



Hiralal Bhakat College

Estd.- 1986
Affiliated to the University of Burdwan and Re-accredited by NAAC
Nalhati, Birbhum, West Bengal, PIN- 731220
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TENDER NOTICE FOR STUDENT IDENTITY CARDS

Tender Notice No.: TEN/I-CARD/01/2026-27

Date: 21.08.2026

Sealed tenders/quotations are hereby invited from reputed and experienced printing agencies/firms/vendors for the designing, printing and supply of Student Identity Cards for the Semester-I students of Hiralal Bhakat College, Nalhati, Birbhum, West Bengal, for the academic session 2026–2027.

1. Name of Work:- Designing, printing and supply of Student Identity Cards for the students of Hiralal Bhakat College.

2. Approximate Quantity:- Approximately 1300 (One thousand three hundred) Nos.,

3. Specifications:- The Identity Cards should preferably conform to the following specifications:

Size: Standard PVC Card / CR80 size (approximately 85.6 mm × 54 mm).

Material: Good-quality, durable 5 layer PVC card.

Printing: High-quality colour printing on both sides..

Students' Details : Name of student, Fathers' Name, Roll No., Date of Birth, Course/Programme, Semester, Session, Major Subject, Full Address with Contact No. & Email id, Stamp-size student photograph & signature to be incorporated and other (if required).

College Logo & Name: To be printed as per the approved design.

Signature: Provision for Principal signature.

Lanyard/Neck Strap: 20 mm bit ribbon with England Hook (College Name & Address must be printed in Neck strap).

The final artwork/design shall be approved by the College Authority before bulk printing.

4. Submission of Quotation/Tender: Interested eligible firms/agencies are requested to submit their sealed quotation clearly mentioning: Rate per Identity Card with all the specifications mention in the above (GST and other applicable taxes).

The sealed envelope should be super scribed: "TENDER FOR DESIGNING, PRINTING AND SUPPLY OF STUDENT IDENTITY CARDS – 2026–2027" and the said envelope should be contain a declaration of the specifications in accompanying with another sealed envelope containing the declaration of the quoted price and both the sealed envelope should be endorsed with official stamp and signature of the proprietor.

5. Terms and Conditions:-

1. The bidder/agency should be an established and experienced firm engaged in printing and supply of PVC Identity Cards or similar institutional materials. The Bidder must contain Trade License, IT Return and P.Tax Receipts. The agency must submit a sample Identity Card with the quotation.

2. The quoted rate should include all costs relating to design, printing, material, labour, packaging and delivery, unless specifically mentioned otherwise.

3. The successful bidder shall supply the Identity Cards strictly according to the approved design and specifications.

4. Any defective, damaged or incorrectly printed Identity Card shall be replaced/ reprinted by the agency at its own cost.

5. The selected agency shall complete the work within the time stipulated by the College Authority.

6. Payment shall be made after satisfactory completion and delivery of the work and submission of a proper **GST bill/invoice** and other required documents.

7. The College Authority reserves the right to verify the credentials and previous experience of the bidder.

8. The College Authority reserves the right to accept or reject any tender/quotation, wholly or partly, without assigning any reason.

9. The lowest quoted rate shall not necessarily be the sole criterion for selection. Quality, specifications, experience and overall suitability may also be considered.

10. The quantity mentioned above is tentative and may be increased or decreased according to the actual requirement of the College.

11. The tender process shall be governed by the applicable Government of West Bengal and Government-aided College financial/procurement rules.

12. The decision of the competent authority of the College regarding selection of the agency shall be final and binding.

13. The quotation should remain valid for **15 days** from the last date of submission.

14. All the information to be printed on the I Card will be provided from College Office through Email in MS Excel format.

15. Financial Bid (declaration of the quoted price) will be opened if the specifications match with the Tender Notice.

6. Important Dates

- **Date of Publication of Tender Notice:** 21.08.2026 at 5 P.M.
- **Last Date & Time for Submission of Tender:** 31.08.2026 at 2 P.M.
- **Date & Time of Opening of Technical Bid & Financial Bid:** 02.09.2026 at 2 P.M.
- **Place of Submission:** Office of the Principal, Hiralal Bhakat College, Nalhati, Birbhum.

Interested bidders are advised to contact the College office during working hours for any clarification regarding the specifications and submission procedure.

Tender Notice will be available in College Website, College Notice Board, Nalhati I Dev. Block, Nalhati Municipality, Nalhati Railway Station.

Date: 21.08.2026



Nurul Islam
Principal

Hiralal Bhakat College
Nalhati, Birbhum, West Bengal
Principal
Hiralal Bhakat College
Nalhati, Birbhum