

Phone: 033-2441-1710



NABA BALLYGUNGE MAHAVIDYALAYA

(Formerly CHARUCHANDRA EVENING COLLEGE)

27E, Bosepukur Road, Kolkata - 700042

Email: nbmv2005@yahoo.co.in / info@nbmahavidyalaya.in, Website: nbmahavidyalaya.in

Ref. No.

Date

NOTICE INVITING QUOTATION

Sub: Quotation for IDENTITY CARD.

NOTICE INVITING Quotation No. NBM/Tender_12/2024-2025 Date 13.01.2025 sealed bids are invited under two bid systems, viz. Part I. Technical Bid and Part II Financial Bid from reputed service provider for Identity Card at Naba Ballygunge Mahavidyalaya (NBM), Kolkata.

Quotation Details:-

| | | |
|----|---|--|
| 01 | Date of Publication | 13 th January 2025 |
| 02 | Availability of Quotation Document | Annexure A, B may be downloaded from the NBM website- www.nbmahavidyalaya.in |
| 03 | Tender Fees Nil | Nil |
| 04 | Last date and time of Submission of Technical Bid | 17 th January 2025 till 5 PM |
| 05 | Date and time of Opening of Technical Bid | 18 th January 2025 at 12 PM |
| 06 | Date and time of Opening of Financial Bid | 18 th January 2025 at 12 PM |

Details of specifications are given below.

| Sl. | Particulars | Qty | Rate Quoted Per Pcs |
|-----|---|--------|---------------------|
| 01 | PVC ID Card | 01Pcs. | |
| 02 | Plastic & PVC Office ID Card Holder (Card Holder -Transparent) | | |
| 03 | Digital Lanyard With College Name Printing For College Staffs (Lanyard Colour –Sky Blue & College Name & Logo – White/Navy Blue) | | |
| 04 | Student's Id Card | 01Pcs. | |
| 05 | Bit Lanyard (Navy Blue & White Print) with Card Holder (Transparent) | | |

Terms and conditions:

1. Bids are to be submitted with a forwarding letter as in Annexure A
2. Only hard copies of Bids are to be submitted to the office of the NBM between 12 noon to 4 PM on working days (Monday to Friday).

3. The Technical Bid shall comprise of self-attested photocopies of the following documents :-
 - a) Valid copy of Trade License (2024-25)
 - b) PAN Card
 - c) Registration Certificate of GST
4. The financial Bid shall comprise of price including GST, total price, extent of discount , if any and to be submitted in Annexure B (Separate Envelope)
5. The technical Bid and the financial bid shall be submitted in two separate sealed envelopes with board heading mentioning the name of the item (Technical Bid or Financial Bid) and quotation No. on the envelope containing documents.

The sealed envelopes of Technical Bid and Financial Bid should be submitted in a large sealed cover mentioning the Tender No. and be addressed to the Principal , Naba Ballygunge Mahavidyalaya , 27E, Bose Pukur Road, Kolkata : 700042.

6. The rate offered should be valid for acceptance up to on 1(one) year from the date of date of issue of the work order and the rate is inclusive of GST and other charges should be indicated. Rate should be quoted in both words and figures; if there is a discrepancy between words and figures the amount in words prevail.
7. The Financial Bids of only those who have been found to be technically qualified will be opened.
8. Acceptance of the lowest offer is not binding to the authority.
9. The NBM reserves the right to accept or reject any or all tenders without giving any reason whatsoever.

If the office remains closed on the opening day of the quotation, the quotation will be received up to 02.00pm after noon and opened at 02.30 pm on the next working day.


Principal 13.01.2025

Quotation No :NBM/Tender_12/2024-2025

Date : 13.01.2025

ANNEXURE - A

To
The Principal,
Naba Ballygunge Mahavidyalaya,
27E, Bose Pukur Road,
Kolkata -700042.

Ref Quotation No: NBM/Tender_12/2024-2025 Dt.13.01.2025

Madam,

I/We have read various conditions to tender and hereby agree to the said conditions. I/We also agree to keep this tender open for acceptance for a period of 07 days from the date fixed for opening the same.

| Sl. | Particulars | Qty | Rate Quoted Per Pcs |
|-----|---|--------|---------------------|
| 01 | PVC ID Card | 01Pcs. | |
| 02 | Plastic & PVC Office ID Card Holder (Card Holder -Transparent) | | |
| 03 | Digital Lanyard With College Name Printing For College Staffs (Lanyard Colour –Sky Blue & College Name & Logo – White/Navy Blue) | | |
| 04 | Student's Id Card | 01Pcs. | |
| 05 | Bit Lanyard (Navy Blue & White Print) with Card Holder (Transparent) | | |

1. I/We hereby bind myself/ourselves to provide service as specified in the conditions of agreement. I/We also hereby agree to abide by the General conditions of agreement and to carry out the work according to the standard practice.

2. In case there is difference between figures and word in the quoted cost, the cost Indicated in word will be taken as correct for consideration.

Seal and Signature of Tenderer

ANNEXURE - B

To
The Principal,
Naba Ballygunge Mahavidyalaya,
27E, Bose Pukur Road,
Kolkata -700042.

Ref Quotation No: NBM/Tender_12/2024-2025 Dt.13.01.2025

Madam,

Financial Bid:

| Sl. | Particulars | Qty | Amount (including all Charges) | Gst | Total per Pcs. D+E=F | Total Nos. | Total Amount (Including GST) F x G= H |
|-----|---|--------|---|-----|----------------------------|---------------|---|
| A | B | C | D | E | F | G | H |
| 01 | PVC ID Card | 01Pcs. | | | | 01Pcs | |
| 02 | Plastic & PVC Office ID Card Holder (Card Holder - Transparent) | 01Pcs | | | | 01Pcs | |
| 03 | Digital Lanyard With College Name Printing For College Staffs (Lanyard Colour –Sky Blue & College Name & Logo – White/Navy Blue) | 01Pcs. | | | | 01Pcs. | |
| 04 | Student's Id Card | 01Pcs. | | | | 01Pcs. | |
| 05 | Bit Lanyard (Navy Blue & White Print) with Card Holder (Transparent) | 01Pcs. | | | | 01Pcs. | |

Seal and Signature of Tenderer