



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

Memo No.: 260/CGEC/2025

Dated: 13/06/2025

**Notice inviting Quotation for Student's Group Health Insurance.**

Quotations are hereby invited from bonafide and experienced companies for **Student's Group Health Insurance** of 1<sup>st</sup> year Regular Students (2024-2028) of Coochbehar Govt. Engineering College for the span of two years in the form of open tender in SEALED ENVELOPE.

Details of Students	Last Date and Time of Quotation Submissions	Date and Time of opening of Quotation
Annexure I	20/06/2025, Time: 2:00 pm	20/06/2025, Time: 3:00 pm

**Terms & Conditions:**

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

Bidders need to deposit their quotation in SEALED ENVELOPE super scribing "Quotation for 1<sup>st</sup> year Regular Student's accidental and Medical Insurance vide Memo No 260/CGEC/2025 Date: 13/06/2025 in deposit box of 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)
- Previous experience related documents (desirable)

- The Quoted amount should not exceed Rupees 150 per year including all taxes.
- The rate as quoted by the bidder shall be inclusive of all the taxes.
- The bidder must indicate the GST number 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.
- After selecting L1 bidder work order will be generated. Then L1 bidder will be asked to come to college for collecting cheque and student list. Lowest bidder should provide all policy related documents (policy book mentioning policy no, terms and conditions etc) within 72 hours after issuing cheque.
- L1 bidder must sign declaration in prescribed format provided by college authority during cheque collection
- The tender inviting authority will not be responsible for delay in payment. However the payment will be done as per the work order issued.

11. 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.
12. Applications received without the specified certificated/documents shall be rejected.
13. 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.
14. However, validity may be extended by mutual consent upon acceptance of the offer of a bidder.
15. The Coochbehar Govt. Engineering College does not bind it to accept the lowest rate offered and will consider maximum facility provided with lowest rate. College reserves the right to reject the 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/-

Officer-in-Charge

Coochbehar Govt. Engineering College

Memo No. 260/CGEE/2025

Dated: 13/06/2025

1. Accounts officer, CGEC, Coochbehar
2. Notice Board/Advertisement Copy
3. Office Copy



Officer-in-Charge

Coochbehar Govt. Engineering College

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

Annexure I

SL NO.	Student Details	Academic Year	Total Insurance coverage year	Total student	Types of Insurance
1	Regular Student	2024-2028	2 Year	303	Accidental and Medical

*S. Bhatia*

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