

GOVERNMENT OF WEST BENGAL

OFFICE OF THE PRINCIPAL

JALPAIGURI GOVERNMENT ENGINEERING COLLEGE, JALPAIGURI 735102, WEST BENGAL

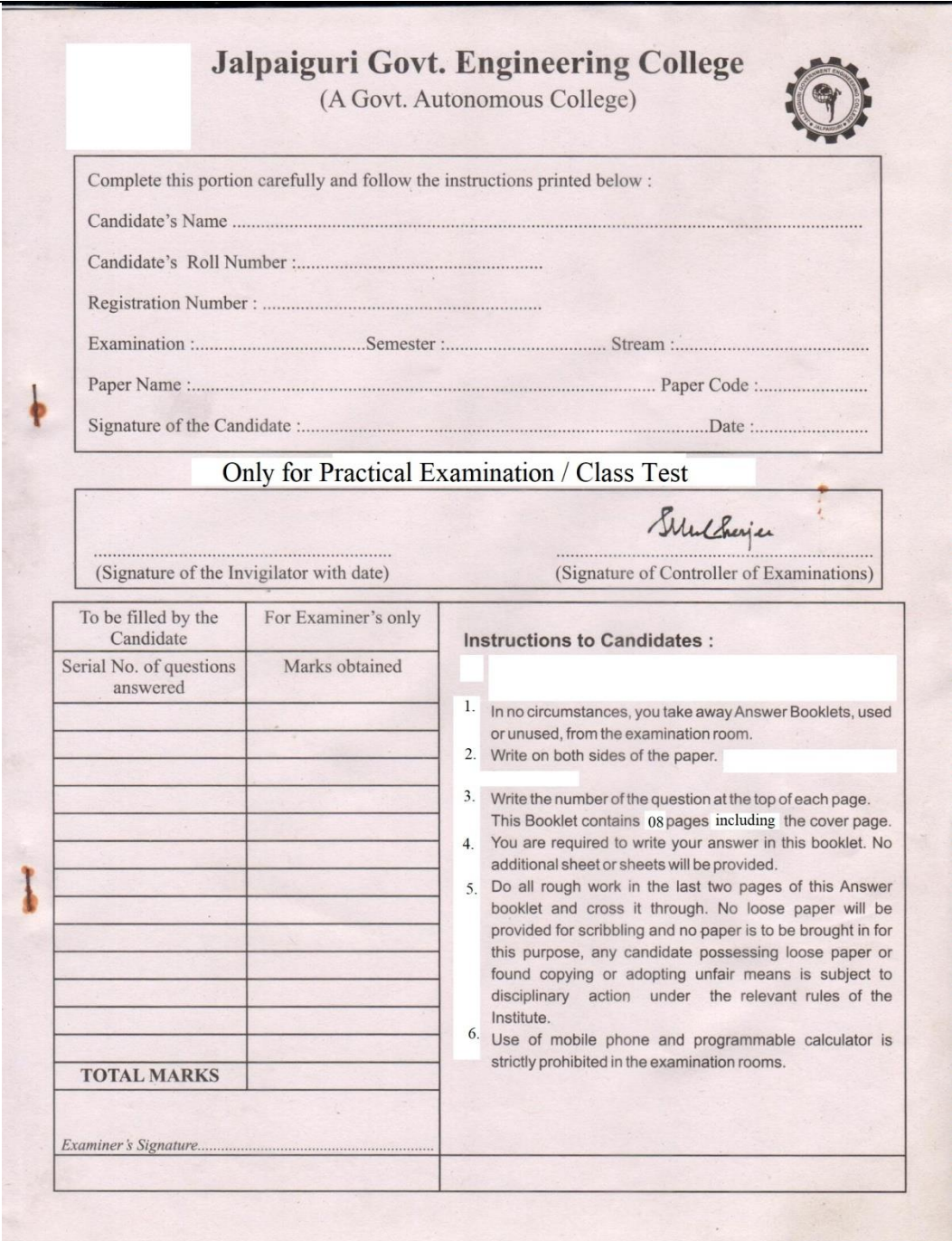
Website: www.jgec.ac.in Phone: 03561-255131 Fax: 03561-256143

Notice for Quotation to Procure Class Test and Practical Examination Answer Sheets with Front Page Printing

Memo No: JGEC/CPC/class test/06/2026-27

Date: 07.06.2026

The College invites sealed quotations from reputed Companies / Suppliers / Service provider/ dealers/ agencies for procurement of **Class Test and Practical Examination Answer Sheets with Front Page Printing** for different academic departments in the institute. Sample of the front page content to be printed is attached in the specification. 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) must be less than Rupees one Lakh (Rs. 1,00,000/-). Companies / Suppliers / Service provider /Agencies may submit their Quotations / bid documents in prescribed format. Details of Specification are as follows:-

| Sl. No | Item name with specification | Unit price, Rs | Qty | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------------|---|---|---------------------|------------------------------|----------------------------------|----------------|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--------------------|--|--|---------------------------|--|--|--|--|
| 1. | Class Tests and Practical exams containing 8 pages (4 sheets) including front page with a modified front page formatting as shown below. Answer script size: 28 cm × 22 cm, Centered stitched by two staples; all pages must have page numbers at the bottom; paper quality must be not less than 65 GSM. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Front Page Format |  <p style="text-align: center;">Jalpaiguri Govt. Engineering College (A Govt. Autonomous College)</p> <p>Complete this portion carefully and follow the instructions printed below :</p> <p>Candidate's Name</p> <p>Candidate's Roll Number :.....</p> <p>Registration Number :</p> <p>Examination :.....Semester :..... Stream :.....</p> <p>Paper Name :..... Paper Code :.....</p> <p>Signature of the Candidate :.....Date :.....</p> <p style="text-align: center;">Only for Practical Examination / Class Test</p> <p>..... (Signature of the Invigilator with date)</p> <p style="text-align: center;"><i>S. Mukherjee</i> (Signature of Controller of Examinations)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">To be filled by the Candidate</th> <th style="width: 30%;">For Examiner's only</th> <th rowspan="2" style="width: 40%;">Instructions to Candidates :</th> </tr> <tr> <th>Serial No. of questions answered</th> <th>Marks obtained</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td rowspan="10"> <ol style="list-style-type: none"> 1. In no circumstances, you take away Answer Booklets, used or unused, from the examination room. 2. Write on both sides of the paper. 3. Write the number of the question at the top of each page. This Booklet contains 08 pages including the cover page. 4. You are required to write your answer in this booklet. No additional sheet or sheets will be provided. 5. Do all rough work in the last two pages of this Answer booklet and cross it through. No loose paper will be provided for scribbling and no paper is to be brought in for this purpose, any candidate possessing loose paper or found copying or adopting unfair means is subject to disciplinary action under the relevant rules of the Institute. 6. Use of mobile phone and programmable calculator is strictly prohibited in the examination rooms. </td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: center;">TOTAL MARKS</td> <td> </td> </tr> <tr> <td colspan="2">Examiner's Signature.....</td> <td> </td> </tr> </tbody> </table> | To be filled by the Candidate | For Examiner's only | Instructions to Candidates : | Serial No. of questions answered | Marks obtained | | | <ol style="list-style-type: none"> 1. In no circumstances, you take away Answer Booklets, used or unused, from the examination room. 2. Write on both sides of the paper. 3. Write the number of the question at the top of each page. This Booklet contains 08 pages including the cover page. 4. You are required to write your answer in this booklet. No additional sheet or sheets will be provided. 5. Do all rough work in the last two pages of this Answer booklet and cross it through. No loose paper will be provided for scribbling and no paper is to be brought in for this purpose, any candidate possessing loose paper or found copying or adopting unfair means is subject to disciplinary action under the relevant rules of the Institute. 6. Use of mobile phone and programmable calculator is strictly prohibited in the examination rooms. | | | | | | | | | | | | | | | | | | | TOTAL MARKS | | | Examiner's Signature..... | | | | |
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| TOTAL MARKS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Examiner's Signature..... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

The qualification of the suppliers, bid price, documents to be submitted, and evaluation of quotations are explained as follows:

A) Qualification Conditions:

- a) Bidder should be a 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

B) 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. The bidder must quote 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.

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

D) The following 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

E) Evaluation of Quotations:

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

F) 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 ordered quantity may vary from the quantity of items asked for quotation.*

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

Application form/Bid form:

Application form must be collected from the Principal's office during office hours (11 am to 2 pm)

All documents must be submitted to the Office of the Principal in sealed envelope and marked with **“Quotation to Procure Class Test and Practical Examination Answer Sheets with Front Page Printing”**.

Important date:

Opening date: 08.06.2026

Closing date: 17.06.2026 at 12:30 PM.

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.

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 authorised 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 authorised signatory | |
| 2 | Statement indicating experience of supplying such items & working with Govt.Ministries/ Departments/PSUs, etc. | |
| 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. | |

Notwithstanding 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 days in exceptional cases.

Other Terms & Conditions:

(a) The College reserves the right to postpone/cancel the bid, the bidder will have to abide with 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). Personnel in charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend the extent of payment accordingly.

(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 letter head of the bidder in the prescribed format supplied with IFQ.

(e) The successful bidder will have to enter into an agreement with this Campus for the 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 project.

sd/-

Principal/JGEC

Copy forwarded for information and necessary action to:

1. College Notice Board
2. College website www.jgec.ac.in
3. Guard file