

NO F 6 (2)/BBMC/ACCTT/2018/ 152 (4)  
Government of Tripura  
Bir Bikram Memorial College  
Agartala, Tripura.

Agartala , the 15<sup>th</sup> June , 2019

**Quotations for Students' Identity Card**

Quotations are invited from the **registered printing firms preferably having GST registration** for the supply of at least 1200( One thousand two hundred only ) Students' Identity card to Bir Bikram Memorial College , Agartala as per specification given below. The intending bidder / party may collect an existing sample from the college ( cash/ Academic section ). Quotation Details are shown in the Table below:

Sl no	Brief description	Minimum specifications
1	Identity card	8.5 cmsX 5 .5 cms size of good quality strain free non-breakable glossy PVC card laminated on both the sides having rounded corners with back ground as per sample and college monogram with one/two perforations on the card or alternative arrangement so that / the identity card may be used by students with a lace as preferred below.
2	Identity Card holder lace	Navy blue colour with BBMC Embossing on the lace and of suitable length.
3	Printing of the Identity card	Legible printing, visible from distance in the prescribed format as supplied
4.	Collection and Entering / Feeding of information / data	<p>1.The format will be supplied by the college for printing and publishing of Identity card( as per previous identity card)</p> <p>2.Data/Information has to be collected from the College on spot during the time of admission of students/ may be provided by the college , if possible.</p> <p>3.The Identity cards must be delivered separately for each course and preferably within three to four days from the date of admission of the student to the programme.</p> <p>4.Data entered / collected for the said purpose will be the property of the college and the same (soft copy) must be returned to the college within the 07 days from the date of admission.</p> <p>5.Final draft copy of data for the 10 card of every individual student should be checked /verified by the concerned Dealing Assistant.</p>

  
(Dr. Sanjoy Roy)  
Principal,  
Bir Bikram Memorial College,  
Agartala.

**Other conditions:**

1. The supply is to be completed within 7 (seven) days from the date of issue of supply order.
2. The rate quoted should be in words and figures and it should be inclusive of GST and all other expenses relating to the supply of printed Identity card to the office of the college .
3. Payment shall be made within 15 days after satisfactory delivery, supply and use and acceptance of the item in writing and acceptance of such document should be submitted with the bill so as to justify the quantity of identity cards so supplied.
4. The college will award the contract to the bidder whose quotations would be found substantially responsive, technically acceptable and Offering the lowest evaluated quotation price .
5. The successful bidder will be notified of the award of contract by the Purchaser with the terms and conditions by email/ phone immediately.
6. Notwithstanding the above, the college authority reserves the right to accept or reject all quotations at any time prior to the award of contract.
7. Number of requirement may vary and colour of the lace may also change , if requirement is increased.
8. Email/ Contact number with GST / PAN details are to be mentioned in the quotation.
9. **Last of submitting the quotation with supporting documents is 25<sup>th</sup> June, 2019 before 5 p.m at the office of B.B. Memorial college .**

*(Handwritten signature)*

Principal  
BBMC, Agartala

**(Dr. Sanjoy Roy)  
Principal,  
Bir Bikram Memorial College,  
Agartala.**

## Copy to

1. Students' Notice Board
2. College web site for information. Smt Sanhita Dasgupta , Assistant Professor , BBMC is requested to arrange the upload of the quotation .
3. Accounts section for information and necessary action.
4. Academic Section for information and supplying a sample.