

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

Ref. no. JGEC/CPC/STATIONARY/19/2026-27

Dated: 07.09.2026

Sealed quotation is invited from the reputed, eligible interested Companies / Suppliers / Service provider Agencies to supply Stationary items FOR VARIOUS departments & sections.

The above notice is available in the in the College website www.jgec.ac.in and it may be downloaded from that website.



Prof. (Dr.) Amitava Ray
Principal
Jalpaiguri Govt. Engineering College
Jalpaiguri-735102

Principal/JGEC

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

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Notice for Quotation to Procure Stationary items as mentioned below.

Ref. no. JGEC/CPC/STATIONARY/19/2026-27

Dated: 07.09.2026

The College invites sealed quotations from reputed Companies / Suppliers / Service provider agencies for procurement of Stationary items as stated below. The interested Companies / Suppliers / Agencies may submit their Quotations / bid documents in prescribed format. Details of Specification for procurement of Stationary Goods & estimated quantities are as follows: -

Sl. No.	Description of item	Quantity	Unit	Estimated Price
1	Scissor 248 mm numix	6	Pc. / Pcs.	Rs. 99500.00
2	Scissor 216 mm numix	12	Pc. / Pcs.	
3	Scissor 192 mm numix	10	Pc. / Pcs.	
4	Stapler No. 10	24	Pc. / Pcs.	
5	AGNI 20/20 (Blue 100; Black 30; Red 60; Green 10)	200	Pc. / Pcs.	
9	Lock Godrej NAV TAL 7 Lever 65mm 3 Keys	5	Pc. / Pcs.	
10	Lock Godrej Freedom 5 Lever Round Padlock 3 Keys/ Lock Godrej 5 Lever Round Padlock SS	40	Pc. / Pcs.	
11	Feather duster Nylon	50	Pc. / Pcs.	
12	Cloth Duster 12x12	200	Pc. / Pcs.	
13	Cloth Duster 18x18	200	Pc. / Pcs.	
14	Cloth Duster 24x24	100	Pc. / Pcs.	
15	1.5V AAA Battery Panasonic Evolta / Duracell Ultra/ Eveready Ultima Pro/ Nippo Thor Max	10	Strip	
16	1.5V AAA Battery Duracell/ Eveready Ultima	20	Strip	
17	1.5V AA Eveready Ultima/Nippo Gold	10	Strip	
18	Eveready Rechargeable Torch light Boomlite	10	Pc. / Pcs.	
19	Band Aid / Hansaplat Water Proof	100	1 Box	
20	Dettol 55 ml Bottle	12	Bottle	
21	Bandage 2"	20	Pc. / Pcs.	
22	Bandage 4"	20	Pc. / Pcs.	
23	Sterile Cotton 50 gm.	10	Pc. / Pcs.	
24	Absorbent Cotton Gauze	10	Pc. / Pcs.	
25	Binder Clip 41 mm	20	Box	
26	Binder Clip 32 mm	20	Box	
27	Binder Clip 25 mm	20	Box	
28	Triangular Clip Aerotix Nickle Plated	20	Box	
29	Triangular Clip Plastic Coated	10	Box	
30	12-inch Steel Scale	15	Pc. / Pcs.	
31	12-inch Plastic Scale	15	Pc. / Pcs.	
32	Ink Pad 90mmx55mm / 88mmx54mm	20	Pc. / Pcs.	
33	Ink Pad 110mmx69mm	10	Pc. / Pcs.	
34	Plastic Laminated Envelope 36cm x 25Cm	100	Pc. / Pcs.	
35	Cloth Bound Envelope 16 inch x 12 inch	100	Pc. / Pcs.	
36	Stapler Pin 10 No.	120	Box	
37	Stapler Pin 24/6	120	Box	
38	Room Freshner spray aer/ odonil	20	Bottle	

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 materials / Works / service with requisite number at JGEC premises.

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 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 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. c) The purchaser will evaluate and compare quotation, considering the cumulative rate (i.e. Total price of all the items including all taxes) corresponding to the quantity of items mentioned above to determine a substantially responsive bidder.

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 15.09.2026 **till 12:30 PM** in sealed envelope and marked with “**Quotation for Procurement of Stationary Goods / Materials**”. All sealed quotations received till then will be opened on the same day before the bidder or their representative who wish to be present, in the office **at 1:00 P.M.**

Important date:

Opening date: 07.09.2026

Closing date: 15.09.2026 upto 12:30 PM.

Evaluation date: 15.09.2026 1:00 PM

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. (if available)	

3	Attested copy of GST	
4	Attested copy of PAN/Number.	
5	Bid Form	

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 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 along with the BID FORM collected from the office 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.
- We look forward to receiving your quotations and thank you for your interest in this project.
- Bid Form should be collected from the college during the bidding period in the college hours (12 Noon – 4 PM). Without enclosing the bid form collected from the college, the bidder will be summarily rejected.



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