



Government of West Bengal

**Cooch Behar Government Engineering College**

Phone: +3582-233040/41/42/43/44; E-Mail of Principal: principalcgcec@gmail.com

Memo No.:143/CGEC/2021

Dated:13/12/2021

**Notice inviting Quotation for supply of Stationery items for College Campus.**

Quotations are hereby invited from bonafied and experienced vendors regarding supply of Stationery items for Coochbehar Govt. Engineering College in the form of open tender in SEALED ENVELOPE from reliable and resourceful vendors regarding supply of stationery items for College as mentioned in annexure- I for use in the area under 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 Stationery Items mentioned <b>Annexure I</b>	21/12/2021 Tuesday (Upto 2pm)	22/12/2021 Wednesday (2pm)

**Terms & Conditions:**

**1. DEPOSITTING THE TENDER/Quotation.**

Bidders need to deposit their quotation in SEALED ENVELOPE super scribing "Quotation for stationery items vide Notice No- 143/CGEC/2021 dated 13/12/2021 deposit box in Coochbehar Govt. Engineering College.

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

- a. Application signed by the bidder in their letter head.**
  - b. GST Reg. certificate.**
  - c. PAN photocopy**
- Bidders may quote price for each items separately.
  - 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.
  - The rate as quoted by the bidder shall be inclusive of all the taxes.
  - 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).
  - The supplier must indicate the GST at the time of billing.
  - GST and Income tax deductions will be made from this end at the time of payment.
  - Billing must be made in proper format having seal, stamp pad , letter head, indicating memo/ref/challan number etc.
  - Items carrying company manuals /warranty card etc. should be handed over to college officials at the time of delivery.
  - 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 supplier 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.

Sd/-  
Principal  
Coochbehar Govt. Engineering College

Memo No. **143(7)/CGEC/2021**

**Dated:13/12/2021**

1. The District Magistrate, Coochbehar
2. SDO, Coochbehar-I
3. Dist. Information and cultural officer, Coochbehar
4. Accounts officer, CGEC, Coochbehar
5. College Website, Coochbehar Government Engineering College.
6. Notice Board/Advertisement Copy
7. Office Copy



Principal  
Coochbehar Govt. Engineering College

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



### Annexure I

SL NO.	NAME OF ITEM	TOTAL	BRAND	Rate including all Taxes
1	A4 PAPER	33 RIM	BEST QUALITY	
2	GEL PENS (BLACK)	4 PKT	ELKOS VELO GEL	
3	GEL PENS (RED)	2 PKT	ELKOS VELO GEL	
4	GEL PENS (BLUE)	5 PKT	ELKOS VELO GEL	
5	GEL PENS (GREEN)	5 PKT	ELKOS VELO GEL	
6	FILE TAG	100 PCS	BEST QUALITY	
7	MULTI COLOUR GEMS CLIP	22 PKT	BEST QUALITY	
8	TRIANGULAR CLIP (BIG)	3PKT	BEST QUALITY	
9	TRIANGULAR CLIP (SMALL)	5 PKT	BEST QUALITY	
10	COVER FILE	58 PCS	OXFORD	
11	STAM PAD	20 PCS	FABER CASTELL	
12	FEVI STICK	12 PCS	FEVICOL	
13	FEVICOL GLUE 200ML	14 PCS	FEVICOL	
14	PERMANENT BLACK MARKER	23 PCS	LUXOR	
15	PLAIN REGISTER	5 PCS	OXFORD	
16	ENVLOP (BIG)	62 PCS	BEST QUALITY	
17	STAPLER (BIG) HP-45 Cordless	13 PCS	KANGARO	
18	STAPLER (SMALL)	15 PCS	KANGARO	
19	STAPLER PIN (SMALL)	15 PCS	KANGARO	
20	STAPLER PIN (BIG)	19 PCS	KANGARO	
21	PUNCHING MACHINE SINGLE HOLE	1 PCS	KANGARO	
22	FEVI GUM (GLUE)	6 PCS	FEVICOL	
23	PENCIL	3 PKT	AFSARA	
24	ERASER	2 BOX	AFSARA	
25	SHARPNER	2 BOX	NATRAJ	
26	DUSTER CLOTH	25 PCS	BEST QUALITY	
27	WATER BOTTLE	6PCS	MILTON	
28	WHITNER	26 PCS	LUXOR	
29	BALL PENS (BLACK)	45 PKT	LINC Maxo Fine	
30	BALL PENS (BLUE)	45 PKT	LINC Maxo Fine	
31	BALL PENS (GREEN)	45 PKT	LINC Maxo Fine	
32	BALL PENS (RED)	45 PKT	LINC Maxo Fine	
33	HIGHLIGHTERS (GREEN)	27 PCS	FABER CASTELL	
34	CELLO TAPE (BIG)	1 PCS	BEST QUALITY	
35	CELLO TAPE (SMALL)	1 PCS	BEST QUALITY	
36	CHANNEL FILE	50 PCS	OXFORD	
37	ENVELOP (A4 SIZE)	11 PCS	BEST QUALITY	
38	FOLDER FILE	15 PCS	BEST QUALITY	
39	CLIP FILE	12 PCS	BEST QUALITY	
40	PLASTIC BUTTON FILE FOLDER	12 PCS	BEST QUALITY	
41	CARTIRDGE P1106	4 PCS	BEST QUALITY	
42	PAPER WEIGHT	23 PCS	BEST QUALITY	
43	PEN HOLDER	10 PCS	BEST QUALITY	

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44	WHITE BOARD MARKER (BLACK)	20 PCS	LUXOR	
45	WHITE BOARD MARKER (RED)	20 PCS	LUXOR	
46	ENVELOP (SMALL)	50 PCS	BEST QUALITY	
47	ATTENDANCE REGISTER	150 PCS	BEST QUALITY	
48	RULER (STEEL)	12 PCS	BEST QUALITY	
49	LEATHER COVER FILE/FILE FOLDER	20 PCS	BEST QUALITY	
50	BLANK DVD	20 PCS	BEST QUALITY	
51	TOWEL FOR CHAIR	20 PCS	BEST QUALITY	



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