



**Government of West Bengal
Office of the Principal**

Government General Degree College, Tehatta

Tehatta, Nadia- 741160

NAAC Accredited with Grade 'B'

E-mail: tehattagovtcollege@gmail.com

Website: tehattagovtcollege.ac.in

Ph No: 03471 250100

03471 291293

Memo No: GGDC,T- 14/OM/2026-27

Date: 18/5/2026

TENDER NOTICE

Sealed tenders are hereby invited from reputed and eligible suppliers/agencies for the supply of chemicals and glassware, office-use items, and other contingency materials, as well as for providing services related to jungle cleaning, for the financial year 2026–27 for the Government General Degree College, Tehatta, P.O. – Tehatta, Dist. – Nadia, PIN – 741160.

IMPORTANT DATE AND TIME SCHEDULE

Sl. No.	Particulars	Date and Time
1.	Bid proposal submission start date	18/5/2026 at 12:00 Noon
2.	Bid proposal submission end date	28/5/2026 at 1:00 PM
3.	Bid opening date	28/5/2026 at 1:30 PM

TERMS & CONDITIONS

1. All quotations along with relevant documents must be submitted in sealed envelopes clearly super scribed as “**Tender for Supply of Contingency Items and Related Services – F.Y. 2026–27**” and addressed to the Principal, Government General Degree College, Tehatta.
2. Tender Fees: Exempted.
3. Bidders must submit self-attested copies of the following documents:
 - PAN Card,
 - AADHAAR Card
 - Valid Trade License
 - Income Tax Return for the latest assessment year
 - GST Registration Certificate
 - Latest GST Return Filing Acknowledgement
 - Declaration stating that the bidder has not been debarred by any Government or Public Sector Organization
4. **Incomplete quotations, or quotations not accompanied by the required documents and not complying with the terms and conditions, will be summarily rejected.**

5. The sealed quotations will be opened in the office of the Principal in the presence of the members of the Purchase Sub-Committee as per the above-mentioned schedule. Representatives of the bidders are requested to remain present at the time of opening of the quotations/tenders.
6. The materials/services must be supplied/completed within seven (07) days from the date of issue of the purchase order/work order.
7. No TA/DA or transportation cost will be provided by the college.
8. Rates should be quoted as per the specifications/requisition and must include all applicable taxes. **A detailed rate calculation showing prices both with and without taxes must be attached.**
9. Payment will be made after the successful and satisfactory delivery of goods or completion of services within the stipulated time.
10. **Payment will be made in accordance with Government and institutional norms, subject to the availability of funds from the Government.**
11. The college authority reserves the right to accept or reject any quotation or the entire tender process at any time without assigning any reason thereof.

Copy forwarded for information and necessary action to:

1. The Hon'ble District Magistrate, Nadia
2. The Sub-Divisional Officer, Tehatta
3. The Treasury Officer, Tehatta
4. The Pradhan, Tehatta Gram Panchayat
5. The Block Development Officer, Tehatta-I
6. College Notice Board
7. Convener, Purchase Sub-committee, Govt. General Degree College, Tehatta
8. Convener, Website Development Sub-committee to upload the notice in college website



**Convener, Purchase subcommittee
Government General Degree College, Tehatta**



**Officer-in-Charge
Government General Degree College, Tehatta**



**Dr. Sibsankar Pal
Officer-in-charge
Govt. Gen. Degree College, Tehatta
Nadia-741160**

List of Items for Office Use, Contingency Purposes, and Other Related Services

Serial No.	Items/ Particulars	Price per Unit (in Rs.) Excluding Taxes	Price per Unit (in Rs.) Including Taxes
1.	Printing Paper 80GSM (A4)		
2.	Printing Paper 80GSM (A3)		
3.	Printing Paper 80GSM (Legal Size)		
4.	A4 Blank Bond Paper (100 GSM)		
5.	Legal Size Blank Bond Paper (100 GSM)		
6.	College Letterhead (A4, 90-100 GSM)		
7.	A4 Paper 300 GSM Thick Sheets (for Certificate Printing)		
8.	190 GSM A4 Glossy Photo Paper		
9.	Ballpoint Pen (Black, Blue & Red)		
10.	Signature Pen 0.5 mm (Green)		
11.	Signature Pen 0.5 mm (Violet)		
12.	Table Top Writing Desk		
13.	Metal Pen Stand for Desk with Calendar (4-5 Compartments)		
14.	Criss-Cross Miniature Indian Flags for Table Décor		
15.	Miniature Ashok Stambh for Table Décor		
16.	Paper Weight		
17.	Graphite Wooden Pencil		
18.	Pencil Sharpener		
19.	Non-Dust Eraser		
20.	Non-dust Chalk Box		
21.	Colourful Chalk Box		
22.	Black Board Duster		
23.	White Board Standard Size (4x3 inches)		
24.	White Board Marker Pen		
25.	White Board Duster (With Marker Holder)		
26.	Permanent Marker Pen		
27.	Permanent Marker Pen with thin tip		
28.	Correction Pen (Whitener)		
29.	Highlighter Pen		
30.	Stainless Steel Scale (Big & Small)		
31.	Wooden Scale (Big & Small)		
32.	Glass Scale (Big & Small)		
33.	Damper Sponge Pad for counting Notes and Papers		
34.	Register Book (Size: 2)		
35.	Register Book (Size: 4)		
36.	Register Book (Size: 6)		
37.	Register Book (Size: 8)		
38.	Attendance register (Small and Big)		
39.	Ledger Book for Accounts		
40.	Peon Book		
41.	Government Cash Book		
42.	Brown Envelope (11X5 inch)		
43.	Brown Envelope (16X12 inch)		
44.	70 GSM Envelope (A4 Laminated)		

45.	Cloth lined Envelope (11X5 inch)		
46.	Cloth lined Envelope (10x12 Inch)		
47.	Cloth lined Envelope (16x12 Inch)		
48.	Brown Paper		
49.	Four Fold Cardboard File		
50.	Transparent File		
51.	Channel File		
52.	Lever Arch Clip Folder for Office Use		
53.	Portfolio File With Clear Document Sleeves		
54.	Clip Folder		
55.	Polypropylene Corrugated Box with Velcro		
56.	Multipurpose Plastic Container Box (Big)		
57.	Multipurpose Plastic Container Box (Medium)		
58.	Multipurpose Storage Basket		
59.	Staplers (Big, Medium and Small)		
60.	Stapler Pins (Big, Medium and Small)		
61.	Paper Punching Machine (1 Hole)		
62.	Paper Punching Machine (2 Holes)		
63.	Auto-Lock Paper Cutter (Large Size)		
64.	Hand Tool Kit Set		
65.	Scissors (Big and Small)		
66.	Paper Cutter Knife		
67.	Nylon Cable		
68.	Jute twine		
69.	Zip Tie		
70.	Tag (Size: 3 X 4 Cm)		
71.	Set Lock & Key 5 Lever Padlock (3 Keys, 50mm Round)		
72.	Lock & Key 7 Lever Padlock (3 Keys, 65mm Round)		
73.	Small Key Bag for Office Use		
74.	Cello Tape		
75.	Electrical Tape		
76.	Both Sided Sticking Tape		
77.	Tape Dispenser (Big and Small)		
78.	Sticky Notes (3 x 3 inches)		
79.	Glue Stick (25 gm)		
80.	Crafts Glue (200 ml)		
81.	Office Paste Gum (700ml)		
82.	Sealing Wax (Gala)		
83.	Candles		
84.	Match Boxes		
85.	Metal Stamp for Wax Seal		
86.	Rubber Stamp (Maximum 4 lines)		
87.	Self-Ink Stamp		
88.	Stamp Pads		
89.	Stamp Pad's Ink		
90.	Gem Clips (Steel, 30mm)		
91.	Gem Clips(Vinyl Coated, 30mm)		
92.	Soft Board Pin (10 mm)		
93.	Binder Clips (Size: 15, 19, 25, 32, 41, 51 mm)		
94.	Cartridge for Photocopier (Canon Image Runner 2002)		
95.	Cartridge Refilling (Canon Image Runner 2002)		
96.	Cartridge for Printers (HPM-1136, CANON FI66500, HP LASER JET 1020 PLUS, EPSON COLOUR L6190)		

97.	Cartridge Refilling for Printers (HP M-1136, CANON F166500, HP LASER JET 1020 PLUS, EPSON COLOUR L6190)		
98.	Mouse pad with Wrist Rest		
99.	Keyboard Brush		
100.	Wi-Fi Dongle		
101.	USB Adapter 150 Mbps		
102.	Wireless Laser Controller for Presentation (with USB Receiver and Battery Indicator)		
103.	Portable Remote Control Laser Pointer Beam Pen		
104.	USB 3.0 or higher Pen Drive 32GB Type-C & Type-A		
105.	USB 3.0 or higher Pen Drive 64GB Type-C & Type-A		
106.	USB 3.0 or higher Pen Drive 128GB Type-C & Type-A		
107.	External HDD – USB 3.0 (1 TB)		
108.	RAM (4GB, DDR3)		
109.	RAM (4GB, DDR4)		
110.	RAM (8GB, DDR3)		
111.	RAM (8GB, DDR4)		
112.	256GB Internal SSD Wireless		
113.	Laptop Backpack (40L, Water Resistant)		
114.	Microphone System full set containing Amplifier, Sound box & Hand piece with all accessories.		
115.	Premium Extension Cord (4 Sockets)		
116.	Long Range LED Rechargeable Flashlight		
117.	Multi-Functional Rechargeable Flashlight		
118.	Manual Speedlight Flash for All Digital Cameras with Standard Hot Shoe (Black)		
119.	Aluminium Light Weight Tripod for Cameras (Height: 5.90 Feet, Max Load : 6 kg. – Black)		
120.	3.5mm Audio Cable (3.2 Ft) Nylon Braided 24K Gold Plated Aux Cord Male to Male Stereo Hi-Fi Sound for Speakers & More		
121.	Electric Gong Bell (Regular Size)		
122.	Wireless Small Calling Bell for Principal's Office (long range)		
123.	Digital Wall Clock		
124.	Wall Clock		
125.	Calculator (14 Digit)		
126.	Scientific Calculator		
127.	Pencil Battery (AA)		
128.	Pencil Battery (AAA)		
129.	Rechargeable Battery & Charger (AA)		
130.	Rechargeable Battery & Charger (AAA)		
131.	Lithium Coin Cell Battery		
132.	Photo Frames for Wall with Coloured Photo		
133.	Wall Mounted Map (World)		
134.	Wall Mounted Map (India)		
135.	Wall Mounted Periodic Table of Elements by Mendeleev		
136.	Customized Desk Nameplate(Metallic)		
137.	Clear Acrylic Name Stand		
138.	Room Nameplate (Metallic)		
139.	8mm Glass for Table Top (4ft. x 2ft.) Office		
140.	Table Clothes (per Sq. ft.)		
141.	White Cotton Long Cloth (per Sq. ft.)		

142.	Flower Vases (Big)		
143.	Curtains for Windows		
144.	Curtains for Doors		
145.	Door Mat		
146.	Ladder		
147.	Big Size Umbrella (8 ft.)		
148.	Plastic Water Bottle (1 L)		
149.	Plastic Jug		
150.	Plastic Water Dispenser		
151.	Big Tray (Plastic)		
152.	Glass Bowl		
153.	Tea Set		
154.	Dinner Set		
155.	Masks		
156.	Hand Towel		
157.	Chair Towel		
158.	Cloth Duster		
159.	Office Duster (Big)		
160.	Office Basket		
161.	Plastic Swing Lid Dustbin (10L)		
162.	Tissue Paper Roll (60 pulls)		
163.	Wet Tissue		
164.	Washing Powder		
165.	Dish Washer Liquid		
166.	Scrub Pad		
167.	Hand Sanitizer		
168.	Hand Wash		
169.	Bleaching Powder		
170.	Carbolic Acid		
171.	Toilet Cleaner (1 L)		
172.	Drain Clog Remover		
173.	Floor Cleaner – Phenyl (1 L)		
174.	Toilet Cleaning Brush		
175.	Coconut Broom		
176.	Grass Dry Broom		
177.	Plastic Broom		
178.	Cobweb Duster		
179.	Bathroom Scrubber		
180.	Plunger		
181.	Floor Mop		
182.	Twin Bucket Spin Mop		
183.	Plastic Bucket (5L)		
184.	Plastic Bucket (18 L)		
185.	Plastic Mug (1.5 L)		
186.	Disinfectant		
187.	Glass and Surface Cleaner Liquid Spray (500 ml)		
188.	Multipurpose Insect Killer (320 ml)		
189.	Urinal Screen for Male Urinal		
190.	Naphthalene Blocks with Artificial Fragrance		
191.	Naphthalene Balls		
192.	Air Freshener Spray for Rooms		
193.	Air Freshener for Bathroom		
194.	Door Mat for Bathroom		

195.	Full Set of Electric Grass Cutting Machine		
196.	Safety Gumboots (Regular Size)		
197.	Safety Gloves (Rubber)		
198.	Jungle Cleaning (Per labour per day cost)		
199.	Flex Printing (per Sq. ft)		
200.	Damaged Book Binding High Quality (per book cost)		
201.	Ceiling Fan Repairing		
202.	Bathroom Exhaust Fan Repairing		