

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

**Notice for Quotation to Procure A3 size printed, hard binding examination data in COE sections**

Ref. no. JGEC/CPC/hard binding register/2025-1

Dated: 01.02.2025

The College invites sealed quotations for **rate contracts i.e. price per unit** (including all taxes) which will be valid for a period of one year (from the date of bid opening) from reputed Companies / Suppliers / Service provider/ dealers/ agencies for procurement of **printing & hard binding register (A3 Size paper, one side printed)** for COE sections in the institute. It is to be noted that the cumulative price including all taxes in the purchase order (to be awarded to the evaluated bidder as per rule/norms) during the validity period of the rate contract will be at least for 4Nos. as per unit rate and maximum cost of the hard binding register must be less than Rupees one Lakh (Rs. 1,00,000/-) based on the total purchased quantities. Keeping that into consideration, the interested Companies / Suppliers / Service provider /Agencies may submit their Quotations / bid documents in prescribed format. Details of Specification are as follows:-

Sl. No	Item name	Item Specifications	Minimum Quantity
1.	A3 size printed data	Executive bond,80 GSM, Printing (ONE SIDE) & hard binding, 250 pages (approx.)	4 Nos.

**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)
- Bidders should have relevant credentials

**Delivery Place / Works site:** BWorks /servicely 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 date specified for submission.

**The followings must be Submitted with the Quotations/Bid:**

- Copy of Establishment Registration Certificate/ valid Trade licence in relevant field
- Copy of PAN and copy of latest return
- Copy of GST
- Copy of PTAX enrolment certificate and copy of latest paid challan of PTAX
- 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 the items as a wholes considering cumulative rate corresponding to minimum number/quantity of items mentioned above to determine substantially responsive bidder.
- Confirm to terms, conditions, specifications and qualifications and qualifications conditions.

**Award of Contract:**

The purchaser will award the contract to the bidder whose quotations have been determined to be substantially responsive, and who has offered the lowest evaluated quoted price during the validity period of the rate contract. The purchaser also reserves the right to purchase even a single item with quantity not less than minimum quantity mentioned in the details description of items during the validity period of the rate contract.

The bid document may also be downloaded from our web-site :[www.jgec.ac.in](http://www.jgec.ac.in)

All documents must be submitted to the Office of the Principal on or before 10.02.2025 till 12.00 PM in sealed envelope and marked with “**Quotation to Procure hard binding register for COE sections**”. All sealed quotations received till then will be opened on 10.02.2025 before the bidder or their representative who wishes to be present, in the office at 12.30 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
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		(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	Submit credentials of supplying similar items to reputed organizations.	
3	Attested copy 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 a contract by the purchaser.

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

**Other Terms & Conditions:**

- (a) The College reserves the right to postpone/cancel the bid, the bidder will have to abide by the 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). The personnel in charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of the payment.
- (c) No preference will be given to any bidder of a class of bidders, either for the price or 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

Copy forwarded for information and necessary action to:

1. College Notice Board
2. College website [www.jgec.ac.in](http://www.jgec.ac.in)
3. Guard file

**Note: Bidder may visit the COE section/Principal's section to check the quality of hard binding register/papers**

FORMAT OF BID Form

Supplier ref. no.

dated:

Name of the Firm: .....

**Quotation to Procure of printing & hard binding register (A3 Size paper, one side printed)**

Ref. no. JGEC/CPC/hard binding register/2025-1

Dated: 01.02.2025

Sl. No	Item name	Item Specifications /Features with brand	Quantity	Unit price
1				

Total (cumulative price considering minimum number/quantity of items mentioned)

1. (Total Amount in 1: Rupees ..... only) [One side printed]

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: