



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

Memo No.: 353/CGEC/2024

Dated: 15/07/24

**Notice inviting Quotation for supply of Stationery for Central Store CGEC.**

Quotations are hereby invited from bonafied and experienced vendors regarding supply of stationery for Central Store of Coochbehar Govt. Engineering College in the form of open tender in SEALED ENVELOPE from reliable and resourceful vendors regarding supply of stationery for Central Store for Coochbehar Govt. Engineering College.

Brief Description of Work	Last Date and Time of Quotation Submissions	Date and Time of opening of Quotation
Supply of Stationery mentioned in Annexure 'A'	20/07/2024 Saturday (Up to 2PM)	22/07/2024 Monday (10AM)

**Terms & Conditions:**

**1. Depositing The Quotation.**

Bidders need to deposit their quotation in SEALED ENVELOPE super scribing "Quotation for of Exam Answer Sheet items vide Notice No- /CGEC/2024 dated 15/07/2024 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:-**

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

- 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.


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 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.

Dated:

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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Coochbehar Govt. Engineering College  
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Cooch Behar Govt. Engg. College  
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Pin-736170, West Bengal (India)






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**Annexure 'A'**

SL. NO.	Name of Item	Quantity	Brand
1	Broom (Dust)	15	Best Quality
2	Coconut Broom	15	Best Quality
3	Cleaning Poacha Big	7	Best Quality
4	Floor Wiper Big	7	Best Quality
5	Permanenet Marker Red	2	Luxor
6	Permanenet Marker Black	2	Luxor
7	Plastic Belcha	15	Best Quality
8	Harpic 1 litre	15	Harpic
9	Plain Register No. 04	50	Best Quality
10	Wall Clock Battery	30	Eveready
11	Binder Clip 25mm (Box)	20	Best Quality
12	Binder Clip 15mm (Box)	20	Best Quality
13	Pin Clip Dispenser	10	Best Quality
14	White Board Duster	50	Best Quality
15	Ball Pen Black (Pkt)	100	Linc Pentonic
16	Ball Pen Blue (Pkt)	100	Linc Pentonic
17	Ball Pen Red (Pkt)	100	Linc Pentonic
18	Ball Pen Green (Pkt)	100	Linc Pentonic
19	Gel Pen Red (Pkt)	50	Linc Pentonic
20	Gel Pen Blue (Pkt)	50	Linc Pentonic
21	Gel Pen Black (Pkt)	50	Linc Pentonic
22	Gel Pen Green (Pkt)	50	Linc Pentonic
23	Cello Tape Big	10	Best Quality
24	Pencil (Pkt)	10	Apsara/DOMS
25	Eraser (Pkt)	10	Apsara/DOMS
26	Sharpner (Pkt)	10	Apsara/DOMS
27	A4 Paper (Ream 75/70 GSM)	100	Best Quality
28	Cartridge 88A	15	Best Quality
29	Cartidge 79A	10	Best Quality
30	Highlighter	25	Luxor
31	Whitner	30	Luxor
32	Fevicol Gum Liquid 100gm	20	Fevicol
33	Fevi Stick 25gm	20	Fevicol
34	Stapler Big	5	Kangaro
35	Stapler Small	30	Kangaro
36	Stapler Pin Big	10	Kangaro
37	Stapler Pin Small No. 10	100	Kangaro
38	Cover File	100	Oxford
39	Stamp Pad Big	30	Faber Castell

  
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40	Stamp Pad Small	40	Faber Castell
41	Gems Clip (Box)	50	Best Quality
42	Envelop A4 Cloth	50	Best Quality
43	Envelop Medium Size	200	Best Quality
45	Plain Register No. 08	20	Best Quality
46	Plastic Button Folder	50	Best Quality
47	Ruler Steel	20	Best Quality
48	Water Bottle	24	Milton
49	Naphelene Ball 200gm	20	Best Quality
50	Toilet Brush	15	Best Quality
51	Bleaching Powder 1kg	10	Dolphin
53	Double Sided Tape	10	Best Quality



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