



Government of West Bengal
Office of the Principal
Cooch Behar Government Engineering College
Vill.-Harinchawra, Post.- Ghughumari, Dist.-Cooch Behar-736170.

Memo No.:321/CGEC/2026

Dated:22.06.2026

Quotation Invitation Notice for Supply of PVC Colour ID Card with Lanyard with ID card holder for 1st Year Regular Students and 2nd year Lateral students (Total 403 nos) of 2025.

Quotations are hereby invited from bonafide and experienced vendors regarding supply of following **ID-CARD** for Cooch Behar Govt. Engineering College in the form of open tender in SEALED ENVELOPE.

Breif Description of Work	Quantity	Last Date and Time of Quotation Submissions	Date and time of opening of Quotation
Id card information mention in Annexure I	403	03.07.2026	04.07.2026

Terms & Conditions:

1. DEPOSITTING THE TENDER/Quotation.

Bidders need to deposit their quotation in SEALED ENVELOPE super scribing "Quotation for supply of PVC colour ID card and Lanyard with id card holder" deposit box in Cooch Behar Govt. Engineering College.

2. Bidders need to enclose following documents along with their offer in their envelope

- a. Quotation in letter head/office pad (Self-attested with Seal & Signature).
- b. GST Reg. certificate (Self-attested with Seal & Signature).
- c. PAN photocopy (Self-attested with Seal & Signature).
- d. Trade Licence (Self-attested with Seal & Signature).
- e. Previous experience related documents (desirable)

3. The items must be of best quality. Any compromise on quality will be taken seriously and the bidder will be liable for black listing and other penal actions.
4. **The quoted amount should not exceed Rs. 150 including all taxes.**
5. The bidder must indicate the GST at the time of billing.
6. GST and Income tax deductions will be made from this end at the time of payment.
7. Billing must be made in proper format having seal, stamp pad, letter head, indicating memo/ref/challan number etc.
8. The selected bidder shall be obliged to supply the items in the office as and when asked in the work order. The transportation cost thereof shall be borne by the supplier.
9. Supply must be made within 30 days of issuing work order from this end.
10. **Any type of wrong information printed in the id card must be replaced with corrected id card within 15 days. Bad PVC card and printing quality, lack of visibility due to improper colour combination will not be accepted. In that case new id card with clear visibility must be provided within stipulated time (preferably 15 days).**
11. The bidder shall be obliged to supply the items on the same rate as quoted in the tender.
12. The supplier must get the acknowledgement of their supply from the concerned official of the Cooch Behar Govt. Engineering College and that acknowledgement have to be attached at the time of payment.

13. The Quotation inviting authority will not be responsible for delay in payment. However, the payment will be done as per the work order issued.
14. The Quotation inviting authority has every right to cancel/postpone/reject the tender at any time without assigning any reason to the bidders.
15. Any false untrue, suppresses more than reveals, even at a later stage of the of any documents already submitted by the said Bidder and in case the Bidder the applicant shall be liable to be debarred from taking up of any work in the Organization apart from cancellation of the order issued, if any. The authority may also initiate other legal actions and measures under the law.
16. Applications received without the specified certificated/documents shall be rejected.
17. Any conditional and incomplete bid shall be rejected. Any deviation from conditions specified herein shall not be allowed. Any condition or qualification or any other stipulation contained in the bid offer which is found to be inconsistent with the terms of the bid documents, shall be summery rejected.
18. However, validity may be extended by mutual consent Upon acceptance of the offer of a bidder.
19. The Cooch Behar Govt. Engineering College does not bind it to accept the lowest rate offered and reserves the right to reject in part or in full all bids received, without assigning any reason. Bidders shall not be entitled to get any compensation for rejection of any such offers by the authority. If any bidder withdraws his offer before acceptance or refuses to carryon/execute the work order within a Reasonable period of time, without assigning any satisfactory explanation acceptable to the authority for such withdrawal, the said bidder may be disqualified by the authority to participate in other bidding process.

Sd/-
Officer-in-Charge
Cooch Behar Govt. Engineering College

Memo No. 321/(3)/CGEC/2026

Dated:22.06.2026

1. Accounts officer, CGEC, Cooch Behar College Website, Cooch Behar Government Engineering College.
2. Notice Board/Advertisement Copy
3. Office Copy


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Cooch Behar Govt. Engg. College
P.O. Ghughumari, Dist. Cooch Behar
Pin- 736170, West Bengal (India)

Annexure I
(PVC color ID-Card with Lanyard)

SL NO.	Dept	Front Side	Back Side	Id card Lanyard	Quan tity	Maximum Rate including all Taxes
1	ECE					Rs. 150/pcs
2	CE					Rs. 150/pcs
3	EE					Rs. 150/pcs
4	CSE					Rs. 150/pcs
5	ME					Rs. 150/pcs