



GOVERNMENT OF WEST BENGAL

Office of the Principal

Government General Degree College, Gopiballavpur-II

P. O. Beliaberah, Dist. Jhargram, Pin – 721517

Website: www.ggdcgopi2.ac.in

Phone No.: 03221-261263 Fax: ---

Email: principal@ggdcgopi2.ac.in

Memo No.- 272/NIT1/26-27

Date: 17.09.2026

NOTICE INVITING TENDER

The Officer-in-Charge of Government General Degree College Gopiballavpur-II invites sealed tender for the below mentioned work.

1.	Name of Work/items to be executed or procured	:	Procurement of printing and stationary items as annexed
2.	Name and Address of the Office	:	Govt. General Degree College, Gopiballavpur-II Beliaberah, Jhargram, 721517
3.	Eligibility of the bidders	:	Reputed, resourceful, experienced & bonafide registered agencies
4.	Last Date & Time of submitting Tender	:	24.09.2026 up to 3pm
5.	Opening of tender	:	25.09.2026 at 12 noon
6.	Documents to be submitted along with the application	:	1. Copy of Trade License 2. Copy of PAN Card 3. Copy of aadhar 4. Copy of voter id 5. Copy of Goods & Service Tax registration 6. Credentials

1. **Only Sealed tenders will be accepted.**

2. The Rate should be quoted as per specification/requisition including All Taxes.

3. **Tender Fees: -N/A**

4. **Eligibility criterion of participation in the tender:**

- Bonafide, resourceful and reliable company or authorized agent of the principal company.
- An undertaking should be given stating thereby that the firm has not been debarred or penalized for any reasons out of work by any Govt. Dept.
- The prospective bidder must have the credential of satisfactorily completion as a prime agency during the last 3 (three) years from the date of issue of this notice under authority of state / central Govt., state / central Govt. Undertaking / statutory bodies constituted under the statute of the state / central Govt.
- The prospective bidders must have valid up to date clearance of service tax registration (last receipt of challan)/Income Tax return / Professional Tax clearance certificate / P.T (Deposit Challan) / PAN



Card / GST registration certificate / Voter ID Card for self-identification and Income Tax acknowledgement receipt for latest assessment year.

- e) The bidder who has been delisted or debarred by any government department shall not be eligible in any way.
- f) Company /authorized agent must have office in India.

5. IMPORTANT DATE AND TIME SCHEDULE:

Sl.	PARTICULARS	DATE & TIME
1	Bid proposal submission start date	17.09.2026 at 11 am
2	Bid proposal submission end date	24.09.2026 up to 3pm
3	Bid opening date for evaluation	25.09.2026 at 12noon

N.B: dates may be changed on arising of any unavoidable circumstances & will be notified on College website

6. The documents submitted by the bidders should be properly indexed & signed.
7. Government General Degree College Gopiballavpur-II, Jhargram do not take any responsibility for the delay to submission of such bids.
8. The execution of service should be made to the Convener, Purchase Committee or to the Office of the undersigned within 03 days from date of issuance of work order.
9. Payment of bills on its production will be made after successful supply or completion of service within reasonable time.
10. Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Principal's action.
11. The Bidder whose bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.
12. Tender should be quoted as per the given proforma:

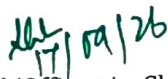
Sl. No.	Work description	Price (in Rs.) Including tax	Remarks
1	Procurement of printing and stationary items as annexed		

Memo no. ²⁷²...(7)/NIT1/26-27

Date...17.09.2026.....

Copy forwarded for information and necessary action to:

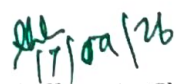
1. The Hon'ble District Magistrate, Jhargram
2. The Sub-Divisional Officer, Jhargram
3. The Treasury Officer, Jhargram
4. The Block Development Officer, Gopiballavpur-II Community Development Block
5. College Notice Board
6. Convener, Purchase Committee, Govt. General Degree College Gopiballavpur-II
7. Convener, Website Sub-Committee with a request to upload the notice in College website


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 Gopiballavpur-II

List of items to be procured

Sl.No.	Item description	Specification	price including tax
1	Date rubber stamp	4pc	
2	Polymer stamp round self ink	10pc	
3	Polymer stamp rectangle 4 lined	20pc	
4	Envelope 9 1/4'	1000pc	
5	Envelope 10''/4.6''	1000pc	
6	Register 12 No.	50pc	
7	Register 16 No.	50pc	
8	Register 20 No.	50pc	
9	Toner	HP laserjet pro 400 MFP	
10	Fullscape paper	20 rim	
11	Waste paper bucket	20pc	
12	Towel big	22pc	
13	Black phenyle 5lit cap.	10pc	
14	Vernish gala for skeleton	5lit	
15	Carpet	50 metre	
16	Cloth duster	100pc	

NB: Bidders will quote the item values only as per this table keeping the format intact


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