सत्यमेव जयते

Government of West Bengal

Government of West Bengal
Office of the Principal
Cooch Behar Government Engineering College
Vill.: Harinchawra, P.O.: Ghugumari, Cooch Behar- 736170
E-Mail: **principal@cgec.org.in**

Memo No.:538/CGEC/2026 **Dated:28/10/2026**

Notice inviting Quotation for supply of Stationery and other items for various departments of our college.

Quotations are hereby invited from reputed and experienced vendors regarding supply of Stationery and other items for various departments of our college 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 Stationery and other items for various departments of our college 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**	16.11.2026 Monday (Upto 4 p.m.)	17.11.2026 Tuesday (11 AM)

Terms & Conditions:

1. **Depositing The Quotation.**
   Bidders need to deposit their quotation in SEALED ENVELOPE super scribing "Quotation for supply of Stationery and other items for various departments of our college vide Notice No- dated 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 item 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.

Officer-In-Charge
Coochbehar Govt. Engineering College

Memo No. 578/CGEC/2026 Dated: 28/10/2026

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.

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

Officer-In-Charge
Coochbehar Govt. Engineering College

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

Annexure I

Notice inviting Quotation for supply of Stationery for Admission 2026

SL No.	Name of Item	Quantity	Specification	Rate	Total
1	A4 paper	110 Ream	75 GSM		
2	Printer Cartridge 88A	52 pieces	HP LaserJet 1106, 1108		
3	Printer Cartridge 79A	21 Piece	HP LaserJet M12a		
4	Plastic Transparent Box for component storage	40 Piece	(Length 12.5cm, width 8cm, height 3.5 cm)		
5	Battery (non rechargeable)	50 pieces	AAA non rechargeable		
6	Cello Tape (small)	10 Piece			
7	Attendance Register	10 Piece			
8	Plastic Storage Tray	25 pieces	(Length 16.5cm, width 12cm, height 3 cm)		
9	Punching Machine (big)	2 pieces	Kangaro		
10	Toner refill Powder bottle	4 bottles	HP LaserJet Pro P1108		
11	Keyboards (wired)	10 Piece	HP, Dell		
12	Mouse (wired)	15 Piece	HP, Dell		
13	Door Lock	4 Piece	Roller Shutter Door Lock		
14	Greasing the roller Shutter door	2 no.s	Greasing the roller Shutter door		
15	Stapler Pin small (No. 10)	69 Box	Kangaro		
16	Stapler Pin Big (No. 20)	20 Box	Kangaro		
17	Binder Clip (15mm)	200 piece	Kangaro		
18	Binder Clip (19mm)	150 pieces	Kangaro		
19	Ball Pen (Blue)	162 Piece	Pentonic		
20	Ball Pen (Black)	112 Piece	Pentonic		
21	Ball Pen (Red)	40 Pieces	Pentonic		
22	Ball Pen (Green)	20 Pieces	Pentonic		
23	Duster (Cotton)	52 Piece	Best Quality		
24	Cover File	95 Piece	Oxford		
25	Envelope A4 size (cloth)	85 Piece	Best Quality		
26	Envelope (4.5*10 inch)	90 Piece	Best Quality		
27	Envelop (Large Size)	40 Pieces	Best Quality		
28	Rope/Fastner	1 Kg	Best Quality		
29	Departmental Stock Register	2 Piece	Best Quality		
30	Hard Bound Dista Khata (100 pages, Lined for Lab)	10 Pieces	Best Quality		
31	Glued Writing Pad (5"*8") White Unruled 50 pages	20 pieces	Best Quality		
32	Sticky Notes	20 Pieces	Best Quality		

SL No.	Name of Item	Quantity	Specification	Rate	Total
33	Double Punching Machine	4 Pieces	Kangaro		
34	Dust Bin	7 Pieces	Best Quality		
35	Permanent Marker Thin lead)	18 Piece	Luxor		
36	Ruler (Steel)	4 Piece	Best Quality		
37	USB Wi-Fi Adapter	10 Piece	TP Link, 300 MBPS Wireless		
38	Water Bottle	15 Piece	Milton		
39	Cartridge (HP LaserJet 1536dnf)	1 Piece	Compatible (HP LaserJet 1536dnf)		
40	AC Cable (HP LaserJet 1536dnf)	1 Piece	Compatible (HP LaserJet 1536dnf)		
41	Battery (AA)	26 Piece	Eveready, Duracell		
42	Big Towel	1 Piece	Light Blue Big Towel		
43	Binder Clip (51 mm)	10 Box	Kangaro		
44	Binder Clip (41mm)	10 Box)	Kangaro		
45	Binder Clip (32mm)	10 Box	Kangaro		
46	Binder Clip (25mm)	19 Box	Kangaro		
47	Scissor (Big)	4 Piece	Best Quality		
48	Scissor (Small)	2 Piece	Best Quality		
49	Knife	6 Piece	Best Quality		
50	Fevi Stick (Big)	15 Piece	Fevicol		
51	Highlighter	10 Piece	Luxor		
52	Cello Tape (Big)	15 Piece	Best Quality		
53	Stapler (Small)	15 Piece	Kangaro		
54	Stapler (Big)	9 Piece	Kangaro		
55	Stamped	20 Piece	Faber Castel		
56	Permanent Marker (Thick Lead Black)	15 Piece	Luxor		
57	Permanent Marker (Thick Lead Red)	5 Pieces	Luxor		
58	Permanent Marker (Thick Lead Green)	10 Pieces	Luxor		
59	Whitner	20 Piece	Luxor		
60	Mouse Pad	27 Piece	Best Quality		
61	Plain Register (8 No.)	10 Piece	Best Quality		
62	Plain Register (6 No.)	20 Piece	Best Quality		
63	Tag	2 Bindle	Best Quality		
64	Plastic File Cover (Button)	70 Piece	Best Quality		
65	Note Pad	10 Piece	Best Quality		
66	Eraser	10 Piece	DOMS, Apsara, Natraj		
67	Pencil	60 Piece	DOMS, Apsara, Natraj		
68	White Board Marker (Blue)	30 Pieces	Reynolds HD		
69	White Board Marker (Black)	30 Pieces	Reynolds HD		
70	White Board Marker (Red)	30 Pieces	Reynolds HD		
71	White Board Marker Ink (Blue)	10 Bottles	Best Quality		
72	White Board Marker Ink (Black)	10 Bottles	Best Quality		
73	White Board Marker Ink (Red)	10 Bottles	Best Quality		

SL No.	Name of Item	Quantity	Specification	Rate	Total
74	White Board Duster	5 Pieces	Best Quality		
75	Dustless Chalk (White)	15 Box	Apsara or Equivalent		
76	Dustless Chalk (Colour)	10 Box	Apsara or Equivalent		
77	Black Board Duster	5 Pieces	Best Quality		
78	A3 Paper	2 Ream	80 GSM		
79	Sticky paper (A4/A3 size)	30 Sheets	Best Quality		
80	Pencil Sharpener	5 Packet	DOMS, Apsara, Natraj		
81	Eraser (Big Size)	1 Packet	DOMS, Apsara, Natraj		
82	Dista Page (Loose)	10 no.s	Best Quality		
83	Stamped Ink	6 Bottle	Faber Castel		
84	Plastic Box	8 Piece	(22cm*15cm*12cm)		
85	Hand Towel	10 Piece	Best Quality		
86	Service Book	60 Piece	Printer Government Service Book		
87	Printer Cartridge	5 Piece	Printer Cartridge (M207-M212, Duplex) 137A		
88	Punch File (Plastic Clips)	5 Piece	Best Quality		
89	Count Sponge	2 Piece	Best Quality		
90	Fevi Gum (200ml)	10 Piece	Fevicol		
91	Plastic Bucket with Handle	1 Piece	20 Litre, Blue		
92	Plastic Mug	1 Piece	1.5 Litre		
93	UPS	6 Piece	UPS Zebronics 600 VA for Desktop		
94	Duster Brush Feather	2 Piece	Feather Duster Brush for Household Books Cleaning use and Multipurpose		
95	A4 Paper	5 Ream	80 GSM		
96	Jems Paper Clip	5 Packet	Best Quality		
97	Ethernet Cable Cat6 (50 Mtr)	50 Mtr	Best Quality		
98	RJ-45 Clip / 8P8C Connector	100 no.s	Best Quality		
99	RJ-45 Crimping Tool	2 piece	Best Quality		
100	LAN / Cable Tester	2 Piece	Best Quality		
101	USB Flash Drive (16 GB)	5 Pieces	HP, San Disk		
102	Screen / Monitor clearing kit	5 Piece	Best Quality		
103	Thermal Paste	25 Tubes	Arctic Silver or Equivalent		
104	Cable Ties / Zip ties (pack of 100 no.s)	5 Packet	Best Quality		
105	HDMI Cable (15m)	2 Piece	Best Quality		
106	HDMI Cable (3m)	5 Pieces	Best Quality		
107	Gala (ink roller stamp)	2 box	Best Quality		
108	Gala Metal Stamp with College Name/Logo	2 Pieces	Best Quality		
109	Rubber Stamp	4 Pieces	Assistant Professor, CSE Dept., CGEC)		
110	Naphthalene Balls	1 Kg	Best Quality		
111	Room Freshener	10 Pieces	Odonil		
112	Cotton Towel	5 Pieces	(150cm*75cm)		
113	Cotton Towel	10 Pieces	(60cm*40cm)		
114	Flat Files	20 Pieces	Best Quality		
115	**Wood Gamari**	**50 Piece**	**(1inch x 2-inch batter/beam 10 ft long)**		

SL No.	Name of Item	Quantity	Specification	Rate	Total
116	Wood Teak	10 Piece	(2inch x 2.5-inch batter/beam 10 ft long)		
117	Wood	6 Piece	4-inch x 4inch cross section, 6 ft long Gamari Wood		
118	Wood	6 Piece	6-inch x 6-inch cross section, 6 ft long Gamari Wood		
119	Metal Strips – Mild Steel	50 Piece	2-inch width, 5 mm thickness, 10 ft long		
120	Aluminium ingot	20 kg	LM6 Ingots for casting practice		
121	Milling Cutter	2 Piece	DP 10, No. 5, 20° PA		
122	Milling Cutter	3 Piece	DP 10, No. 6, 20° PA		
123	Bentonite Clay	30 Kg	Binder in casting		
124	M8 Tap for internal thread set of 3	8 pieces	1 set contains Taper, Second & Bottoming Type Taps, M8x1.25		
125	Tap wrench for Taps	8 pieces	Depends on tap said above		
126	8 Pcs/set Die with Wrench Kit HSS, Metric Screw	8 Piece	M3/M4/M6/M8/M10/M12 with die stock		
127	Thread/Screw Pitch gauge	16 Pieces	4 to 62 TPI, 0.2 to 6.0mm Whitworth 55 Degree and Metric 60 Degree		
128	Standard wire gauge (SWG)	8 Piece	1-36 round		
129	File Handle	50 Piece	5" PVC		
130	Metal Drill Bit	20 Piece	6.8mm Dia		
131	Grease	10 Kg	Best Quality		
132	Milling Cutter	2 Piece	Arbour mount plain milling cutter, standard size, 4"X12mmX1" bore		
133	Glue Gun	1 Piece	100 W or more, industrial type		
134	Glue Gun Sticks	30 Piece	Sticks to fit the glue gun stated above		
135	Digital Multi meter	1 piece	Ring Type		
136	Lifter	5 Pieces	10 inches		
137	Slick	5 Pieces	4 inches		
138	Vent Rod	5 Pieces	10 inches		
139	Draw Spike	5 Pieces	Threaded 4-5 inch		
140	Sand Rammer	5 Pieces	Wooden, Big & Small end		
141	Swab	5 Pieces	Small Size		
142	Central Drill Bit	5 Pieces	5mm		
143	Central Drill Bit	5 Pieces	3mm		
144	Truck Engine Oil	30 Litre	15W – 40 CK-4 Engine Oil		
145	Kerosene	20 Litre			
146	Water Soluble Cutting Oil	20 Litre	Metal Working cutting Fluid		
147	Rip Saw	20 Pieces	300mm		
148	Rip Saw	2 Pieces	450mm		
149	Mini Hack Saw	2 Pieces	6 inches		
150	Mini Hack Saw Blade	10 feces	6 inch saw blade		
151	Saw tooth setter/piler	2 pieces	Wooden work saw teeth setter/bender		
152	8 pcs Round Die Stock Handle Wrench Set	8 Pieces	Each Set contain M3 M4 M5 M6 M8 M10 M12 metric threading dies and 25 mm (1 inch) die holder for bolt thread		
153	Filler gauge	8 pieces	26 blade filler gauge metric Gap filler 0.04-0.63 mm thickness marking gauge metric imperial measuring 0.0015/0.04-0.025/0.635mm		
154	Standard wire gauge/SWG	8 pieces	Both gauge no. and mm marked		

SL No.	Name of Item	Quantity	Specification	Rate	Total
155	Slip Gauge set	1 set	Grade II / general workshop grade set pf 112 pcs		
156	Ball peen hammer	12 Pieces	100g		
157	Claw hammer	2 Pieces	Best Quality		
158	Round Tong	3 Pieces	30inch long, Able to hold crucible of 5-inch dia		
159	Transformer Oil	150 Litre	For welding machine		
160	Centre Punch	8 Pieces	5/6 inch long, strong marking		
161	Scriber	8 Pieces	Best Quality		

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