



GOVERNMENT GENERAL DEGREE COLLEGE, TEHATTA
OFFICE OF THE PRINCIPAL
HIGHER EDUCATION DEPARTMENT
GOVERNMENT OF WEST BENGAL

AT: TEHATTA; P.O: TEHATTA; DIST: NADIA; PIN: 741160, WB, INDIA; Email: tehattagovtcollege@gmail.com
(AFFILIATED TO UNIVERSITY OF KALYANI)

Memo No.: GGDC-032/OM/2025-26

Date: 05.06.2025

NOTICE INVITING TENDER

Sealed tenders are hereby invited from reputed and eligible suppliers/agencies for the **supply of chemical and glass goods, biological specimens**, and for providing services related to **jungle cleaning**, and other **contingent purposes** during the financial year 2025–26 for the Government General Degree College, Tehatta, Address: - P.O.- Tehatta, Dist.- Nadia, PIN-741160.

IMPORTANT DATE AND TIME SCHEDULE

Sl. No.	Particulars	Date and Time
1.	Bid proposal submission start date	06/06/2025 at 11:00 am
2.	Bid proposal submission end date	21/06/2025 up to 2:00 pm
3.	Bid opening date	23/06/2025 at 11:30 am

TERMS & CONDITIONS

- All quotations, along with the relevant documents should be submitted in sealed envelopes clearly marked “**Tender for Supply of Contingency Goods and related Services – F.Y. 2025–26**”, and it should be addressed to the Principal, Govt. General Degree College, Tehatta.
- Tender Fees: **Exempted.**
- Bidders must submit **self-attested copies** of the following documents:
 - ✓ PAN Card, Aadhaar Card & Voter Card
 - ✓ Valid Trade License
 - ✓ Income Tax Return (Latest Assessment Year)
 - ✓ GST Registration Certificate
 - ✓ Latest GST Return Filing Acknowledgement
 - ✓ Declaration of non-debarment by any govt or public sector organization.
- Incomplete quotations—those lacking proper documentation or not complying with the terms and conditions mentioned—will be **summarily rejected**.
- Sealed tender quotations** will be opened in the Office of the Principal in the presence of the members of the Purchase Sub-Committee. Bidders are requested to remain present during the tender opening time.
- The materials must be delivered to the college **within seven (07) days from the date of issue of the purchase order**.
- No TA/DA or transportation cost** will be provided by the college.
- The Rate should be quoted as per specification/requisition including all taxes.
- Payments will be made as per institutional norms and upon satisfactory delivery of goods/services.
- The college authority reserves the right to **accept or reject any or all quotations, or the whole tender at any time**, with or without prior notice.
- Payment will be made after successful delivery or service completion within a reasonable time.

Important Note: Only the **individual item prices** will be considered for evaluation. Bidders are strictly advised to **clearly mention the price of each item** without applying any collective discount or bundled pricing.

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



A handwritten signature in blue ink, appearing to be "A. K. S.", written over a light blue grid background.

Officer-in-Charge
Govt. General Degree College, Tehatta
Officer-in-charge
Govt. Gen. Degree College, Tehatta
Tehatta, Nadia- 741160

LIST OF CONTINGENCY ITEMS

Sl. No.	Items/Particulars	Price/Unit (in Rs.)
1.	Jungle Cleaning (Per labour per day cost)	
2.	Printing Paper 80GSM (A4)	
3.	Printing Paper 80GSM (A3)	
4.	A4 Blank Bond Paper (100 GSM)	
5.	Office Letterhead (A4, 90–100 GSM)	
6.	Damaged Book Binding	
7.	High Quality Flex Printing (per sqft)	
8.	Ballpoint Pen (Black, Blue & Red)	
9.	Signature Pen 0.5 mm (Green)	
10.	Metal Pen Holder for Desk (4-5 Compartments)	
11.	Criss-Cross Miniature Indian Table Flags with Base	
12.	Graphite Wooden Pencil	
13.	Pencil Sharpener	
14.	Non-Dust Erasers (Small, 20 piece)	
15.	Colourful Chalk (Box)	
16.	Black Board Duster	
17.	White Board Marker Pens	
18.	White Board Duster (With Marker Holder)	
19.	White Board Standard Size (4'x3')	
20.	Permanent Marker Pen	
21.	Correction Pen (Whitener)	
22.	Highlighter Pen	
23.	Stamp Pad	
24.	Stamp Pad Ink	
25.	Paper Weight	
26.	Register Book (Size: 2)	
27.	Register Book (Size: 4)	
28.	Register Book (Size: 6)	
29.	Register Book (Size: 8)	
30.	Attendance register	
31.	Brown Envelopes (11 X 5 inch) 70 GSM	
32.	Envelope (A4 Laminated)	
33.	A4 Four Flap File	
34.	A4 Transparent File	
35.	Channel File	
36.	Stapler (Big & Small)	
37.	Stapler Pin (Big & Small)	
38.	Paper Punching Machine (1 Hole)	
39.	Paper Punching Machine (2 Holes)	
40.	Auto-Lock Paper Cutter (Large Size)	
41.	Nylon Cable Zip Tie	
42.	Tag (Size: 3 X 4 Cm)	
43.	Hand Tool Kit Set	
44.	Scissor (Big & Small)	
45.	Lock & Key 5 Lever Padlock (3 Keys, 50mm Round)	
46.	Lock & Key 7 Lever Padlock (3 Keys, 65mm Round)	
47.	Big Size Umbrella (8 ft)	
48.	Cello Tape	
49.	Black Tape	
50.	Tape Dispenser (1 inch tape)	
51.	Sticky Notes (3 x 3 inches)	

52.	Glue Stick (25 g)	
53.	Craft Glue (200 ml)	
54.	Office Paste Gum (700ml)	
55.	Sealing Wax (Gala)	
56.	Wax Seal Stamp	
57.	Candle	
58.	Match Box Sticks (10 Boxes)	
59.	Rubber Stamp (4 lines)	
60.	Self-Inking Stamps	
61.	Camlin Rubber Stamp Pad Ink bottle (blue, 100 ml)	
62.	Glass Scale (Big & Small)	
63.	Stainless Steel Scale (Big & Small)	
64.	Steel Gem Clip/U Clip (30mm)	
65.	Soft Board Pin (10 mm)	
66.	All Pin/Paper Pins	
67.	Binder Clip (Size: 15, 19, 25, 32, 41, 51 mm)	
68.	Gem Paper Clip (28 mm)	
69.	Hand Towel	
70.	Chair Towel	
71.	Cloth Duster	
72.	Mask	
73.	Tissue Paper Roll (60 pulls)	
74.	Hand Sanitizer	
75.	Hand Wash	
76.	Bleaching Powder	
77.	Carbolic Acid	
78.	Room Air Freshener	
79.	Bathroom Air Freshener	
80.	Multipurpose Insect Killer (320 ml)	
81.	Glass and Surface Cleaner Liquid Spray (500 ml)	
82.	Naphthalene Balls	
83.	Plastic Water Bottle (1 L)	
84.	Plastic Bucket	
85.	Plastic Water Jug	
86.	Plastic Mug (1.5 L)	
87.	Office Basket	
88.	Office Duster (Big)	
89.	Multipurpose Storage Basket	
90.	Disinfectant Toilet Cleaner (1 L)	
91.	Floor Cleaner - Phenyl (1 L)	
92.	Toilet Cleaning Brush	
93.	Grass Dry Broom	
94.	Coconut Brooms	
95.	Floor Mop	
96.	Twin Bucket Spin Mop Full Set	
97.	Electric Grass Cutting Machine	
98.	Safety Gumboots (Regular Size)	
99.	Plastic Swing Lid Dustbin (10 L)	
100.	Photo Frames for Wall with Coloured Photo	
101.	Desk Nameplate (Metallic and Changeable)	
102.	Room Nameplate (Metallic)	
103.	8MM Glass (4ft * 2ft)	
104.	Office Small Key Bag	

105.	Laptop Backpack (40L, Water Resistant)	
106.	Xerox Cartridge (Canon Image Runner 2002)	
107.	Cartridge Refilling (Canon Image Runner 2002)	
108.	Printer Cartridge (HP M-1136, CANON F166500, HP LASER JET 1020 PLUS, EPSON COLOUR L6190)	
109.	Cartridge Refilling (HP M-1136, CANON F166500, HP LASER JET 1020 PLUS, EPSON COLOUR L6190)	
110.	Mouse pad with Wrist Rest	
111.	Keyboard Brush	
112.	WiFi Dongle USB Adapter 150 Mbps	
113.	Wireless Laser Controller for Presentation (with USB Receiver and Battery Indicator)	
114.	Portable Remote Control Laser Pointer Beam Pen	
115.	USB 3.0 or higher Pen Drive 32GB Type-C & Type-A	
116.	USB 3.0 or higher Pen Drive 64GB Type-C & Type-A	
117.	USB 3.0 or higher Pen Drive 128GB Type-C & Type-A	
118.	External HDD - USB 3.0 (1 TB)	
119.	RAM (4GB, DDR3)	
120.	RAM (4GB, DDR4)	
121.	RAM (8GB, DDR3)	
122.	RAM (8GB, DDR4)	
123.	256GB Internal SSD	
124.	Wireless Microphone System full set containing Amplifier, Sound box & Hand piece with all accessories.	
125.	Premium Extension Cord (4 Sockets)	
126.	Long Range LED Rechargeable Flashlight	
127.	Multi-Functional Rechargeable Flashlight	
128.	Manual Speedlite Flash for All Digital Cameras with Standard Hot Shoe (Black)	
129.	Platinum Aluminum Light Weight Tripod for Cameras (Height: 5.90 Feet, Max Load : 6 kgs - Black)	
130.	3.5mm Audio Cable (3.2 Ft) Nylon Braided 24K Gold Plated Aux Cord Male to Male Stereo Hi-Fi Sound for Speakers & More	
131.	Electric Gong Bell (Regular Size)	
132.	Digital Wall Clock	
133.	Pencil Cells Battery (AA)	
134.	Pencil Cells Battery (AAA)	
135.	Rechargeable Battery & Charger (AA)	
136.	Rechargeable Battery & Charger (AA)	
137.	Calculator (14 Digit)	
138.	Scientific Calculator	
139.	Ceiling Fan Repairing	
140.	Washroom Exhaust Fan Repairing	