



OFFICE OF THE PRINCIPAL
GOVERNMENT OF WEST BENGAL
JALPAIGURI GOVERNMENT ENGINEERING COLLEGE,
JALPAIGURI 735102, WEST BENGAL

Website: www.jgec.ac.in Phone: 03561-255131 Fax: 03561-256143

Ref. no. JGEC/2019/PUR2

Dated: 07.03.2019

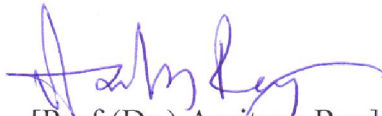
NOTICE

Sealed quotations are invited from the reputed, eligible interested Companies / Suppliers / Service provider Agencies to supply Goods, Materials, Hiring of Works, for the different departments & sections of the Jalpaiguri Government Engineering College. The Details of the invitations are available in the College website www.jgec.ac.in and it may be downloaded therefrom.

Sd/-
Principal
Jalpaiguri Government Engineering College

Copy to:

1. College Notice Board
2. College website: www.jgec.ac.in
3. District Magistrate office
4. Panchayat office
5. ZillaParishad
6. Guard file


[Prof.(Dr.) Amitava Ray]
Principal

Jalpaiguri Government Engineering College
Jalpaiguri-735102

Principal
Jalpaiguri Govt. Engg. College
JALPAIGURI



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Ref. no. JGEC/2019/PUR2/Accounts

Dated: 07.03.2019

**NOTICE FOR INVITING QUOTATION TO PURCHASE THE ITEMS FOR THE ACCOUNTS
DEPARTMENT**

The College invites sealed quotations from reputed Companies / Suppliers / Service provider agencies to purchase the items for the **ACCOUNTS DEPARTMENT** as stated below. The interested Companies / Suppliers / Service provider Agencies may submit their Quotations / bid documents in prescribed format. Details Specifications & estimated quantities of the items are as follows:-

Sl. No	Item name	Item Specifications	Quantity	Estimated Price in Rs.
1.	Steel Chair (With arm)	Length 22.5", Width- 20"		
2.	Xerox Tonner (2004N)	(2004N)		
3.	Cartridge	(LBP-3500)		
4.	Anti Virus (Quick Heal)	Anti Virus (Quick Heal Total Security) Seven users		
5.	Dongle	Dongle (Jio FiM2- True 4G speed, video and HD voice calls)		
6.	Coffee Maker	Coffee Maker (Model No: 40715/ Hamilton Beach Brands Inc/ Product Dimensions 13x8.2x12.3 inches)		

Qualification Conditions:

- a) Bidder should be registered Firm / Company / Establishment
- b) 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 items at ACCOUNTS DEPARTMENT, JGEC.

Bid Price:

a) 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.

b) 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 date specified for submission.

The following documents must be Submitted with the Quotations/Bid:

1. Copy of Establishment Registration Certificate/ valid trade license in relevant field.
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 and compare quotations determined to be substantially responsive i.e.
 - a) they are properly signed.
 - b) Confirm to terms, conditions, specifications and qualifications and qualifications conditions.
- **Each Item will be evaluated separately.**

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 bid with documents must be submitted to the Office of the Principal on or before **14th March,2019 3.30 p.m.** in sealed envelope and clearly marked with **Ref. no. JGEC/2019/PUR2/ACCOUNTS and followed by ACCOUNTS DEPARTMENT** .

All sealed quotations received till then will be opened on the same day before the bidders or their representative who wish to be present, in the office on **14th March, 2019 at 4.00 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	Attested copy of GST., GSTIN	
3	Attested copy of PAN/Number.	
4	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT if applicable.	
5	Bid Form	

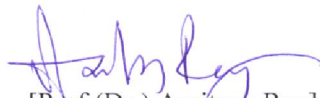
Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

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:

- The College reserves the right to postpone/cancel the bid, the bidder will have to abide with the decision.
- 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.
- No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.
- Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied with IFQ.
- Successful bidder will have to enter into an agreement with this Campus for timely execution of the Purchase order.
- No payment will be made for any damage of goods supplied.
- Total responsibility of the Goods, Materials in the site will be with the party only, College is not responsible any way for damages, pilferage or loss of Goods, Materials, etc. We look forward to receiving your quotations and thank you for your interest in this project.


[Prof.(Dr.) Amitava Ray]
Principal

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FORMAT OF BID

Supplier ref. no.....

Dated:

Name of the Firm:

Quotation for procurement of Items for ACCOUNTS DEPARTMENT

Ref. no. JGEC/2019/PUR2/ACCOUNTS

Dated: 07.02.2019

Sl. No	Item name	Item Specifications /Features with brand	Quantity	Offered price in Rs. including all
1.	Steel Chair (With arm)			
2.	Xerox Tonner (2004N)			
3.	Cartridge (LBP-3500)			
4.	Anti Virus (Quick Heal)			
5.	Dongle			
6.	Coffee Maker			

Total

(Total Amount in Rupees only)

1. 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: