

Ref. No. DGC/A/89/2023

Date: 18/03/2023

## NOTICE INVITING QUOTATION

Sealed Quotations are invited from reputed Suppliers/ Vendors to quote their lowest possible rate for the supply of Identity Card for Students and Staff of Domkal Girls' College, P.O. Domkal, Dist. Murshidabad, Pin-742303 as per the following specification, subject to terms & conditions:

Sl. No.	Specification	Quoted Rate (Unit price)
1	Identity Card for Students: Size: 8.6 cm X 5.4 cm, Material: Plastic Printing: Glossy multi-colour with both side printed and Renewable Hard Holder: 125 Microns thick PVC with Printed Ribbon	
2	Identity Card for Staff: Size: 8.6 cm X 5.4 cm, Material: Plastic Printing: Glossy multi-colour with both side printed Hard Holder: Metal with 16 mm Printed Ribbon	
	N.B: Data and pictures will be provided by the College.	

**Documents to be enclosed with the Quotation:** i) Authenticated photocopy of valid up to date Trade License, ii) Authenticated photocopy of PAN Card, iii) Latest IT return copy, iv) GST RC copy, v) Credentials if any, vi) Quotation to be given in Supplier's official letter pad, vii) Sealed Quotation should be marked on the top of Envelope "**Quotation for Supply of Identity Card for Students and Staff**".

### Terms & Conditions:

- Sealed Quotations with **Sample identity card and card holder should be attached** with the quote and the relevant documents as mentioned above must be submitted at the "**Tender Box**", Domkal Girls' College Office, P.O. Domkal, Dist. Murshidabad, Pin-742303 within the stipulated date and time.
- The quoted rate should be inclusive of all Govt. taxes, GST, loading, unloading, carriage etc. complete.
- The rate should be quoted separately for each item in the quotation in figures and also in words.
- In quotation, details specification of said items should be mentioned clearly.
- The Work Order/ Supply Order will be awarded to the Lowest (L1) valid Bidder.
- No advance payment will be release and No damage charges will be bear by the college.
- The college Authority reserves the right to accept or reject any tender or cancel the tender notice at any time without assigning any reasons.
- The payment will be released after satisfactory completion of the work/ supply.
- Last date for submission of Quotation **27/03/2023 at 2:00 p.m.** and the Quotations will be opened on **27/03/2023 at 2:30 p.m.**



Principal  
Domkal Girls' College

**PRINCIPAL**  
Domkal Girls' College  
Domkal, Murshidabad



Convenor  
Purchase Sub-Committee, Domkal Girls' College

**Convenor**  
Purchase Sub-Committee  
Domkal Girls' College

Ref. No. DGC/A/89(3)/2023

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**Copy forwarded for kind information and with a request for wide publication to:**

- Convenor, Finance Sub-Committee, Domkal Girls' College, Domkal, Murshidabad, Pin-742303
- Notice Board at Domkal Girls' College, Domkal, Murshidabad, Pin-742303
- System in-Charge, for wide circulation in the website: [www.domkalgirlscollege.ac.in](http://www.domkalgirlscollege.ac.in)



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