



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

Ref. No.- NIQ-1(O)/2026-27

Date 18.05.2026

### NOTICE INVITING QUOTATION

The College invites quotations from reputed Companies/Suppliers/Service Provider agencies for the repairing and installation of rooftop metal sheds of academic building 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](http://www.agemc.ac.in) and it may be downloaded from there.

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

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

Copy to:

1. Notice Board/Advertisement Copy
2. College Website
3. Office Copy



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Bengal

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Ref. No.- NIQ-1(O)/2026-27  
18.05.2026

Date

NOTICE FOR INVITING QUOTATION TO REPAIR and INSTALL OF ROOFTOP  
METAL SHEDS OF ACADEMIC BUILDING OF ALIPURDUAR GOVERNMENT  
ENGINEERING AND MANAGEMENT  
COLLEGE

The College invites quotations from reputed Companies/Suppliers/Service Provider Agencies for the repairing and installation of rooftop metal sheds of academic building 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   | Repairing of rooftop metal sheds of academic building | This work includes supply of new metal sheds as per requirement (premium quality), repairing of damaged sheets if possible, repairing of metal frames for the sheds, supply of hardware needed for installation and repairing. | 3 Nos. of sheds |

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, deliver and install all 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.
6. A certificate of appreciation from reputed company/ organization.

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 shall award the contract to the bidder whose quotation is determined to be substantially responsive and who has offered the lowest evaluated quoted price.

The bid document may also be downloaded from our college website: [www.agemc.ac.in](http://www.agemc.ac.in)

All bid documents must be submitted to the office of the Principal on or before 22<sup>nd</sup> May, 2026 at 3:00 pm in a sealed envelope and clearly marked with NIQ-1(O)/2026-27, Dated 18.05.2026.

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 22.05.2026 at 4:00 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 7 days in exceptional cases.

The payment for the work will be done by the Principal office from head(s) of accounts: 70-2203-00-112-057-13-04-V.

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 satisfactory completion of the work and submission of bills (certified by the committee constituted for the job). 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

18/05/2026  
Officer-In-Charge  
Alipurduar Govt. Engineering  
and Management College  
Alipurduar-736205

### FORMAT OF BID

Supplier Ref. No.:

Dated:

Name of the Company/Supplier/Service Provider Agency:

Quotation for "for the repairing and installation of rooftop metal sheds of academic building"

Ref. No.: NIQ-01(O)/2026-27

Date: 18.05.2026

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

Total  
(Total Rupees \_\_\_\_\_ Amount \_\_\_\_\_ in \_\_\_\_\_ 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 seven days of issue of work 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: