



Government of West Bengal

Cooch Behar Government Engineering College

Phone: +3582-233040/41/42/43/44; E-Mail of Principal: principalcgec@gmail.com

Memo No.: 251 /CGEC/2022

Dated: 30 / 06/2022

Notice inviting Quotation for procurement of Student ID Card of CGEC.

Quotations are hereby invited from bonafied and experienced vendors/printing press regarding printing and supply of Student ID Card for Cooch Behar Govt. Engineering College in the form of open tender in SEALED ENVELOPE.

Brief Description of Work	Last Date and Time of Quotation Submissions	Date and Time of opening of Quotation
Printing & Supply of Student ID Card As per annexure -A	07/07/2022 (Up to 10am)	08/07/2022 (2pm)

Terms & Conditions:

- 1. DEPOSITTING THE TENDER/Quotation.**
Bidders need to deposit their quotation in SEALED ENVELOPE super scribing "Quotation for Students I- card vide Notice No- dated deposit box in Cooch Behar Govt. Engineering College.
- 2. Bidders need to enclose following documents along with their offer in their envelope**
 - Application signed by the bidder in their letter head.
 - GST Reg. certificate.
 - PAN photocopy
- 3. Bidders are requested to visit the office of the undersigned regarding any query or contact with Sri Soumya kanti Raj, Registrar, CGEC on 7604047227.**
- 4. Prior discussion with the authority is must before printing.**
- 5. Design of ID Card should be strictly as given in annexure –A.**
- 6. ID Card should have Bar Code as per standard given.**
- 7. Vendors have to supply printed belts and card holder along with ID.**
- 8. The rate as quoted by the bidder shall be inclusive of all the taxes.**
- 9. GST and Income tax deductions (if applicable)will be made from this end at the time of payment.**
- 10. Billing must be made in proper format having seal, stamp pad, letter head, indicating memo/ref/challan number etc.**
- 11. Supply must be made within 30 days of issuing work order from this end.**

12. The supplier must get the acknowledgement of their supply from the concerned official of the Cooch Behar Govt. Engineering College and that acknowledgement have to be attached at the time of payment.
13. The tender inviting authority will not be responsible for delay in payment. However, the payment will be done as per the work order issued.
14. Applications received without the specified certificated/documents shall be rejected.
15. Any conditional and incomplete bid shall be rejected. Any deviation from conditions specified herein shall not be allowed. Any condition or qualification or any other stipulation contained in the bid offer which is found to be inconsistent with the terms of the bid documents, shall be summery rejected.
16. validity may be extended by mutual consent Upon acceptance of the offer of a bidder.
17. The Cooch Behar Govt. Engineering College does not bind it to accept the lowest rate offered and reserves the right to reject in part or in full all bids received, without assigning any reason. Bidders shall not be entitled to get any compensation for rejection of any such offers by the authority. If any bidder withdraws his offer before acceptance or refuses to carryon/execute the work order within a reasonable period of time, without assigning any satisfactory explanation acceptable to the authority for such withdrawal, the said bidder may be disqualified by the authority to participate in other bidding process.
18. The tender inviting authority has every right to cancel/postpone/reject the tender at any time without assigning any reason to the bidders.



Principal

Coochbehar Govt. Engineering College

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Copy to:

1. The District Magistrate, Coochbehar
2. SDO, Coochbehar-1
3. Dist. Information and cultural officer, Coochbehar
4. Accounts officer, CGEC, Coochbehar
5. Block Development Officer
6. Notice Board/Advertisement Copy
7. Office Copy



Principal

Coochbehar Govt. Engineering College