




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>

NIQ No. AGEMC/NIQ-02/2025-26

Date 13.03.2026

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.

 13/03/2026

(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 Cop



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Memo No. AGEMC/NIQ-02/2025-26

Date 13.03.2026

**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	A4 Paper	A4	30 packets
2	White board Marker	Red- 8 pkts Green-8 8 pkts, Blue 8-8 pkts and Black-8 pkts	32 packets
3	Ink for marker	Red-3 8 pkts, Green-3 8 pkts, Blue-3 8 pkts, Black-3 8 pkts	12 packets
4	PPT Presenter		6 pc
5	Small Stapler		9 pc
6	Small Stapler pin		25 packets
7	Big Stapler		3 pc
8	Big Stapler pin		15 packets
9	Apsara Dustless Chalk	White: 40 packets, colour: 20 packets	60 packets
10	Cover File		20 packets
11	Lock	Godrej	8 pc
12	Cloth duster		40 pc
13	White Board Duster		15 pc
14	Metal Scale 1 feet		10 pc
15	Punching machine		4 pc
16	Normal Register book		5 pc
16	printer cartridge	For HP LaserJet M233sdw printer	4 pc
17	Stock book		6 pc
18	Attendance Register		16 pc
19	File Folder		35 pc
20	Board File-Cloth Patti		12 pc
21	Ball pen red ink	Red: 8 packets, Blue: 4 packets, Black 4 packets	16 packets
22	Whitner		4 pc
23	Soap paper		10 packets
24	Small scissor		1 pc
25	Pencil,Easer & Sharpner		1 pkt each

*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 23rd March, 2026 at 4:00 pm in a sealed envelope and clearly marked with AGEMC/NIQ-02/2025-26, Dated 13.03.2026.

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 24.03.2026 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:

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: