

Notice for Quotation to procure, repair works and installation of switches for the hostels
Memo No: JGEC/CPC/CWN-3/2025 **Date: 15.10.2025**

The College invites sealed quotations from reputed Companies / Suppliers / Service providers/ dealers/ agencies for the procurement, repair works and installation, of switches etc, for hostels. Companies / Suppliers / Service providers/Agencies may submit their Quotations/bid documents in the prescribed format. Details of the Specifications of the switches are as follows:-

Sl. No	Item name with specification	No. of switches
1.	24-port Gigabit managed switch	02Nos.
2.	48 port Gigabit switches	04 Nos.

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)
- c) Bidders should have relevant credentials

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

Bid Price:

- a) The Bid Price shall be in Rs. and include all Taxes and other levies such as the transportation expenses , no extra price is payable by the college. Bidder must quote item wise. Total price must be less than Rs.1 Lakhs.
- 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 dates specified for submission.

The followings must be Submitted with the Quotations/Bid:

1. Copy of Establishment Registration Certificate/ valid Trade licence 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:

- a) The purchaser will evaluate and compare quotations, considering the cumulative rate corresponding to the quantity of items mentioned above to determine a substantially responsive bidder.
- b) Conform to terms, conditions, specifications and qualifications and qualifications conditions.

Award of Contract:

The purchaser will award the contract to the bidder whose quotation 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.in sealed envelope and marked with “**Quotation to Procure & installation/commissioning of switches**”.

Important date:

Opening date:15.10.2025

Closing date: 31.10.2025

All sealed quotations will be opened on the closing date at 1 pm before the bidder or their representative who wishes to be present, in the office.

CHECKLIST FOR BIDDERS/APPLICANTS:

01. The Bidder should ensure that all documents and papers submitted in this BID are fully authenticated by the authorised 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.	Trade License	
3.	Credential document in support of doing similar work	
4.	Attested copy of GST	
5.	Attested copy of PAN/Number.	
6.	Attested copy of tax return	
7.	Bid Form	

Not with-standing the above, the purchaser reserves the right to accept or reject any quotations 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.

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 payment.
- (c) No preference will be given to any bidder or 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 format supplied with IFQ.

- (e) Successful bidder will have to agree with the college for timely execution of the Purchase order.
- (f) No payment will be made for any damage of goods supplied.
- (g) We look forward to receiving your quotations and thank you for your interest in this work.
- (h) During the execution of work, it is mandatory to provide original GST bills, and manufacturer's warranty of the items/ procured or used parts to justify the authenticity of the spare parts.

**Sd/-
Principal**

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Copy forwarded for information and take necessary action to:

1. College Website, Jalpaiguri Govt. Engg. College, Jalpaiguri, www.jgec.ac.in
2. Notice Board, Jalpaiguri Govt. Engg. College, Jalpaiguri-
3. Storekeeper, Jalpaiguri Govt. Engg. College, Jalpaiguri.
4. Guard file

**Sd/-
Principal**

FORMAT OF BID Form

Supplier ref. no.

dated:

Name of the Firm:

Quotation to Procure, repair and installation of switches

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Sl. No	Item name	Item Specifications /Features	Quantity	Offered rate price in Rs. including all taxes

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