

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/2026/PUR2/F2

Dated: 28/09/2026

Sealed quotations are hereby invited from reputed, experienced, and eligible contractors/caterers/service providers for the supply and delivery of complete lunch packets on a rate contract basis at Jalpaiguri Government Engineering College, Jalpaiguri.

The above notice is available on 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 for the supply and delivery of complete lunch packets at Jalpaiguri Government Engineering College, Jalpaiguri, in relation to Degree Awarding Ceremony 2026

Ref. No. JGEC/DAC/2/2026/CLP

Dated: 28.09.2026

The College invites sealed quotations from reputed, experienced, and eligible contractors/caterers/service providers for the supply and delivery of a minimum of 400 (Four Hundred) complete lunch packets **on a rate contract basis** at Jalpaiguri Government Engineering College, Jalpaiguri, for the Degree Awarding Ceremony 2026 scheduled to be held on 20th November 2026, as stated below. The interested contractors/caterers/service providers/companies/suppliers may submit their Quotations/bid documents in the prescribed format. Details of specifications for procurement of Goods, Materials, Hiring of Works, Hiring of Service System & estimated quantities are as follows: -

Sl. No	Item name	Item Specifications	Quantity	Estimated price
01	Complete Lunch Packets	Fried Rice: Fried rice prepared using 120 g of rice per packet; required cooked volume shall be maintained at 950 ml to 1000 ml as specified- one portion. Chicken Kasha: Chicken kasha containing 150 g chicken per packet, consisting of 3 pieces- one portion. Sandesh: Fresh and good-quality Sandesh- one piece Disposable Spoon: Food-grade disposable spoon suitable for consumption of the supplied food- one no. Tissue Paper: Clean, good-quality tissue paper- one no. Water Bottle: 250 ml sealed bottle of drinkable water of reputed brand - one bottle.	Minimum of 400 complete lunch boxes	

PACKING ARRANGEMENT:

- Each lunch packet shall be supplied as one complete unit in a single lunch box.
- The fried rice, chicken kasha, and Sandesh shall be packed separately within the same lunch box, using suitable food-grade containers/compartments so that the items remain hygienically separated.
- The fried rice and chicken kasha shall not be mixed during packing or transportation.
- The Sandesh shall be suitably packed/protected within the same lunch box to maintain its quality and hygiene.
- One disposable spoon and one tissue paper shall be included in each lunch box.
- The lunch box shall be properly closed/sealed and suitable for safe transportation and immediate consumption.
- Thus, a minimum of 400 complete lunch boxes, each containing all the items specified above, shall constitute the required supply.

GENERAL TERMS AND CONDITIONS

- The food shall be freshly prepared and hygienically packed.
- All food items shall be of good quality and suitable for human consumption.
- The contractor shall ensure that the specified quantity and quality are maintained uniformly in all lunch boxes.
- The contractor shall be responsible for preparation, packing, transportation and delivery of the complete lunch boxes at Jalpaiguri Government Engineering College premises.

5. The lunch boxes shall be delivered on the date and time communicated by the College.
6. All packing materials, disposable spoons, tissue paper, transportation and other incidental expenses shall be borne by the contractor.
7. The quoted rate shall be inclusive of all applicable taxes, packing, transportation and other charges. No additional payment shall ordinarily be made by the College.
8. The supplied lunch boxes shall be subject to inspection and verification by the authorized representative/committee of the College.
9. Payment shall be made after satisfactory supply and submission of the proper bill/invoice, subject to certification of the quantity and quality supplied.
10. The College reserves the right to accept or reject any quotation, wholly or partly, in accordance with the applicable rules.

QUALIFICATION CONDITIONS:

- a) Bidder should be a registered Firm / Company / Establishment/Contractor/Caterers/service provider
- 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 applies)

DELIVERY PLACE / WORKS SITE:

The bidder will supply and deliver the materials/Works/services in the requisite quantity at the JGEC premises.

BID PRICE:

- a) The Bid Price shall be in Rs. and include all Taxes and other levies, such as 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.

VALIDITY QUOTATION:

The quotation shall remain valid for a period of not less than 60 days after the deadline date specified for submission.

THE FOLLOWING 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) Conform to terms, conditions, specifications, and qualifications and qualification 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.

The bid document may also be downloaded from our website: www.jgec.ac.in

All documents must be submitted to the Office of the Principal on or before 08.10.2026 by 2.00 PM in a sealed envelope and marked with “Quotation for the preparation, supply and serving of a Traditional Bengali Lunch and Premium Breakfast at Jalpaiguri Government Engineering College, Jalpaiguri, in relation to Degree Awarding Ceremony 2026”. All sealed quotations received till then will be opened on the same day before the bidder or their representative who wishes to be present, in the office at 3.00 P.M.

CHECKLIST FOR BIDDERS / APPLICANTS

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 the 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.	
3	Attested copy of 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 and to cancel the bidding process and reject all quotations at any time before 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:

- The College reserves the right to postpone/cancel the bid; the bidder will have to abide by 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 the extent of payment accordingly.
- No preference will be given to any bidder of a class of bidders, either for the price or for other terms and conditions.
- Quotation may be submitted on the printed letterhead of the bidder in the prescribed format supplied with IFQ.
- The 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 to goods supplied.
- We look forward to receiving your quotations and thank you for your interest in this project.
- h) Collect the Bid Form from the office of the Principal, Jalpaiguri Government Engineering College, within the specified time period during office hours.***



Prof. Debajyoti Ray
Principal
Jalpaiguri Government Engineering College
Jalpaiguri-786008

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