



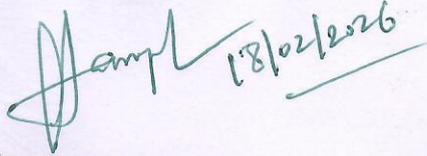
Government of West Bengal
Alipurduar Government Engineering and Management College
Chepani, Alipurduar II, West Bengal – 736206
E-Mail: oic.agemc@gmail.com; URL: <http://www.agemc.ac.in>

Memo No. 01-AGEMC/NIQ/SPORTS/25-26

Date 18.02.2026

NOTICE

The College invites quotations from reputed Companies/Suppliers/Service Provider agencies for the purchase of Sports items and refreshments for Sports Day on 27th February 2026 of Alipurduar Government Engineering and Management College. The interested Companies/Suppliers/Service Provider Agencies may submit their quotation/bid documents in prescribed format. The details of the invitations are available in the College website www.agemc.ac.in and it may be downloaded from there.

 18/02/2026

(Dr. Sourish Sanyal)
Officer-In-Charge
Alipurduar Govt. Engineering & Management College

Officer-In-Charge
Alipurduar Govt. Engineering
and Management College
Alipurduar-736206

Copy to:

1. Accounts officer, AGEMC, Alipurduar
2. Notice Board/Advertisement Copy
3. College Website
4. Office Copy



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Memo No. 01-AGEMC/NIQ/SPORTS/25-26

Date 18.02.2026

**NOTICE FOR INVITING QUOTATION TO PURCHASE SPORTS ITEMS AND REFRESHMENT FOR SPORTS DAY
OF ALIPURDUAR GOVERNMENT ENGINEERING AND MANAGEMENT
COLLEGE**

The College invites quotations from reputed Companies/Suppliers/Service Provider Agencies for the purchase of Stationery and Consumable Items for all departments of Alipurduar Government Engineering and Management College. The interested Companies/Suppliers/Service Provider agencies may submit their quotation/bid documents in prescribed format. Details of the specifications and estimated quantities of the items are as follows

Sl.	Name of the Work	Specification	Quantity
1	Measuring Tape	50m steel/fiberglass tape, any standard brand, retractable, suitable for sports field marking	2 Nos
2	Cones	30cm height PVC/plastic cones, any bright color with reflective band, outdoor use	10 Nos
3	Flags	90x60cm nylon/polyester flags with poles, any 4 bright colors, weather resistant	4 Sets
4	Football	Size-5 standard football, any reputable brand, suitable for college matches	2 No
5	Football Gloves	Standard goalkeeper gloves, any size L/XL, latex palm preferred	2 Pairs
6	Football Pumper	Standard hand pump with needle adapters, any standard make	2 Nos
7	Volleyball	Size-5 standard volleyball, any reputable brand, suitable for college games	2 No
8	Volleyball Net	Standard volleyball net 10x1m with poles/cables, any standard make	1 No
9	Cricket Tennis Bat	Standard tennis ball cricket bat, 68-72cm length, any quality brand	2 Nos
10	Plastic Stump	Standard plastic stumps (3+2 bails) with base, any standard make	1 Set

	Set		
11	Tennis Ball	Standard tennis balls, any reputable brand, pack of 3	12 Nos
12	Badminton Shuttle	Standard nylon/plastic shuttles, medium speed, tube of 12	3 Tubes
13	Chess Board Set	Standard chess set with board and pieces, any quality make	10 Sets
14	Gold Medal	75mm gold color plated medal with ribbon, any quality finish	25 Nos
15	Silver Medal	75mm silver color plated medal with ribbon, any quality finish	10 Nos
16	Bronze Medal	75mm bronze color plated medal with ribbon, any quality finish	5 Nos
17	Big Trophy	35-40cm height trophy, gold finish, with engraving base	5 Nos
18	Small Trophy	25-30cm height trophy, gold finish, with engraving base	5 Nos
19	Certificate	A5 size certificates, 250gsm+ paper	126 Nos
20	Refreshment	Veg snacks per person, disposable plates/cups included	300 Persons
21	Lunch	Chicken Biryani per person	30 Persons
22	Sound System	500W+ PA system with 2 speakers, 2 mics, mixer, stands, cables for 1 day rent	1 Set
23	First Aid Kit	Standard institutional first aid kit with basic medicines/bandages	2 Sets
24	Rope for Tug of War	10m standard jute rope, suitable for college teams	1 No
25	Lime Powder	Agricultural grade lime powder for sports field line marking, any standard brand, 25-50kg bags	10 Kg
26	Paint	Weatherproof white line marking paint for sports fields, any standard brand, 1L/4L cans	3 Ltrs
27	Tarpin Oil (Turpentine)	Industrial grade turpentine oil/thinner for paint mixing, any standard brand, 1L cans	1 Ltr

*Note: Quantity may vary at the time of placing the order.

Qualification Conditions:

- (1) Bidder should be registered Firm/Company/Establishment,
- (2) Bidder shall provide all relevant records required, i.e. Income Tax Return Certificate/PAN, Commercial Tax Clearance/VAT/GST Certificate and other taxes (whichever applied).

Delivery Place/Works Site:

Bidder will supply and deliver the items at Alipurduar Govt. Engineering & Management College Chepani, Bakla School Danga, Alipurduar II, West Bengal-736206.

Bid Price:

(1) The Bid Price shall be in INR (Rs) and including all taxes and other levies such as the transportation expenses; no extra price is payable by the college. Bidders must quote the item wise.

(2) 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 of Quotation:

Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

The following Documents must be submitted with the Quotation/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 Certificate
4. Copy of PTAX enrollment certificate and copy of latest paid chalan of PTAX
5. Detailed office address of the AGENCY WITH Telephone Number, Fax Number and Mobile Number and name of the contact person.

Evaluation of Quotation:

The purchaser will evaluate and compare quotations determined to be substantially responsive, i.e.

- (a) Those are properly signed,
- (b) Confirm to terms, conditions, specifications and qualifications conditions.

Each Item will be evaluated separately.

Award of Contract:

The purchaser will award the contract to the bidder whose quotations has been determined to be substantially responsive, who has offered the lowest evaluated quoted price.

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

All bid documents must be submitted to the office of the Principal on or before 24th February, 2026 at 4:00 pm in a sealed envelope and clearly marked with 01-AGEMC/NIQ/SPORTS/25-26
Date 18.02.2026

All sealed quotations received till then will be opened on the same day before the bidders or their representative who wishes to be present in the office on 25.02.2026 at 4:30 pm.

CHECK LIST 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/her signature with office seal wherever applicable. The following documents 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	Self Attested copy of GST (GSTN)	
3	Self Attested copy of PAN/Number	
4	Self Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax.VAT if applicable	
5	Bid Form	

Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation 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 and 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 purchase). Personnel in Charge will certify the quality and quantity of the items supplied/work done as per the specifications and recommend accordingly the extent 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 attached at the end of this notice.

(e) No payment will be made for any damage of the goods supplied.

(f) Total responsibility of the Goods, Materials in the site will be with the party only, College is not

responsible for any way of damages, pilferage or loss of Goods, Materials, etc.
We look forward to receiving your quotations and thank you for your interest in this project.

(Dr. Sourish Sanyal)
Officer-In-Charge
Alipurduar Govt. Engineering & Management College

FORMAT OF BID

Supplier Ref. No.:

Dated:

Name of the Company/Supplier/Service Provider Agency:

Quotation for "STATIONERIES AND CONSUMABLE ITEM"

Ref. No.: AGEMC/NIQ-08(O)/2024-25

Date: 13.03.2025

Sl. No.	Item Name	Item Specifications/ Features with Brand	Quantity	Unit Price	Offered Price(total) without GST (INR)	SGST (INR)	CGST (INR)	Offered Price(total) with GST (INR)

Total
(Total Amount in Rupees _____ only)

1. We agree to supply the above mentioned items/works in accordance with technical specifications for the total contract price of Rs./- (In words Rupees _____) including taxes, transportation, etc., within eight weeks of issue of supply order.
2. We also confirm that the normal commercial warranty/guarantee shall apply to the applied 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: