

GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
JALPAIGURI GOVERNMENT ENGINEERING COLLEGE, JALPAIGURI 735102, WEST BENGAL
Website: www.jgec.ac.in Phone: 03561-255131 Fax: 03561-256143

Notice to SUPPLY Goods, Materials, Hiring of Works for “STUDENT WEEKS-2025” of JGEC
Ref. no. JGEC/2024/01/stuweek **Dated: 21.12.2024**

The College invites sealed quotations from reputed Companies / Suppliers / Service provider agencies to **SUPPLY Goods, Materials, Hiring of Works for “STUDENT WEEKS-2025” of JGEC**. The interested Companies / Suppliers / Service provider Agencies may submit their Quotations/bid documents in the prescribed format. Details of Specification for procurement of Goods, Materials, Hiring of Works , Hiring of service System & estimated quantities are as follows:-

Sl. No	Item name	Item Specifications	Quantity
1	Certificates	Printed on A4 size paper, 250-300GSM	50 Nos. (Min)
2	Leaflet	Print on both sides of A4 size papers	500 Nos.(Min)
3	Gift	Designed cup/pen stand	50 Nos..(min)
4	Books	Details to be collected from the office.	
5	Food items	Oranges & 500 ml water bottle Chocolates(Eclairs/Cadbury etc. Tea & biscuits (salted/snacks)	200pc & 03 cartons 05 packets(min) 200 cups & 5 packets (min)
6	Flower Bouquet	Flower Bouquet	15 Nos. (min)
7	Banner	6ftx8ft flex	04 Nos.(Min)
8	Drawing sheet	Drawing sheet (Engg)	30 sheets
9	Uttariya	Details to be collected from office	200 nos.

Note: Please visit the college and discuss with the coordinator-student week 2025 for the content of the certificates and other printing materials, books etc before submitting the quotations

Qualification Conditions:

- Bidder should be registered Firm / Company / Establishment
- Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, Commercial Tax Clearance/V.A.T. / GST Certificate and other taxes (whichever applied)

Delivery Place / Works site:

Bidder will supply and deliver the materials / Works/service with requisite number at JGEC premises.

Bid Price:

- The Bid Price shall be in Rs. and including all Taxes and other levies such as the transportation expenses , no extra price is payable by the college. Bidder must quote the item wise.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account.

Validity Quotation:

Quotation shall remain valid for a period not less than 30 days after the deadline dates specified for submission.

The followings must be Submitted with the Quotations/Bid:

1. Copy of Establishment Registration Certificate/ Trade license
2. Copy of PAN and copy of latest return
3. Copy of GST
4. Copy of PTAX enrolment certificate and copy of latest paid challan of PTAX
5. Detailed office address of the Agency with Office Telephone, Number, Fax Number and Mobile Number and name of the contact person

Evaluation of Quotations:

The purchaser will evaluate item wise and compare quotations determined to be substantially responsive i.e. a) they are properly signed. b) Conform to terms, conditions, specifications and qualifications and qualifications conditions.

Evaluation of quotation will be done on itemwise.

Award of Contract:

The purchaser will award the contract to the bidder whose quotations has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price.

The bid document may also be downloaded from our web-site: www.jgec.ac.in

All documents must be submitted to the Office of the Principal on or before 31.12.2024 until 2.00 PM in a sealed envelope marked “Quotation to SUPPLY Goods, Materials, Hiring of Works for “STUDENT WEEKS-2025” of JGEC. All sealed quotations received until then will be opened on the same day before the bidder or their representative who wishes to be present in the office **at 3.00 P.M.**

CHECK LIST FOR BIDDERS / APPLICANTS

01. The Bidder should ensure that all documents and papers submitted in this BID are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.

The following documents form should be submitted with BID:

Sl. No	Documents to be submitted	Documents Submitted (Y/N)
1	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory	
2	Statement indicating experience of supplying such items & working with Govt.Ministries/ Departments/PSUs, etc.	
3	Attested copy of GST	
4	Attested copy of PAN/Number.	
5	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT if applicable.	
6	Bid Form	

Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations, cancel the bidding process, and reject all quotations at any time prior to the award of the contract.

The bidder whose bid is accepted will be notified of the award of contract by the purchaser.

The terms of the accepted offer shall be incorporated in the supply order. The validity period may be extended by the purchaser by another 15 day in exceptional cases.

11. Other Terms & Conditions:

- (a) The College reserves the right to postpone/cancel the bid; the bidder will have to abide by this decision.
- (b) Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply (certified by the committee constituted for the purpose). Personnel in Charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of payment.
- (c) No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.
- (d) Quotation may be submitted on the printed letterhead of the bidder in the prescribed formats supplied with IFQ.
- (e) Successful bidder will have to enter into an agreement with this Campus for timely execution of the Purchase order.
- (f) No payment will be made for any damage to goods supplied.
- (g) We look forward to receiving your quotations and thank you for your interest in this project.



Principal/JGEC

FORMAT OF BID Form

Supplier ref. no.

dated:

Name of the Firm:

Quotation to SUPPLY Goods, Materials, Hiring of Works for “STUDENT WEEKS-2025” of JGEC College

Ref. Ref. no. JGEC/2024/01/stuweek

Dated: 21.12.2024

Sl. No	Item name	Item Specifications /Features with brand	Quantity	Unit price	Offered price in Rs. including all

Total

(Total Amount in Rupees only)

We agree to supply the above mentioned items / works in accordance with technical specification for total contract price of (In words Rupees.....) including taxes, Transportation etc. within one week of the issue of supply order.

- 2. We also confirm that the normal commercial warrantee/guarantee shall apply to the supplied items.
- 3. We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name: Designation:

Address:

Contact No.:

Date: