



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 ALMANAC/ FEES BOOK

Tender Notice No.: TEN/ALMANAC/03/2026-27

Date: 01.09.2026

Sealed tenders/quotations are hereby invited from reputed and experienced printing agencies/firms/vendors for the designing, printing and supply of Student ALMANAC/ FEES BOOK 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 ALMANAC/ FEES BOOK for the students of Hiralal Bhakat College.

2. Approximate Quantity:- 1400 (One thousand four hundred) Nos.,

3. Specifications:- The ALMANAC/ FEES BOOK should preferably conform to the following specifications:

Size: 8.4 x 5.4 inches. (1/8 Demai).

Paper quality: 80 gsm Maplitho, Cover page: 4 pages with multi-colours in both side and will be printed on 170 gsm art paper (Glossy Lamination).

A Book Approximately 68 Pages (including Cover Page).

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 ALMANAC/ FEES BOOK with all the specifications mention in the above (GST and other applicable taxes).

The sealed envelope should be superscribed: “TENDER FOR DESIGNING, PRINTING AND SUPPLY OF ALMANAC/ FEES BOOK – 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 ALMANAC/ FEES BOOK or similar institutional materials. The Bidder must contain Trade License, IT Return and P.Tax Receipts. The agency must submit a sample ALMANAC/ FEES BOOK 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 ALMANAC/ FEES BOOKS strictly according to the approved design and specifications.

4. Any defective, damaged or incorrectly printed ALMANAC/ FEES BOOK 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. Hard copy of all the information to be printed on the ALMANAC/ FEES BOOK will be provided from College Office.

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:** 01.09.2026 at 5 P.M.
- **Last Date & Time for Submission of Tender:** 07.09.2026 at 2 P.M.
- **Date & Time of Opening of Technical Bid & Financial Bid:** 09.09.2026 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: 01.09.2026



Nurul Islam

Principal
Hiralal Bhakat College
Nalhati, Birbhum, West Bengal

Dr. Nurul Islam
Principal
Hiralal Bhakat College
Nalhati, Birbhum