



**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](mailto:tehattagovtcollege@gmail.com)**

**Website: [tehattagovtcollege.ac.in](http://tehattagovtcollege.ac.in)**

**Ph No: 03471 250100**

**03471 291293**

Memo No.: GGDC-121/OM/2025-26

**Tender Notice**

Sealed quotations/tenders are hereby invited from suppliers/vendors/reputed firms, preferably having experience of working in Government Colleges in West Bengal, for supplying/providing the following software, software-related services, and Identity Cards & Library Cards for the newly admitted students of Government General Degree College, Tehatta, P.O. – Tehatta, Dist. – Nadia, PIN – 741160.

**Items/Services Required**

- Online admission software along with expert personnel for the Academic Year 2025–26
- Portal reopening charges (if required)
- Hosting and maintenance of the Institute website for the Academic Year 2025–26
- Supplying/providing Identity Cards for the newly admitted students
- Supplying/providing Library Cards for the newly admitted students

**Last Date of Submission**

Sealed quotations/tenders along with all relevant documents (as mentioned herein) must be submitted at the Office of the Principal, Government General Degree College, Tehatta, by **12:00 Noon** on **08.10.2025**.

**Terms and Conditions**

1. The price for each of the above-mentioned items/services in Indian Rupees must be clearly mentioned in the quotation.
2. The sealed quotations/tenders will be opened in the Office of the Principal, Government General Degree College, Tehatta, in the presence of the members of the Purchase Subcommittee of the College at 12:30 p.m. on 08.10.2025. Representatives of the vendors/firms are requested to remain present at the time of opening of the quotations/tenders.
3. No TA/DA or carrying charges will be provided by the College authority.
4. Firms having previous experience of working with Government Colleges in West Bengal will naturally be given preference.
5. The College authority reserves the right to cancel the order at any time without assigning any reason and with or without prior notice.
6. A demonstration must be given to the college authority before commencing the work. The order may be cancelled if the software is not found satisfactory at the time of demonstration.
7. Requests submitted through online mode (e-mail, fax, etc.) will not be entertained.
8. The activities/work must be commenced within three days from the date of receiving the work order.

## Documents required to be submitted

- Photocopy of Trade License
- GST Registration Certificate
- Photocopy of PAN Card
- Photocopy of AADHAAR Card
- Income Tax Return of the previous financial year
- Experience Certificate (if any)
- Latest GST Return Filing Acknowledgement
- Declaration stating that the bidder has not been debarred by any Government or Public Sector Organization

All photocopies must be duly self-attested.

### 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, Government General Degree College, Tehatta
8. Convener, Website Development Sub-committee, with a request to upload the notice on the college website.

Convener, Purchase subcommittee  
Government General Degree College, Tehatta

Officer-in-Charge  
Government General Degree College, Tehatta  
Tehatta, Nadia – 741160



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