

JAMINI MAZUMDER MEMORIAL COLLEGE
Patiram, Dakshin Dinajpur, West Bengal



NOTICE INVITING QUOTATION (NIQ)

Memo No.: 144/JMMC/GATE/NIQ/2026-27/02

Date: 25.08.2026

DESIGNING, SUPPLYING AND FIXING OF COLLEGE NAME LETTERING AND LOGO

Sealed quotations are hereby invited from reputed and experienced agencies/vendors for **designing, supplying and installing the name and logo of the College on the newly constructed College Gate** of Jamini Mazumder Memorial College, Patiram, Dakshin Dinajpur.

The proposed work shall include fabrication/supply of individual letters, logos, necessary mounting/supporting arrangements, transportation, installation and finishing work at the College Gate.

A. NAME OF THE WORK

Designing, supplying and fixing of College Name Lettering and Logo on the newly constructed College Gate

i) The name to be displayed shall be:

JAMINI MAZUMDER MEMORIAL COLLEGE

ESTD- 2008

ii) The Logo shall be as supplied/approved by the College.



B. SCHEDULE OF NIQ

Vendors are requested to quote their rate separately for each of the following alternatives in INR:

Sl. No	Description of Work	Specification	Unit Price in INR*	Total Cost in INR	Remarks
1	College name lettering	Off-set Gold Metal Font	Per inch / per letter		
2	College name lettering	Off-set Silver Metal Font	Per inch / per letter		
3	College name lettering	Golden Acrylic Font	Per inch / per letter		
4	College name lettering	White / other colour Acrylic Font	Per inch / per letter		
5	College Logo	Off-set Gold / Off-set	As proposed / per		



		Silver / Golden Acrylic / White or other colour Acrylic	approved measurement		
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* The final unit of measurement may be determined by the College after considering the design and fabrication method.

C. SCOPE OF WORK

1. Preparation of the lettering/design as per the College's approved design.
2. Supply/fabrication of the required letters.
3. Necessary backing, supports, brackets, spacers, studs, fasteners and other accessories required for fixing.
4. Transportation of the materials to the College.
5. Installation/fixing of the letters on the newly constructed College Gate.
6. Necessary finishing and alignment work.
7. Labour and installation charges.
8. Any other incidental expenditure required for satisfactory completion of the work.

D. IMPORTANT INSTRUCTIONS TO BIDDERS

1. The bidder should clearly mention the material, thickness, finish, size and specifications of the proposed lettering.
2. The bidder may inspect the College Gate and take the necessary measurements before submitting the quotation.
3. The quoted rate should clearly indicate whether GST and other applicable taxes are included or excluded.
4. The bidder should mention the time required for completion and installation of the work.
5. The College reserves the right to select any one of the proposed materials/designs based on quality, appearance, durability and cost.
6. The College also reserves the right to accept or reject any or all quotations without assigning any reason.
7. The College shall not be responsible for any delay or damage caused during transportation or installation by the selected agency.
8. The successful bidder shall be responsible for proper workmanship and safe installation.
9. The final design, dimensions, colour/finish and method of fixing shall be subject to approval by the College authority before fabrication.
10. The quotation should remain valid for at least 60 days from the last date of submission.

E. SUBMISSION OF QUOTATION

Interested vendors/agencies are requested to submit their quotations in a sealed envelope, superscribed:

“QUOTATION FOR COLLEGE NAME LETTERING ON NEWLY CONSTRUCTED COLLEGE GATE”

The quotation should be submitted to the Office of the Principal, Jamini Mazumder Memorial College, Patiram, Dakshin Dinajpur.

Last Date of Submission of sealed quotation	05.09.2026 upto 3:00 PM
Date of opening of quotations	07.09.2026 at 2:00 PM

F. PAYMENT

Payment shall be made after satisfactory completion of the work, installation and verification by the College authority, subject to submission of the requisite bill/invoice and other applicable documents.

G. CONTACT FOR SITE INSPECTION

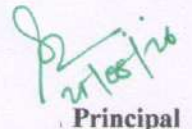
Interested vendors may contact the College Office during working hours for inspection of the site, measurement and clarification regarding the proposed work.

H. 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.

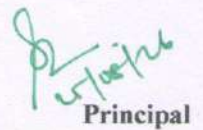

Principal

Jamini Majumder Memorial College
Patiram, Dakshin Dinajpur

Jamini Majumder Memorial College
Patiram, Dakshin Dinajpur

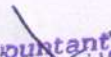
COPY FORWARDED FOR INFORMATION AND NECESSARY ACTION TO:

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

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