



RABINDRA MAHAVIDYALAYA

Affiliated to the University of Burdwan
Champadanga, Hooghly, West Bengal, Pin.-712401

Estd.- 1971



Ref. No. RM/152/23

Date. 22/08/23

TENDER NOTICE

(Displayed at College Notice Board)

INVITATION OF SEALED QUOTATIONS FOR SUPPLY OF Students' Identity Cards

1. Sealed quotations for Cost of Purchase not exceeding Rs. 30,000/- (thirty thousand only) with judiciously comparable rates in the physical and ecommerce (amazon.com, filpkart.com, ebay.com, snapdeal.com etc, others if any) marketplaces for the stated **Category: Students' Identity Cards** are invited from the leading Manufacturers/ Authorized dealers/reputed suppliers of the above item/s, and also having post-purchase maintenance and service facilities in the Hooghly District or Kolkata region, West Bengal for the supply of the same items (for detailed list see **Annexure A** below) to the different departments of Rabindra Mahavidyalaya, Champadanga, Hooghly, W.B., PIN: 712401.
2. **One Set of complete and sealed quotation in a separate cover**, mentioning "Sealed quotation for supply of students' identity cards" in the title of the envelope, is to be sent and reached accordingly to the college office. The said quotation/s should be sent either through **Speed Post** addressed to the Principal, Rabindra Mahavidyalaya, Champadanga, Hooghly or by messenger/s personally and reached at the said office or the same should be deposited at the **Tender Box** in the Ground Floor beside **Room No. 6** of the institution up to **11:30 a.m. of 29/08/2023 (Tuesday)**, and the same will be opened at **12:30 p.m. on 29/08/2023 (Tuesday)** at the Principal's Chamber in the College. Interested bidders are invited to be present at the Tender Opening meeting at the scheduled time either by sending their authorized representatives or by themselves.
3. The sealed quotation should be accompanied with –(i) **at least one qualifying document** of the legal registration of the firms, shop or dealership and the **Trade License** documents provided by the appropriate government authority; GST registrations; the other registration certificates from the statutory agencies; (ii) a copy of this Tender Notice; (iii) a list of the qualified quotation/s mentioning the features for the products/ services those are strictly met out of the Tender Notice; and (iv) the Account details for electronic payment or banking transfers (optional).
4. **Any unauthorized person, vender, seller or dealer is barred to submit tender quotation/s for the above items and thereby, is prohibited to participate in the competitive bidding process.** Incomplete Quotations or quotations with insufficient information if received will be summarily rejected. On any aspect regarding the purchase process, the decision of the Purchase Sub-Committee of Rabindra Mahavidyalaya, Champadanga, Hooghly is final.
5. The respective Quotation Price should explicitly include the charges for configuration, installation, delivery, and all other incidental charges mentioned within the quotation itself. If the bidder/s does not mention any such costs, it will be assumed that it would incur no such costs. **There is no Tender Fee.**

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f. No.....

Date.....

6. An Earnest Money, if imposed, is refundable only on completion of the Work Order, and the same will be fixed on the tender opening date on a case to case basis by the Purchase Sub-Committee of the College.
7. A brief specification of the **Students' Identity Cards** to be purchased through this tender notice is given in **Annexure A** and interested bidders may visit the college website www.rabindramahavidyalaya.ac.in for the other details.

Annexure A

Sl. No.	Item	Make/Model	Detailed Specifications	Quantity
1.	Students' Identity Cards	Any reputed	Identity card with digital print	1000

8. Mandatory Conditions:

- a. The product/s will be checked and verified by the respective office and/or departments of the College at the time of receipt of the equipments and after installation (if required) as well. On satisfaction, the process of payment will be initiated in favour of the bidder who has received the work order.
- b. The delivery of the product has to be done within ten (10) days from the issue of the work order if not a relaxation in time period is offered in the Work Order. If the bidder fails to accomplish the work order, the Work Order will be treated as cancelled.
- c. If anything found in violation of the Tender Notice and the Work Order, the work order will be cancelled and the college authority will bear no responsibility for either of the vendor's preliminary delivery and/or installation cost or any other costs/charges thereof.


Principal
Rabindra Mahavidyalaya
Champadanga, Hooghly