



**GOVT. GENERAL DEGREE COLLEGE, MOHANPUR**

**OFFICE OF THE PRINCIPAL**

**SRIRAMPUR: SIYALSAI**

**MOHANPUR: Paschim Medinipur – 721436**

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

**Email ID- [ggdcmpn@rediffmail.com](mailto:ggdcmpn@rediffmail.com)**

Memo No-206/NIQ/MGC

Dated:- 09-09-2026

**NOTICE INVITING QUOTATION**

Sealed tenders are hereby invited from authentic, reputed, experienced and authorized General Order Supply Vendors for the supply of Original Canon Toner 326 A for official and academic use of Government General Degree College, Mohanpur.

Preference will be given to vendors who have previous experience of supplying goods/materials to Government General Degree College, Mohanpur and have satisfactorily completed such work.

The tender process will be conducted in both Offline and Online Mode as per the details mentioned below.

**Scope of Work:**

Supply of Original Canon Toner 326 A for official use of Government General Degree College, Mohanpur, as per the following details:

| Sl. No. | Description                  | Quantity |
|---------|------------------------------|----------|
| 1.      | CANON TONER 326 A – ORIGINAL | 15 PCS   |

The supplied toner must be 100% original, genuine and unused, with proper manufacturer packaging.

**Estimated Tender Value:**

The total quoted amount for the above-mentioned supply shall not exceed Rs. 67,000/- (Rupees Sixty-Seven Thousand only), inclusive of all applicable taxes, transportation and delivery charges.

**Eligibility Criteria:**

1. Valid GST Registration Certificate.
2. Valid Trade Licence and PAN Card.
3. The bidder/vendor should have previous experience of supplying goods/materials to Government General Degree College, Mohanpur.
4. Documentary proof of previous work with the College, such as Work Order/Supply Order/Completion Certificate/Bill/Payment Receipt or any other relevant document, must be submitted along with the quotation.
5. The vendor should have a satisfactory record of supply and delivery.
6. Only Original Canon Toner 326 A shall be accepted. Compatible, refilled, remanufactured or duplicate toner shall not be accepted.

## **Tender Submission Process:**

- **Offline Mode:**

Sealed tender documents must be submitted in a properly superscribed envelope mentioning:

“Tender for Supply of Original Canon Toner 326 A – Government General Degree College, Mohanpur”

The tender should be submitted in the Tender Box kept at the Office of the Principal, Government General Degree College, Mohanpur, within the stipulated date and time.

- **Online Mode:**

The complete tender/quotation document in PDF format, along with scanned copies of all relevant credentials and documentary proof of previous work experience with the College, must be sent to the official email ID:

[ggdcmnp@rediffmail.com](mailto:ggdcmnp@rediffmail.com) within the stipulated date and time.

### **Important Dates:**

Date of Publication of Tender: 09/09/2026

Last Date of Submission (Offline & Online): 23/09/2026 up to 3:00 PM

Date of Opening of Tender: 24/09/2026 at 3:30 PM

Venue of Opening: Chamber of the Principal

### **General Terms & Conditions:**

1. The quoted rate must be inclusive of all applicable taxes, transportation, delivery and other incidental charges.
2. The total quoted amount shall not exceed Rs. 67,000/- (Rupees Sixty-Seven Thousand only).
3. Only Original Canon Toner 326 A will be accepted. Compatible, refilled, remanufactured or duplicate toner will be rejected.
4. The vendor must submit documentary proof of having previously supplied goods/materials to Government General Degree College, Mohanpur.
5. The College authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.
6. Supply must be completed within 30 days from the date of issuance of the Work Order/Purchase Order, unless otherwise specified by the College authority.
7. Payment will be made after successful delivery, inspection and verification of the supplied items by the College authority.
8. Any defective, damaged, duplicate or non-original toner supplied shall be replaced by the vendor at his/her own cost.
9. The quotation must clearly mention the brand, model, originality and warranty/guarantee details, if applicable.
10. The quotation amount must be submitted in round figures only. No fractional or paisa value will be accepted.
11. All quotations must be submitted strictly following the latest Government norms, financial rules and procurement guidelines applicable to Government General Degree Colleges. Any deviation may lead to rejection of the tender.

12. The College authority may consider the vendor's previous performance, quality of supply, quoted rate and satisfactory completion of previous work while evaluating the quotation/tender.

For any query contact the office of the undersigned during office hours.



Convener, E-tender Sub-committee



Officer-in-Charge  
Govt. Gen. Degree College,  
MOHANPUR  
*Officer in charge*  
Govt. Gen. Degree College  
MOHANPUR