



Government of West Bengal
Office of the Principal
Cooch Behar Government Engineering College
Vill.: Harinchawra, P.O.: Ghugumari, Cooch Behar- 736170
E-Mail: principalofficecgcec@gmail.com

Memo No.:388/CGEC/2025

Dated:18/08/2025

Notice inviting Quotation for supply of Stationery for Admission 2025.

Quotations are hereby invited from reputed and experienced vendors regarding supply of college stationery for admission of B. Tech 1st Year 2025 mentioned in Annexure I for Coochbehar Govt. Engineering College in the form of open tender in SEALED ENVELOPE from reliable and resourceful vendors regarding supply of college stationery for admission of B. Tech 1st Year 2025 must quote rate according the specific format mentioned in Annexure I for the Coochbehar Govt. Engineering College.

Breif Description of Work	Last Date and Time of Quotation Submissions	Date and Time of Opening of Quotation
Supply of Items mentioned Annexure I	26/08/2025 Monday (Upto 5PM)	27/08/2025 Tuesday (11AM)

Terms & Conditions:

1. Depositing The Quotation.

Bidders need to deposit their quotation in SEALED ENVELOPE super scribing "Quotation for supply of college stationery for admission of B. Tech 1st Year 2025 vide Notice No.388/CGEC/2025 dated 18/08/2025 deposit box in Coochbehar Govt. Engineering College.

2. Bidders need to enclose following documents along with their offer in their envelope for submitting their Quotation:-

- a. Application signed by the bidder in their letter head.
- b. GST Reg. certificate (Self Attested with Seal & Sign)
- c. PAN photocopy (Self Attested with Seal & Sign)
- d. Trade License (Self Attested with Seal & Sign)

3. Bidders may quote price as mentioned in specific format.
4. 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.
5. The rate as quoted by the bidder shall be inclusive of all the taxes.
6. Each items should carry a minimum warranty period of one year, subject to replacement of faulty pieces and also the items must be having its expiry date intact (if applicable).
7. The supplier must indicate the GST at the time of billing.
8. GST and Income tax deductions will be made from this end at the time of payment.
9. Billing must be made in proper format having seal, stamp pad, letter head, indicating memo/ref/challan number etc.
10. Items carrying company manuals /warranty card etc. should be handed over to college officials at the time of delivery.
11. The selected supplier shall be obliged to supply the items in the office and also to the filed areas as and when asked in the work order. The transportation cost thereof shall be borne by the supplier.

12. Supply must be made within 30 days of issuing work order from this end.
13. There shall be separate/individual work orders based on the necessity of the college.
14. The bidder shall be obliged to supply the items on the same rate as quoted in the tender.
15. The vendor must get the acknowledgement of their supply from the concerned official of the Coochbehar Govt. Engineering College and that acknowledgement have to be attached at the time of payment.
16. The tender inviting authority will not be responsible for delay in payment. However the payment will be done as per the work order issued.
17. The tender inviting authority has every right to cancel/postpone/reject the tender at any time without assigning any reason to the bidders.
18. 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.
19. Applications received without the specified certificated/documents shall be rejected.
20. 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.
21. However, validity may be extended by mutual consent upon acceptance of the offer of a bidder.
22. The Coochbehar 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.

S. Talley

Officer-In-Charge
Coochbehar Govt. Engineering College

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

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1. Accounts Officer, Cooch Behar Govt. Engineering College.
2. Registrar-In-Charge, Cooch Behar Govt. Engineering College.
3. Notice Board Cooch Behar Govt. Engineering College.
4. College Website, Cooch Behar Govt. Engineering College.
5. Guard File.

S. Talley

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Annexure I

Notice inviting Quotation for supply of Stationery for Admission 2025

Memo. No. 388/CGE/2025, Dtd - 18.08.2025

SL No.	Name of Item	Quantity	Specification	Rate	Total
1	Mopping rod	3 nos	Best Quality		
2	A4 paper	15 Ream	75 GSM		
3	Cartridge	6 nos	HP Laser Jet Professional P1106 Printer (88A)		
4	Student cover file	500 nos	Must be printed as instructed (340× 250mm) (5 different Colors 100 each)		
5	Fees book	500 nos	Must be printed as instructed		
6	Plastic crate (storage)	10 nos	Dimensions: 495 × 320 × 240 mm; five different colors are needed.2 each		
7	Stapler (big)	5 nos	Kangaro		
8	Stapler (small)	8 nos	Kangaro		
9	Fevicol small	10 nos	20 ml		
10	Stamps (round)	3 nos	As per instructed		
11	Portable announcement system	1 unit	Two wireless microphones, two Bluetooth speakers and audio controller		
12	Pen	20 nos	Blue		
13	Pencil sharpener	10 nos	Doms/Apsara		
14	Jems paper clip	10 packets	Steel gems clips – 10 boxes; plastic-covered clips – 10 boxes.		
15	Paper weight	05 nos	Best Quality		
16	Binder Clip	5 small box	25mm		
17	Fevi Stick	5 Pcs	Small		



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