

NARAJOLE RAJ COLLEGE



Affiliated to Vidyasagar University
(NAAC Accredited B+ Grade Govt. Aided College)

ESTD. 1966

Narajole Paschim Medinipur

P.O.- NARAJOLE
DIST.- PASCHIM MEDINIPUR
PIN CODE- 721211
WEST BENGAL
Email: nrcprincipal@narajolerajcollege.ac.in

Memo No. NRC/Tender/857/2026

Date.....

NOTICE INVITING TENDER FOR STUDENT IDENTITY CARD

Date: 25-09-2026

Sealed **quotations/tenders** are hereby invited from eligible and reputed printing agencies/vendors for the **printing and supply of Student Identity Cards** for the students of Narajole Raj College, as per the specifications and requirements of the College.

1. Name of Work

Printing and Supply of Student Identity Cards for the Students of Narajole Raj College

2. Scope of Work

The selected agency/vendor shall be responsible for the printing and supply of Student Identity Cards as per the design, specifications, size, material, printing quality and other requirements prescribed by the College.

The exact specifications, sample/design and required quantity shall be communicated/provided by the College to the selected agency/vendor.

3. Submission of Tender/Quotation

Interested and eligible agencies/vendors are requested to submit their **sealed quotation/tender** to the College Office during office hours within **7 (Seven) working days from the date of publication of this Notice**.

The sealed envelope should be superscribed:

"TENDER FOR PRINTING AND SUPPLY OF STUDENT IDENTITY CARDS"

4. Documents to be Submitted

The bidder should submit, wherever applicable:

1. Valid Trade Licence/Registration Certificate.
2. PAN Card.
3. GST Registration Certificate, if applicable.
4. Details of the agency/vendor with contact number and address.
5. Duly signed and stamped quotation/tender mentioning the rate.
6. Any other document as may be required by the College.

5. Rate Quotation

The quoted rate should clearly mention the **unit rate and total rate**, including all applicable charges, taxes, printing, transportation and delivery charges, if any.

The bidder shall clearly mention the applicable **GST rate and GST amount**, wherever applicable.

6. Evaluation and Selection

The quotations/tenders received within the stipulated time shall be opened and evaluated by the **Purchase Sub-Committee** of the College following the applicable purchase rules and financial norms.

The College reserves the right to accept or reject any or all quotations/tenders without assigning any reason.

25/9/26

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The L1 bidder, subject to fulfilment of the prescribed specifications, terms and conditions, may be considered for awarding the work.

7. Delivery

The selected agency/vendor shall complete the printing and supply of the Student Identity Cards within the time period specified by the College after issuance of the work order.

8. General Conditions

1. The quotation/tender must be duly signed and stamped by the authorized person of the agency/vendor.
2. Incomplete or conditional quotations may be rejected.
3. Any correction/overwriting in the quotation must be duly authenticated by the bidder.
4. The College reserves the right to verify the documents and credentials submitted by the bidder.
5. Payment shall be made after satisfactory completion of the work and submission of proper bill/invoice and other required documents.
6. The decision of the competent authority of the College regarding acceptance of the quotation/tender shall be final, subject to applicable rules.
7. The College reserves the right to cancel the tender process, wholly or partly, if considered necessary.

The Principal, Narajole Raj College, reserves the right to modify, extend or cancel the tender process, if required, in the interest of the College and in accordance with applicable rules.

Principal

Narajole Raj College

Narajole, Paschim Medinipur – 721211



Principal
Narajole Raj College
Narajole, Pin-721211

25/9/25