



**OFFICE OF THE PRINCIPAL
DURGAPUR GOVERNMENT COLLEGE**

J.N. Avenue, Durgapur-713214, Paschim Bardhaman
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No. DGC/22-23/002/NIT

Date: 20/04/2022

NOTICE INVITING TENDER

Sealed quotations/tenders are invited from reputed firms/suppliers for **supply of the following Items/providing AMC/ Event Management/other mentioned service/commodities as per specification (list annexed herewith in Annexure -1) to Durgapur Government College for the financial year 2022-2023.**

Mere submission of quotation / lowest price for the process does not ensure any assurance for the work order. Quotation/s/tender/s must be submitted in original separately clearly mentioning validity period for approved rates, all levies, taxes, installation charges etc. along with any other costs thereon; failing which tender will be summarily rejected. All other legal documents must be furnished along with quotations such as Experience Certificate (if any), PAN/TAN, Trade License, One Cancelled Cheque, GST Reg. No. etc. Quotations must contain detailed aforementioned specifications along with other information and terms and conditions if required. No prescribed form relating to this quotation is available in the college. Self-made format is acceptable. However, interested bidders/vendors are requested to contact the Office of the Principal in order to know the requirements and specifications for some specific items as mentioned in the table. No advance money will be provided for execution of the job. **Full payment will be made only through online IFMS e-billing via Durgapur Treasury only after successful completion of the work, depending upon the accessibility and availability of fund from the Higher Education Department/Education Directorate, Government of West Bengal. Last Date for submission of quotation is 05/05/2022 up to 14.00 Hrs.** and quotation will be opened on the next day at 2:00 P.M. in the college office. The quotation is valid for the entire period of the financial year ending on **31.03.2023**. In case, the date of issue/receipt of opening of quotation is declared as holiday for unexpected reasons the quotation will issued/received/opened on the next working date at the same time. The quotation documents are non-returnable. Work Order will be issued to L₁ bidder as per the requirements of the college throughout the entire financial year, subject fulfillment of all Government rules and regulations, within restricted amount as mentioned in the G.O. 5400 F(Y), dated 25.06.2012. **The Principal /Officer-in-charge, Durgapur Government College, reserves the right to accept/reject any or all the quotation without assigning any reason thereof.**

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Principal
Durgapur Government College

For display in college website & for wide circulation

Annexure: 1

Sl. No.	Items	Vendors with Specifications
1	Toner / Cartridge (Compatible / Original) per toner / cartridge	Reputed firms / agencies <i>Hp 88A, 12A, 18A</i> <i>Epson L-380</i>
3	AMC for Desktop / Laptop / Printers / Scanners / Photocopiers / Water Purifier etc.	Reputed firms / agencies (Contact college office for detailed information and specifications.)
4	OFFICE CONTINGENCIES	Reputed firms / agencies (Contact the college office for the detailed list of items)
5	Event Management for any type of event / occasion / program of the college	Reputed firms/agencies will comply the necessary experience certificates relating with Event Management. <i>Those who can do this type of work, should only apply. L₁ bidder will be selected based on the vendor's credentials only & Work orders will be issued to that vendor throughout the year.</i>
6	Equipment, Chemicals and Glass wares mainly for science departments	Reputed firms / agencies (Contact college office for detailed information and specification)
7	Books for the central library and different UG and PG departments of the college	Reputed firms / agencies / Book suppliers (Contact college office for detailed information). The L ₁ bidder will be selected based on the %ages of discount given on the print price of the books.
8	Servicing & Replacement of Fire Extinguishers	Reputed firms / agencies (Contact college office for detailed information and specification)



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