



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

Memo No.: 464/CEEC/2025

Dated: 11.11.2025

Notice inviting quotation for supply of consumable items for upcoming odd semester, 2025

Quotations are hereby invited from reputed and experienced vendors regarding supply of consumable items for odd semester exam, 2025 for Cooch Behar Govt. Engineering College in the form of open tender in SEALED ENVELOPE as mentioned in Annexure I.

Breif Description of Work	Last Date and Time of Quotation Submissions	Date and Time of opening of Quotation
Supply of items mentioned in Annexure I	18 th November, 2025 Tuesday (upto 5 p.m.)	19 th November, 2025 Wednesday at 11 a.m.

Terms & Conditions:

1. DEPOSITTING THE TENDER/Quotation.

Bidders need to deposit their quotation in SEALED ENVELOPE super scribing "Quotation for supply of Consumable items for odd semester exam, 2025 vide notice no 464/CEEC/2025 dated 11.11.2025" 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).

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 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 bidder 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 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.
12. Supply must be made within 30 days of issuing work order from this end.
13. There shall be separate/ individual work order 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 Cooch Behar Govt. Engineering College and that acknowledgement have to be attached at the time of payment.
16. The Quotation inviting authority will not be responsible for delay in payment. However, the payment will be done as per the work order issued.
17. The Quotation 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 summarily rejected.
21. However, validity may be extended by mutual consent Upon acceptance of the offer of a bidder.
22. 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 carry on/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

Dated:

Memo No.

Copy To:-

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



Officer-in-Charge

Cooch Behar Govt. Engineering College

Officer-In-Charge

Cooch Behar Govt. Engg. College

P.O. Ghughumari, Dist. Cooch Behar

Pin- 736170, West Bengal (India)

Annexure I

SL No.	Name of item	Quantity	Brand	Rate	Total
1	Staples (big size)	10	Kangaro		
2	Staples (small size)	40	Kangaro		
3	Gems paper clip (Packet)	5	Best Quality		
4	Binder Clip 25mm (Set Of 6 dozen)	10	Best Quality		
5	Binder Clip 15mm (Set Of 6 dozen)	10	Best Quality		
6	Push pin (100 pieces)	10	Best Quality		
7	Nickle Plated Paper Pins (Bell Pins)	10	Best Quality		
8	Pin and clip dispenser	10	Best Quality		
9	Flat file	20	Best Quality		
10	Cover files	20	Oxford		
11	Permanent Marker	10	Luxor		
12	HI lighter (green)	10	Luxor		
13	HB pencil	10	Doms/Apsara		
14	Red ball pen (Link/Hauser/Cello)	20	Linc Pentonic		
15	Blue ball pen (Link/Hauser/Cello)	50	Linc Pentonic		
16	Green ball pen (Link/Hauser/Cello)	10	Linc Pentonic		
17	Black ball pen (Link/Hauser/Cello)	50	Linc Pentonic		
18	Eraser	10	Doms/Apsara		
19	Sharpener	5	Doms/Apsara		
20	Fevi stick	20	Fevicol		
21	Gum (100g Favicol)	5	Fevicol		
22	Whitener pen	20	Luxor		
23	CD Marker (Luxor)	10	Luxor		
24	Envelope (medium size)	50	Best Quality		
25	A4 size cloth envelope	25	Best Quality		
26	Rope/ fasteners	10	Best Quality		
27	Glued Writing Pads (5" x 8"), White, Unruled, 50 pages	20	Best Quality		
28	Cello tape Big Size	20	Best Quality		
29	Stamp pad	20	Faber Castell		
30	Cotton Towel (150cm x 75cm)	10	Best Quality		
31	Cotton Towel (60cm x 40cm)	10	Best Quality		
32	Rubber Band Small, Medium, Big Each 250g	5	Best Quality		
33	Sticker Paper (For bench roll no pasting) A4/A3 size	50	Best Quality		
34	Plastic Tray (Document Carry) Medium size	10	Best Quality		
35	Waste bin/ Dust bin	5	Best Quality		
36	OIC Signature Rubber Stamp	7	Best Quality		
37	OIC Rubber Stamp	5	Best Quality		
38	A4 size papers 75gsm (Packet)	25	Best Quality		
39	Printer Cartage HP Laser Jet P1106	3	ProDot		
40	Printer Cartage HP Laser Jet P1108 Plus	4	ProDot		
41	Printer Cartage Canon imageRUNNER 2004N	2	Best Quality		