



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

Memo No. ⁸⁸ AGEMC/NIQ-06(O)/2024-25

Date 25.02.2025

NOTICE

The College invites quotations from reputed Companies/Suppliers/Service Provider agencies for the purchase of Stationery and Consumable Items for office and 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. The details of the invitations are available in the College website www.agemc.ac.in and it may be downloaded from there.

 25/02/2025

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

Copy to:

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

✓ BDO, Alipurduar - 11



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Memo No. AGEMC/NIQ-06(O)/2024-25

Date 24.02.2025

NOTICE FOR INVITING QUOTATION TO PURCHASE THE STATIONERY AND
CONSUMABLE ITEMS 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	STOCK BOOK (200 PAGES)	Standard quality <i>and of reputed manufacturer</i>	28 pieces
2	ATTENDANCE REGISTER (10 PAGES EACH)	Standard quality <i>and of reputed manufacturer</i>	100 pieces
3	A-4 PAPER (RIM) B2B 75GSM	75 gsm, bright, excellent dimensional stability, sharp and clear image <i>and of reputed manufacturer</i>	67 rims
4	CARTRIDGE (HP 137A Compatible)	Compatibility: HP 137A Compatible Cartridge Colors: Black Print Technology: Laser Page yield black and white: ~1,100 pages or more Product type: Standard Capacity Toner Cartridges	27 pieces
5	PEN DRIVE (128 GB) USB3.0	Capacity: 128GB Interface : USB v3.0 Enabled and USB v2.0 Compatible Case Material: Metal Read & write speed: 100 mbps Warranty : Min 3 years	17 pieces
6	GEMS CLIP (BOX)	Standard quality <i>and of reputed manufacturer</i>	60 pieces
7	BLUE PEN (PACK)	Body Color: Blue Made of Plastic Transparent Body Type Ink Color: Blue pen tip size : 0.6 mm Pack of 10	15 pack

8	White Board MARKER (BLACK)(pack)	Type: White Board Marker Black Refillable: Yes Pack Size: 10 Tip Design : Round Tip	26 pack
9	DUSTLESS CHALK, WHITE (BOX) (Apsara)	Standard quality and of reputed manufacturer	74 pack
10	DUSTLESS CHALK, COLOUR (BOX) (Apsara)	Standard quality and of reputed manufacturer	65 pack
11	Black Board DUSTER	Standard quality and of reputed manufacturer	28 pieces
12	WHITE BOARD DUSTER	Standard quality and of reputed manufacturer	28 pieces
13	GLUE (Small Tube)	Standard quality and of reputed manufacturer	45 pieces
14	METAL SCALE(1ft)	Standard quality and of reputed manufacturer	8 pieces
15	SCISSOR (Big)	Standard quality and of reputed manufacturer	28 pieces
16	NOTICE BOARD PINS (PACK)	Standard quality and of reputed manufacturer	23 pack
17	Liquid handwash (Small)	Standard quality and of reputed manufacturer.	21 pieces
18	PPT Presentor	Standard quality and of reputed manufacturer.	17 pieces
19	Permanent Marker(Pack)	Standard quality and of reputed manufacturer.	13 pieces
20	Notice Board(3ft*3ft)	Standard quality and of reputed manufacturer.	5 pieces
21	Cotton Ribbon	Standard quality and of reputed manufacturer.	13 pieces
22	CA Exam Answersheet	Standard quality and of reputed manufacturer.	4111 pieces
23	Door mat anti slip (3'x1')	Standard quality and of reputed manufacturer. Successful bidder have to show the specimen copy before supply the material.	22 pieces

*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 4th March, 2025 at 4:00 pm in a sealed envelope and clearly marked with AGEMC/NIQ-06(O)/2024-25, Dated 25.02.2024.

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 05.03.2025 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:

- 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 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.
- No preference will be given to any bidder or 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 attached at the end of this notice.
- No payment will be made for any damage of the goods supplied.
- 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.

Sd/-

(Dr. Sourish Sanyal)

Officer-In-Charge

Alipurduar Govt. Engineering & Management College

FORMAT OF BID

Dated:

Supplier Ref. No.:

Name of the Company/Supplier/Service Provider Agency:

Quotation for "STATIONERIES AND CONSUMABLE ITEM"

Date: 25.02.2025

Ref. No.: AGEMC/NIQ-06(O)/2024-25

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: