to procure any item from one or more approved suppliers based on availability, quality, delivery schedule and institutional requirements.
7. Supply Orders shall be placed as and when required by the respective departments during the validity period of the Rate Contract.



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8. The successful bidder shall supply the ordered items within 15 (fifteen) days from the date of issuance of the Supply Order unless otherwise specified by the College.
9. The supplied items shall strictly conform to the specifications, quality standards and manufacturer's catalogue. The College reserves the right to reject any item found defective, substandard, expired or not conforming to the prescribed specifications.
10. Any rejected item shall be replaced by the supplier at his/her own cost within the time stipulated by the College.
11. Payment shall be made only after successful completion of the supply of all ordered items within the stipulated period and upon submission of the bill, along with all supporting documents. Payment shall be processed through the e-Pradan module of the West Bengal Integrated Financial Management System (WBIFMS) after deduction of applicable taxes and other statutory deductions as per prevailing Government rules.
12. No advance payment shall be made.
13. The bidder shall comply with all applicable statutory provisions, including those relating to taxation, labour laws and environmental regulations, wherever applicable.
14. Any violation of the terms and conditions of this Notice or failure to execute the Supply Order satisfactorily shall render the Supply Order liable to cancellation without prejudice to any other action deemed fit by the College.
15. The decision of the Principal, Hooghly Mohsin College regarding acceptance or rejection of quotations and interpretation of any clause of this Notice shall be final and binding.
16. Any dispute arising out of this Rate Contract shall be subject to the jurisdiction of the competent courts.
17. As per observation of Finance Dept. if there is tie in financial bid, TIA may select the agency on the basis of Average Annual Turnover in last three years (10 lakh = 1 point).

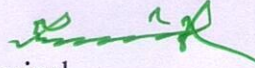


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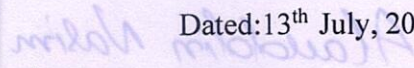
List of Company for Glassware and Plasticware

Glassware
Borosil
Duran
Corning
E. Merck (India)
Ranchem
Riviera
Plasticware
Polylab
Tarsons


Principal

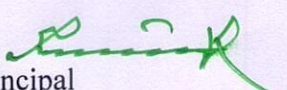
Hooghly Mohsin College

Principal
HOOGHLY MOHSIN COLLEGE
No.212(08)/2026


Dated: 13th July, 2026

Copy forwarded for information and taking necessary action to:

1. The Hon'ble District Magistrate, Hooghly
2. The Sub-Divisional Officer, Chinsurah, Hooghly
3. The Treasury Officer, Hooghly-II Treasury, Chinsurah, Hooghly
4. The Block Development Officer, Chinsurah, Hooghly
5. The Post Master, Chinsurah, Hooghly
6. The Chairman, Chinsurah, Municipality.
7. The Convener, Website Sub-Committee,
8. College Notice Board


Principal

Hooghly Mohsin College

Principal
HOOGHLY MOHSIN COLLEGE



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Proforma for Quotation (Annexure I)

Item	Manufacturer	% of Discount on Catalogue Price
Glassware		
Plasticware		

Signature of Party (With seal)

Date:



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Bidders Information (Annexure – II)

1. Name of the party (In Capital letter):
2. Permanent address (Proof needed):
- 3 (a) Name of the Contact Person
- (b) Contact No.
- (c) Email ID:
4. Communication address (Proof needed)
5. Trade license No. & date: (Renewed)
6. (a) PAN Card No. (Business):
- (b) GST No.:
- (c) Annual Turn Over (Prof Needed):
7. Nature of business
8. Bank detail (Kindly attach scanned copy of one Cheque)
 - a. A/C No.
 - b. Name of the Bank and Branch
9. Other Relevant Information of the Bidder:

N. B.: Copy of the documents should be furnished along with the application. I declared that all terms and conditions will be followed by me and the submitted documents are true to the best in my sound knowledge and belief.

Dated:

Signature of Party (With seal)