



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

Memo No.: **472/CGEC/2024**

Dated: **13/09/2024**

Notice inviting Quotation for arrangement to organize BIS programme on 24th September, 2024 at Coochbehar Government Engineering college.

Quotations are hereby invited from bonafied and experienced vendors regarding arrangement to organize BIS programme on 24th September, 2024 as mentioned in Annexure I for Coochbehar Govt. Engineering College in the form of open tender in SEALED ENVELOPE from reliable and resourceful vendors regarding arrangements of program mentioned in Annexure I at Coochbehar Govt. Engineering College.

Brief Description of Work	Last Date and Time of Quotation Submissions	Date and Time of opening of Quotation
Arrangement for organization of BIS program shown in Annexure I	20/09/2024 Friday (Upto 10am)	20/09/2024 Friday (2pm)

Terms & Conditions:

1. Depositing The Quotation.

Bidders need to deposit their quotation in SEALED ENVELOPE super scribing "Quotation for organizing BIS program vide Notice No- **472/CGEC/2024** dated **13/09/2024** 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)

2. Bidders may quote price for each items separately.
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 rate as quoted by the bidder shall be inclusive of all the taxes.
5. 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).
6. The supplier must indicate the GST at the time of billing.
7. GST and Income tax deductions will be made from this end at the time of payment.
8. Billing must be made in proper format having seal, stamp pad, letter head, indicating memo/ref/challan number etc.
9. Items carrying company manuals /warranty card etc. should be handed over to college officials at the time of delivery.

10. 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.
11. Arrangement must be done on the day of program.
12. There shall be separate/individual work orders based on the necessity of the college.
13. The bidder shall be obliged to supply the items on the same rate as quoted in the tender.
14. 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.
15. The tender inviting authority will not be responsible for delay in payment. However the payment will be done as per the work order issued. As this program will be sponsored by BIS, Kolkata branch, payment to the vendor will be made after payment received from BIS.
16. The tender inviting authority has every right to cancel/postpone/reject the tender at any time without assigning any reason to the bidders.
17. 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.
18. Applications received without the specified certificated/documents shall be rejected.
19. 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.
20. However, validity may be extended by mutual consent upon acceptance of the offer of a bidder.
21. 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. 472/CGEC/2024

Dated: 13/09/2024

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


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Annexure I

A. (BIS Program, 24th September, 2024)

<u>SL No.</u>	<u>Item</u>	<u>Specification</u>
1.	Stage Decoration (as per discussion), flower bouquet 4 nos	1
2.	Festoon/Banner (as per discussion)	2 nos
3.	<i>Rent of</i> Sound System, Projector	1
4.	Refreshment (lunch packets, tea, water bottles for 80 nos of students, organizing members)	100 nos
5.	Stationary items (Pen, writing paper 1 packet of 500 nos of usable sheets, stapler, folder)	-
6.	Prize for participants (as per discussion)	4 nos
7.	Photography and videography of program	1

Kingshuk Das

Program Co-ordinator.

11/09/24

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