



KOTSHILA MAHAVIDYALAYA

P.O:–Jiudaru, Dist.– Purulia Estd.-2010

Affiliated to Sidho Kanho Birsha University, Purulia

Ph.:8918080029 / 9433468244

Email: kotshilamahavidyalaya@gmail.com

Website: www.kotshilamahavidyalaya.ac.in

Ref No: KM/Q. Tender/06/2025

Date: 07/07/2025

Tender Notice for OFFICE Items

Sealed tenders are invited from reputed vendors or suppliers for the supply of the following materials. Interested bidders may download the tender documents from the website www.kotshilamahavidyalaya.ac.in. Tender documents should be submitted to:


Principal
Kotshila Mahavidyalaya
P.O.-Jiudaru, Dist.-Purulia

Principal
Kotshila Mahavidyalaya
Purulia, West Bengal

Last date for submission:17/07/2025 by 3:00 PM by hand/email or post.

Eligibility Criteria of Bidder: -

1. Bidder should submit PAN, GST & Trade License.
2. Bidder must have 3 yrs. of experience in similar nature of work in Govt / Private sector. Experience copy must be submitted.

Terms & Conditions:

Bidders are required to deposit a non-refundable tender fee of Rs. 150 (Rupees One Hundred Fifty only) in favor of Kotshila Mahavidyalaya (Account No.: **34966717245** IFSC: **SBIN0015939**). The NEFT payment slip must be submitted along with the tender documents.

The Purchase Order (PO) will be issued to the L1 bidders as and when required, and the rate will remain valid for one year from the date of receiving the PO. The agreement may be renewed for an additional year, subject to satisfactory performance.

Right to Reject: Kotshila Mahavidyalaya reserves the right to reject any or all tenders without assigning any reason.

Payment Terms: No advance payment or payment against a proforma invoice will be made. Payment will be made only after the receipt of the materials.

Return of Goods: Damaged or unapproved goods shall be returned at the bidder's risk and cost. Incidental expenses for return shall be recovered from the concerned party.

Delivery Schedule: The date of delivery should be strictly adhered to. Kotshila Mahavidyalaya reserves the right to refuse acceptance of deliveries that do not comply with the agreed schedule. If the order is not executed within the stipulated period, Kotshila Mahavidyalaya may procure the items from other sources.

Payment Method: Payment will be made by crossed account payee cheque or electronic transfer (NEFT) only after the delivery of the items.

Delivery and Installation: The items must be delivered within 10 days of receipt of the order. Delivery is to be completed at Kotshila Mahavidyalaya, Jiudaru, Purulia, West Bengal.

Purchase Orders: Purchase orders for the required quantity will be placed either as a lump sum or through repeat orders based on availability of funds. The quantity specified is tentative and may be adjusted as needed.

***. Similar quality or brand items may be accepted.**

Sd/-
Principal

List of Items: -

Sl No	Name of the Items	Quantity	Rate with GST
1	Copier A4 70 GSM	10 Packets	
2	Cover File	50 pcs	
3	Student Attendance Register for College	100	
4	Normal Register	24 pcs	

Signature of Bidders