



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
**GORUBATHAN GOVERNMENT COLLEGE**  
AT GORUBATHAN, P.O.-FAGU  
DIST.-KALIMPONG 735231



Phone No: 94750-54977; 89182-93626:: Web: [www.gorubathangdc.co.in](http://www.gorubathangdc.co.in):: Email id: [ggdc.gbn@gmail.com](mailto:ggdc.gbn@gmail.com).

Memo No. 287/66e/2025

Date: 08.09, 2025

**NOTICE INVITING QUOTATIONS (NIQ)**

Sealed quotations are invited from reputed suppliers/vendors for the **supply of services and items** listed below in connection with the **One-Day Seminar on "Anthropocene, Development and Fragile Ecologies: Himalayan and Sub-Himalayan Regions in Perspective."**

**1) Scope of Supply**

**A. Conveyance (to & fro / as required)**

- By Taxi:
  - Sikkim ↔ Gorubathan • Darjeeling ↔ Gorubathan
  - Bagdogra ↔ Gorubathan • Siliguri ↔ Gorubathan

**B. Refreshments & Meals**

- Morning Breakfast: Sandwich, Egg, Bananas, Sweets, Mango Frooti, Tea/Hi-Tea
- Evening Tiffin: Tea, Biscuit, Pakora, Muri
- Lunch: Plain Rice, Veg Manchurian, Chana Dal, Chicken & Fish/ Malai Kofta & Paneer, Salaad, Mula ko Achaar, Dry Sweets.

**C. Printing**

- Abstract (spiral binding) · Brochure Printing · Flex · Certificates · Seminar Proceedings

**2) Submission of Quotation**

1. **Last date & time:** 15/09/ 2025, up to : 11:00AM.
2. **Addressed to:** *The Officer-in-Charge*, Gorubathan Government College, At: Gorubathan, P.O.: Fagu, Dist.: Kalimpong – 735231.
3. **Mode:** By hand / Registered post / Speed post.
4. **Cover marking:** Super-scribe on the sealed envelope—  
"Quotation for Supply of Services/Items (Seminar) – [Conveyance / Refreshments / Printing]".
5. **Opening of Technical Bid:** 15/09/2025 at 12:00 Noon.
6. **Opening of Financial Bid:** To be notified later.





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### 3) Documents to be enclosed

- a) Vendor's full contact details, **PAN** and **GSTIN** (if applicable).
- b) Signed & stamped **Annexure-I (Price Schedule)** on vendor's letterhead.
- c) Copy of Trade Licence.
- c) Any relevant credentials/experience (optional).

### 4) Terms & Conditions

1. **Rates:** Quote **unit rates** inclusive of all **taxes, duties, delivery/handling**, and any incidental charges.
2. **Validity:** Quoted rates shall remain valid for **30 (thirty) days** from the last date of submission.
3. **Quantity/itinerary variation:** The College may increase/decrease quantities or alter routes as per actual requirement; payment will be made on **actuals** at the accepted unit rate.
4. **Evaluation & award:** Normally **item-wise lowest responsive rate (L-1)** will be considered; the College reserves the right to **accept/reject** any/all quotations and/or **split the order by head** without assigning reasons.
5. **Delivery period / Service window:** As per the **Seminar schedule** and College instructions.
6. **Payment:** Against **bill/invoice** after satisfactory supply/completion and due certification by the competent authority; **no advance** is admissible.
7. **Disputes/Jurisdiction:** Any dispute shall be subject to the **jurisdiction of Kalimpong Courts** only.

### 5) Contact for Clarification

For any clarification, vendors may contact the undersigned during office hours at the numbers/email given above.

*S. Halder* 08.09.2015  
Officer-in-Charge

Gorubathan Government College  
PO: Fagu, Dist. Kalimpong  
**OFFICER-IN-CHARGE**  
**GORUBATHAN GOVT. COLLEGE**  
**FAGU, KALIMPONG - 735231**



**Annexure-I: Price Schedule (to be submitted on Vendor's Letterhead)**

**A. Conveyance**

Sl.	Particulars / Route	Unit	Qty	Unit Rate (₹)	Total (₹)
1	Taxi: Sikkim ↔ Gorubathan	Trip			
2	Taxi: Darjeeling ↔ Gorubathan	Trip			
3	Taxi: Bagdogra ↔ Gorubathan	Trip			
4	Taxi: Siliguri ↔ Gorubathan	Trip			

**Notes (Conveyance):**

(i) Taxi quotes should specify **vehicle type** (e.g., small, SUV) and include **driver allowance, toll, parking, etc.**

**B. Refreshments & Meals**

Sl.	Particulars	Unit	Qty	Unit Rate (₹)	Total (₹)
1	<b>Morning Breakfast:</b> Sandwich, Egg, Bananas, Sweets, Mango Frooti, Tea/Hi-Tea	Per head			
2	<b>Evening Tiffin:</b> Tea, Biscuit, Pakora, Muri	Per head			
3	<b>Lunch:</b> Plain Rice, Veg Manchurian, Chana Dal, Chicken & Fish/ Malai Kofta & Paneer, Salaad, Mula ko Achaar, Dry Sweets.	Per head			

**Notes (Refreshments):**

(i) Indicate **portion size/weight** where relevant. (ii) Supply should include **service, disposables, and delivery** to the venue.





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### C. Printing

Sl.	Particulars	Spec (size/pp/qty/paper)	Unit	Qty	Unit Rate (₹)	Total (₹)
1	Abstract – Spiral Binding		Nos			
2	Brochure Printing		Nos			
3	Flex		Sq.ft			
4	Certificates		Nos			
5	Seminar Proceedings		Nos			

**Notes (Printing):** Please state paper/ink specs, size (A4/A3/etc.), gsm, color/B&W, lamination (if any), and binding type.

### Vendor Details & Declaration (to be signed & stamped)

- Firm Name & Address: \_\_\_\_\_
- Contact Person & Phone/Email: \_\_\_\_\_
- Trade Licence: \_\_\_\_\_
- PAN: \_\_\_\_\_ GSTIN (if applicable): \_\_\_\_\_
- Bank A/c & IFSC (for payment): \_\_\_\_\_

**Declaration:** I/We hereby declare that the prices quoted above are inclusive of all applicable taxes and charges; the information furnished is true and correct; and the supply shall be completed as per College instructions and seminar schedule.

**Signature of Authorized Signatory with Seal**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Date: \_\_\_\_\_/2025