

Government of West Bengal
Kalyani Govt. Engineering College
Kalyani – 741 235; Nadia

Enquiry No. KGEC/STORES/Office Consumables/2026-27/659

Date : 29.09.2026

To
All Interested Bidders

Sub : Quotation for Office Consumables

Sir,
Sealed Quotation are invited from bonafide Vendors for supply of Office Consumables etc. as per details given below :

Sl. No.	Name of the Articles	Specification	Quantity	Rate ₹ (figure & wards)	Rate ₹ (figure & wards)
01.	A4 Paper	75 GSM, Alpha Power or equivalent	200 ream		
02.	Folder file	With Printing as per specification	100 nos.		
03.	Cover file	With Printing as per specification	100 nos.		
04.	Laserjet Cartridge Black	HP Compatible 88A	20 nos.		
		36A	02 nos.		
		12A	05 nos.		
		925	03 nos.		
05.	Highlighter Pen	Faber castell or equivalent	10 nos.		
06.	Calculator 10 digit	Casio or equivalent	04 nos.		
07.	Steel Scale	12 “ Best quality	10 nos.		
08.	Stamp Pad	Faber castell or equivalent	10 nos.		
09.	Stamp Pad Ink	Faber castell or equivalent	10 nos.		
10.	Cloth Duster	22” X 22”	110 nos.		
11.	Liquid Soap(Hand wash)	250 ml, Apollo or equivalent	24 nos.		
12.	Towel	Big size, Good quality	10 nos.		
13.	Wall Clock	Ajanta or equivalent	02 nos.		
14.	Binder Clip	51 mm	60 boxes		
		32 mm	60 boxes		
15.	Tag cotton	Long size Best quality	10 bundle		
16.	Arch file	Parl Gold or equivalent	02 dozen		
17.	Stapler Pin 10 No.	Kangaroo or equivalent	60 boxes		
18.	Stapler Pin 24 No.	Kangaroo or equivalent	20 boxes		
19.	Glue Stick big size	Fevi stick or equivalent	10 nos.		
20.	Cello tape 1” Big size	Transparent	10 nos.		
21.	Gum 200 ml.	Fevi gum or equivalent	12 nos.		
22.	Gum 500 ml.	Camel/Gripex or equivalent	06 nos.		
23.	Chalk Pencil 100 sticks	Dust less, Hi-Chalk or equivalent	100 boxes		
24.	Correction Pen	Faber castell or equivalent	10 nos.		
25.	Lock seven lever with three key	Good quality	10 nos.		
26.	Cash Book General West Bengal Form No. 376A, T.R. Form No. 4	As per State Govt. Specification	05 nos.		
27.	Flap	With cloth laminated	04 bundle		
28.	Pencil Battery AA	Duracell or equivalent	50 nos.		
29.	Pencil Battery AAA	Duracell or equivalent	50 nos.		
30.	White Board 6 ‘ X 4 ‘	Good quality, Including fittings	01 no.		

31.	White Board 3 ' X 2 '	Good quality, Including fittings	01 no.		
32.	Ethernet Cable 30 Mtr.	Good quality	30 Mtr.		
33.	RJ 45 Clip	Good quality	100 nos.		
34.	Water Purifier RO with all fittings with extra candle	Good quality	01 no.		
35.	Phenyl 5 Ltr. Jar	Royal or equivalent	36 Nos.		
36.	Muriatic Acid 5 Ltr. Jar	Good quality	24 Nos.		
37.	Bleaching Powder 1 KG Container	Bengal Chemical or equivalent	20 nos.		
38.	Carbolic Acid	Good quality	30 bottle		
39.	Broom with long handle	Best quality	36 nos.		
40.	Broom Stick	Best quality	10 Kg.		
41.	Floor Cleaning Mop with handle	Long Bristle	05 nos.		
42.	Naphthalene ball	Bengal chemical or equivalent	05 Kg.		
43.	Soap 75 Gm.	Lifebuoy or equivalent	50 nos.		
44.	Floor Skipper with long handle	18" best quality	02 nos.		
45.	Register 4 No.	Bharat Stationers or equivalent	20 nos.		
46.	Register 6 No.	Bharat Stationers or equivalent	20 nos.		
47.	Register 8 No.	Bharat Stationers or equivalent	10 nos.		
48.	White Board Marker	Kores/Artline/ Faber castell or equivalent	10 boxes		
49.	Single Punch Machine	Kangaroo or equivalent	02 nos.		
50.	Room Freshener	Good quality	10 nos.		
51.	Gel Pen green	Good quality	10 nos.		
52.	Use & through Pen Blue	Agni or equivalent	40 nos.		
53.	Use & through Red Pen	Agni or equivalent	20 nos.		
54.	Stapler 10 No.	Kangaroo or equivalent	10 nos.		
55.	Cellotape 2" big size	Transparent 65mm	02 nos.		

The quotations should reach the office of the Principal of the college latest by **13.10.2026 at 12.00 hours.**

TERMS & CONDITIONS

- Quotations are to be submitted as per above given format. All rates quoted should be inclusive of all taxes, levies & duties. 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
- Transportations, Packing, Forwarding, Installation and Insurance Charges, if any, to be charged should be specifically indicated
- Materials & accessories supplied/used should be as per specification and of approved quality approved by authorized Officer of Kalyani Govt. Engineering College
- The materials are to be Supplied/Delivered at the College campus up to 04.00 P.M.
- Validity of Quotation: Quotation shall remain valid up to 31st March 2027
- The work should be completed within 15 days
- Bills in Quadruplicate along with the receipt challans, Bank details should be presented for payment within 07 days of supply
- The Order No. is to be noted on both Challan & Bill
- All bills are to be accompanied by Order Copies and Original Challan Receipt
- Copy of Trade license, IT return/PAN, P.Tax Challan/Certificate, GST registration should be enclosed
- NO ADVANCE PAYMENT CAN BE MADE

12. Tenderer(s) must ensure the following while submitting the tender :
A) THAT EVERY PAGE OF TENDER DOCUMENT IS DULY SIGNED BY THE TENDERER BEFORE SUBMITTING THE TENDER.
B) THAT IN ALL CASES, RATE(S) QUOTED AGAINST INDIVIDUAL ITEM/LOT IS/ ARE INVARIABLY QUOTED IN FIGURES AS WELL AS IN WORDS.
C) THAT ALL ALTERATIONS, ERASURES AND/OR OVER-WRITINGS, IF ANY, IN THE SCHEDULE OF RATE(S) ARE DULY AUTHENTICATED BY TENDERER'S SIGNATURE.
13. **The purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.**

Sd/=
Principal

Enquiry No. KGEC/STORES/Office Consumables/2026-27/659 (05)

Date : 28.09.2026

Copy for necessary circulation please –

1. The Sub-Divisional Officer, Kalyani, Nadia
2. The Executive Officer, Kalyani Municipality, Kalyani, Nadia
3. The Station Manager, Kalyani Ghoshpara Station, Kalyani, Nadia
- ✓ 4. The Registrar, Kalyani Govt. Engineering College, Kalyani, Nadia is requested to upload it on the college website.
5. The Store-Keeper, Kalyani Govt. Engineering College, Kalyani, Nadia


Principal