

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

Enquiry No. KGEC/MISC./2025-26/ 582

Dated: 02.12.2025

To
All interested Suppliers

Sub: Quotation for procurement of different consumable items of the institute

Sir/ Madam,

Sealed quotations are invited from the bonafide manufacturers /authorized distributors/General Order Supplier to supply office consumables as per list given below :

Sl. No.	Name of the articles	Specifications	Quantity	Remarks
01.	A4 Paper	Wt.-2.30 kg,size-210 X297mm,GSM-75, Alpha-power or Equivalent	70 reams	
02.	College Diary	As per specification to be provided by the college authority.	200 Nos.	

TERMS & CONDITIONS:

1. Quotations should be submitted along with the following relevant documents (**self-attested**):
 - i. PAN Card
 - ii. Professional Tax Registration Certificate/P.Tax challan
 - iii. GST registration certificate(if applicable)
 - iv. Valid Trade 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 15 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 31.03.2026.

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 09.12.2025 up to 12.00 noon.

4. Quotation will open on 09.12.2025 at 12.30 p.m. in the Conference Room (New Building) of the college.
5. The college reserves the right to reject/cancel any/all bid(s)/tender(s) without assigning any reason.

Sd/-
Principal

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Dated: 02.12.2025

Copy forwarded for necessary circulation please –

1. The District Magistrate, Nadia, Krishnanagore, Dist.: Nadia, Pin Code: 741101.
2. The Sub-Divisional Officer, Kalyani, Nadia
3. The Executive Officer, Kalyani Municipality, Kalyani, Nadia
4. The Accounts Officer, Kalyani Govt. Engineering College, Kalyani, Nadia
5. The Store-keeper, Kalyani Govt. Engineering College, Kalyani, Nadia
6. Guard File




PRINCIPAL

Dr. Sourabh Kumar Das
Principal
Kalyani Govt. Engineering College
Kalyani- 741 235, Nadia, W.B