



Phone: 033-2441-1710

# NABA BALLYGUNGE MAHAVIDYALAYA

(Formerly CHARUCHANDRA EVENING COLLEGE)

27E, Bose Pukur Road, Kolkata – 700 042

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

Ref. No.: .....

Date: .....

## NOTICE INVITING QUOTATION

Sub: Quotation for In House Journal

NOTICE INVITING Quotation No. NBM/Tender\_07/2025-26 Date 11.03.2026 sealed bids are invited under two bid systems, viz. Part I. Technical Bid and Part II Financial Bid from reputed Printing & Binding service provider / Contractor for Journal of History, Bengali, Philosophy & Commerce Department at Naba Ballygunge Mahavidyalaya (NBM), Kolkata.

### Tender Details:-

01	Date of Publication	11 <sup>th</sup> March 2026
02	Availability of Quotation Document	Annexure A, B may be downloaded from the NBMV website- <a href="http://www.nbmahavidyalaya.in">www.nbmahavidyalaya.in</a>
03	Tender Fees Nil	Nil
04	Last date and time of Submission of Technical Bid	18 <sup>th</sup> March 2026 till 12:00 PM
05	Date and time of Opening of Technical Bid	18 <sup>th</sup> March 2026 at 12:30 PM
06	Date and time of Opening of Financial Bid	18 <sup>th</sup> March 2026 at 1:30 PM

Details of specifications are given below.

Sl.	Particulars	Qty	Rate Quoted Per Pcs
01	Departmental Journal of History Department "Awakening" 2025 Paper Front & Back (Cover) 125 GSM (Colour) Page Size : A4 Size (75 GSM) Total No. of Pages 96 (Approx) Proof at least 2 times	20 Copies. With 1 PDF Soft Copy.	Rate Per Copies including Printing and Bindings.
02	Departmental Journal of Bengali Department "Iche" 2024 (Volume 21) Paper Front & Back (Cover) 125 GSM (Colour) Page Size : 5.5cm / 8.5cm Size (75 GSM) Total No. of Pages 65 (Approx) Proof at least 2 times	25 Copies. With 1 PDF Soft Copy.	Rate Per Copies including Page Setting, Printing and Bindings.
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05	Departmental Journal of Commerce Department "The Way" 2026 Vol-10 Paper Front & Back (Cover) 125 GSM (Colour) Page Size : A4 Size (75 GSM) Total No. of Pages 100 (Approx) Proof at least 2 times	30 Copies. With 1 PDF Soft Copy.	Rate Per Copies including Printing and Bindings.
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Ref. No.: .....

Date: .....

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 (2025-26)
  - b) PAN Card
  - c) Registration Certificate of GST
  - d) Income Tax Return for last 2 years
  - e) Credential Certificate
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 broad heading mentioning the name of the item (Technical Bid or Financial Bid) and Tender 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 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 NBMV 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.

*Shashi*

Principal

11.3.26

Quotation No: NBM/Tender\_07/2025-26

Date :11.03.2026

Principal

Naba Ballygunge Mahavidyalaya  
27E, Bosepukur Road  
Kolkata-700 042

ANNEXURE - A

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

Ref Quotation No: NBM/Tender\_07/2025-26 Dt.11.03.2026

Madam,

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

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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\_07/2025-26 Dt. 11.03.2026

Madam,

**Financial Bid:**

Sl.	Particulars	Qty	Amount	Gst	Total per Copy <i>D+E=F</i>	Total Copies <i>G</i>	Total Amount of (Including GST) <i>F x G = H</i>
A	B	C	D	E	F	G	H
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