

GOVERNMENT OF WEST BENGAL
KALYANI GOVERNMENT ENGINEERING COLLEGE
KALYANI-741235, NADIA

Enquiry No. KGEC/ BG/Office consumables/2017-18/ 1295

Dated: 08.08.2017

To
All interested Suppliers

Sub: Quotation for procurement of office consumables

Sir/ Madam,

Sealed quotations are invited from the bonafide manufacturers /authorized distributors/General Order Supplier to supply office consumables as per list given below in Annexure-I.

TERMS & CONDITIONS:

1. Quotations should be submitted along with the relevant documents (**self-attested**) i.e. PAN Card, Professional Tax Registration Certificate/P.Tax challan and Valid Trade License/Manufacturing License for the relevant trade. All rates quoted should be inclusive of all taxes, levies & duties, transportations, packing, forwarding and insurance Charges, if any. The rates should be quoted both in figures and words. Request for inclusion of any tax/levy at a later stage will not be entertained.
2. Materials & accessories supplied/used should be as per specification and of approved quality approved by authorized Officer of Kalyani Govt. Engineering College
3. No advance payment can be made
4. The work should be completed within 21 days from the date of purchase order
5. Bills in Triplicate along with the receipt challans should be presented for payment within 15 days of supply
6. The Order No. is to be noted on both Challan & Bill
7. All bills are to be accompanied by Purchase order Copies and Original Challan Receipt
8. **Quotation shall remain valid upto 31.03.2018. The purchaser may, however, purchase the quantity as per Annexure-I over the year in phases.**

General Information

1. Quotation as per prescribed Format along with listed documents is to be submitted in a sealed cover.
2. The bidding documents may be downloaded from the college website www.kgec.edu.in.
3. The sealed quotation is to be submitted /reached to the office of the Principal, Kalyani Government Engineering College by 23.08.2017 up to 2.00 p.m.
4. Quotation will open on 23.08.2017 at 03.00 p.m. in the Conference Room of the college.
5. The college reserves the right to reject/cancel any/all bid(s)/tender(s) without assigning any reason.

Officer-In-Charge (O.I.C.)

FORMAT OF QUOTATION *

Sl. No.	Description Goods	Specifications	Qty.	Unit	Quoted Unit Rate in Rs.	Total Amount	
						In Figures	In Words

Gross Total Cost: Rs.(in figure)

(in words).....

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. (amount in figures) (Rs. amount in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee / guarantee of months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

* *Applicable while the bids are being invited for more than one items and would be evaluated for all the items together. Modify where evaluation would be made for each item separately.*
