

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 Goods, Materials, Hiring of Works , Hiring of service in relation to Award Ceremony, 2026

Ref. no.: JGEC/Award/2026/chair-flower-carpet

Dated: 29.09.2026

The College invites sealed quotations from reputed Companies / Suppliers / Service provider agencies for procurement of Goods, Materials, Hiring of Works , Hiring of service in relation to Award Ceremony' 2026 to be held on 20.11.2026 as stated below. The interested Companies / Suppliers / Service provider Agencies may submit their Quotations / bid documents in prescribed format. Details of Specification 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(inclusive all)
01	i. Hiring of Chairs, Tables, Lamp stand, Podium, Sofa	PVC Chairs with cover : 750 nos., Sofa (Two seater) : 12 nos., Sofa (Three seater) : 8 nos., VVIP Chairs: 8 nos., PVC Tables with cover: 20 nos., Centre Tables: 8 nos., Big Lamp stand (Prodip stand/golden diya): 01 no., Podiums(02 nos.) for the Collegiate Auditorium: Hall size: Length: 110ft, width: 45ft, height: 20ft. Stage size: Length: 45ft, width: 25ft, height: 15ft.	Full set	Rs. 89,950/-
	ii. Flower decoration	Decoration with the followings: a. Two entry gates outside the Auditorium (i) at the entry of workshop (ii) 100m ahead of the previous one with flowers b. Stage decoration, Hall decoration and Wall decoration with silken clothes & flowers, c. Supply of bouquets for VIPs (10 nos. King size) & Table flower vase with flower: 12 nos. d. Flower tubs: 150 nos.		
	iii. Hiring of Carpet	Total Auditorium floor (110ft x 45ft), workshop corridor (150 ft), road upto new sliding gate (200 ft), Stage (30ft x 25ft) with 6 ft wide red carpet.		
	iv. Extension of existing stage (Temporary basis)	Present stage is to be extended by 24ft x 8ft x 4ft (laying ply board of size 24'x16'x3/4") with railing and two sets of stairs on two sides made of Sal wood frame (pillars, runners tie) and Ply board fittings. Raising and leveling of stage floor using horizontal sal wood runners and laying ply board of size 24'x8'x3/4" .		
		Complete works in all respect, including fittings, fixtures, mobilization of resources / goods/ articles/ erection, installation , dismantling, disposal, restoration of the sites in original state. System should be sufficiently strong, stable and waterproof.		

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)

Delivery Place / Works site:

Bidder will supply 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.

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 60 days after the deadline datespecified for submission.

The followings must be Submitted with the Quotations/Bid:

1. Copy of Establishment Registration Certificate/ valid Trade license in relevant field
2. Copy of PAN and copy of latest return
3. Copy of GST Copy of PTAX enrolment certificate and copy of latest paid challan of PTAX
4. 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 all the items taken together and bidder has to quote for all items in a block and compare quotations determined to be substantially responsive(all the items) i.e. are properly signed.

b) Confirm to terms, conditions, specifications and qualifications and qualifications conditions.

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.**Order will be placed to a single party for the three items,**

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 09.10.2026 **till 1.00 PM** in sealed envelope and marked with “**Quotation for Procurement of Goods, Materials, Hiring of Works , Hiring of service-Award Ceremony-2026**” . 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 2.00 P.M on 09.10.2026**

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.	
3.	Attested copy of VAT/CST/Service TAX Registration number, if applicable.	
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, (Available from the office of the Principal	

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.

Bid form Proforma is available from the office of the Principal during office hours.

11. 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 accordingly the extent of payment.

(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) 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 of goods supplied.

(g) Total responsibility of the Goods, Materials in the site will be with the party only, College is not responsible any way for damages, pilferage or loss of Goods, Materials, etc. We look forward to receiving your quotations and thank you for your interest in this project.

Sd/-

Principal/JGEC

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