

JAMINI MAZUMDER MEMORIAL COLLEGE

Patiram, Dakshin Dinajpur, West Bengal



NOTICE INVITING QUOTATION (NIQ)

Memo No.: 143/JMMC/CARD/NIQ/2026-27/02

Date: 25.08.2026

Sealed quotations are hereby invited from interested and eligible firms/agencies/suppliers for the supply of Identity Cards and Library Identity Cards for B.A. Course students of Jamini Majumder Memorial College, Patiram, Dakshin Dinajpur, as per the specifications and approximate quantities mentioned in the Schedule below.

"QUOTATION NO. /JMMC/L.CARD/NIQ/2026-27/03 dated 25.08.2026 – SUPPLY OF IDENTITY CARDS AND LIBRARY IDENTITY CARDS"

The quotation should reach the Office of the undersigned on or before **05.09.2026 up to 2:00 P.M.** Quotations will be opened on **07.09.2026 at 2:30 P.M.**

A. SCHEDULE OF NIQ

Sl. No.	Item	Specification / Particulars	Approx. Quantity	Rate per Unit (₹)	Amount (₹)
1	Identity Card	Size: 8.5 × 5.5 inches; PVC Card with printed silk-standard ribbon and cover	750 Nos.	_____	_____
2	Library Identity Card	Size: 8.5 × 5.5 inches; laminated card	750 Nos.	_____	_____

TOTAL QUOTED AMOUNT: ₹ _____

Amount in Words: Rupees _____ only.

B. TERMS AND CONDITIONS

1. The intending supplier/agency shall submit the quotation on its official letterhead, along with self-attested photocopies of valid Professional Tax (P. Tax) documents/challan and PAN Card.
2. The quotation shall be submitted in a sealed cover and addressed to the Principal, Jamini Majumder Memorial College, Patiram, Dakshin Dinajpur.
3. The last date for submission of quotation is 05.09.2026 up to 2:00 P.M. The quotations will be opened on 07.09.2026 at 2:30 P.M. in the presence of the quotationers or their duly authorised representatives who may wish to remain present.
4. The entire supply/work shall be completed within 15 (fifteen) days from the date of issuance of the Supply-cum-Work Order.
5. In case of any dispute, doubt, or difference relating to the quotation or execution of the work, the decision of the Principal/competent authority of the College shall be final and binding, subject to applicable rules.
6. If the selected supplier fails to complete the supply/work within the stipulated period, the College Authority shall have the right to cancel/terminate the work order and take such action as may be permissible under the applicable rules and terms of the quotation.



7. The quoted rates shall be inclusive of all applicable taxes, duties, transportation, delivery charges and other incidental expenses.
8. The lowest evaluated quotation (L1) may be accepted, subject to satisfactory quality, compliance with the prescribed specifications and approval of the competent authority of the College.
9. No advance payment shall be made. Payment shall be released only after satisfactory completion of the entire supply/work and acceptance of the supplied materials by the College Authority.
10. Income Tax/TDS and other statutory deductions, wherever applicable, shall be deducted from the bill at the prescribed rates as per Government rules.
11. The College Authority reserves the right to accept or reject any quotation or all quotations, wholly or partly, without assigning any reason and without thereby incurring any liability to the quotationer.
12. The quotationer must submit a specimen/sample of the proposed Identity Card and Library Identity Card along with the quotation for evaluation and approval.
13. The quantity mentioned below is approximate and may vary according to the actual requirement of the College. Payment shall be made on the basis of the actual quantity supplied and accepted by the College.
14. The supplied Identity Cards and Library Identity Cards must conform to the approved sample/specifications and printing details provided by the College. Any defective or damaged items shall be replaced by the supplier at no additional cost to the College.

C. SUBMISSION TIMELINE OF QUATATION

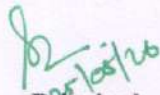
1.	Date of submission/dropping of quotation	From 25.08.2026 to 05.09.2026, between 11:00 A.M. and 2:00 P.M., except Sundays and holidays.
2.	Last date and time for submission	05.09.2026 up to 2:00 P.M.
3.	Date and time of opening of quotation	07.09.2026 at 2:30 P.M.
4.	Place of submission	Office of the Principal, Jamini Majumder Memorial College, Patiram, Dakshin Dinajpur.

D. EVALUATION

The quotation will be evaluated on the basis of:

- Compliance with technical specifications.
- Eligibility documents submitted.
- Experience and credentials.
- Lowest quoted rate (L1) among technically qualified bidders.

The decision of the Purchase Committee and the Principal shall be final and binding upon all bidders.

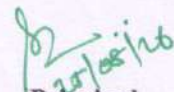

Principal

Jamini Majumder Memorial College
Patiram, Dakshin Dinajpur

Principal
Jamini Majumder Memorial College
Patiram, Dakshin Dinajpur

COPY FORWARDED FOR INFORMATION AND NECESSARY ACTION TO:

1. The SDO, Balurghat, Dakshin Dinajpur.
2. The Block Development Officer, Balurghat.
3. The Pradhan, Patiram Gram Panchayat.
4. College Notice Board and College Website.
5. Convenor, Finance and Purchase Sub-Committee.
6. The Head Clerk (Additional Charge) and Accountant.


Principal

Jamini Majumder Memorial College
Patiram, Dakshin Dinajpur

Principal
Jamini Majumder Memorial College
Patiram, Dakshin Dinajpur


Accountant
Jamini Majumder Memorial College
Patiram, Dakshin Dinajpur


Convenor
Purchases & Construction
Sub Committee
Jamini Majumder Memorial College
Patiram, Dakshin Dinajpur