



NOTICE INVITING QUOTATION (NIQ)

NIQ No.: SKC/PUR/03/2026

Date:30.06.2026

Sealed quotations are invited from reputed manufacturers, authorized dealers, and suppliers for the design, printing, and supply of Good-Quality **Student Identity Cards (PVC)** and **Academic Cards** for the students of 1st Semester Academic Session 2026-27 of Srikrishna College. Interested agencies fulfilling the eligibility criteria may submit their quotations in a sealed envelope superscribed **“Quotation for Printing and Supply of Student Identity Cards and Academic Cards”** to the Office of the Principal on or before **15.07.2026** up to 4:00 P.M.

A. Scope of Work

1. Student Identity Card PVC Card

(Size: 86 mm × 54 mm, Thickness: Minimum 500 Micron or higher, Full Colour Printing (Front & Back), High-definition Student Photograph, College Name, Logo and Address, Student Name, Roll Number, Registration Number, Course, Session and other required particulars, Printed Signature of the Principal as well as Student, QR Code/Barcode, laminated finish, Card holder with Ribbon printed college name.

2. Academic Card

Premium Quality 300–350 GSM Art Card, Full Colour Printing (Front & Back), Student Academic Information, Standard size as approved by the College.

B. Eligibility Criteria

The bidder must satisfy the following conditions:

1. The bidder must be a legally registered Proprietorship, Partnership Firm, LLP, Private Limited Company, or Public Limited Company.
2. The bidder must possess a valid GST Registration Certificate, PAN, and Trade Licence.
3. The bidder should have a minimum of three years' experience in the design, printing, and supply of PVC Identity Cards and similar materials to Government, Government-aided, Autonomous, Universities, or Higher Educational Institutions.
4. The bidder shall submit copies of at least three work orders/completion certificates for similar assignments executed during the last three years.
5. All supporting documents must be self-attested and enclosed with the quotation.

C. Terms and Conditions

1. The quoted rate shall be inclusive of GST, design charges, printing, packing, transportation, loading, unloading, and delivery at Srikrishna College.
2. Sample PVC Identity Card and Academic Card must be submitted along with the quotation.
3. The successful bidder shall complete the work within 15 days from the date of issuance of the Work Order.
4. The College reserves the right to increase or decrease the quantity without assigning any reason.
5. Payment shall be made only after satisfactory completion of the work and submission of the bill in accordance with Government rules.
6. The College reserves the right to reject any or all quotations without assigning any reason.
7. Incomplete quotations or quotations received after the stipulated date and time shall be summarily rejected.
8. Any dispute arising out of this quotation shall be subject to the jurisdiction of the competent courts in Nadia, West Bengal.

D. Documents to be Submitted with the Quotation:

- Copy of GST Registration Certificate
- Copy of PAN Card
- Copy of Trade Licence
- Registration/Incorporation Certificate of the Firm
- Copies of relevant Work Orders/Completion Certificates
- Sample Student Identity Card and Academic Card
- Duly signed and sealed quotation

Place of Submission: Office of the Principal, Srikrishna College, Bagula, Nadia – 741502.

Gnos 30.6.2026
Principal

Srikrishna College
Bagula, Nadia, West Bengal

Dr. Sukdeo Gnos
Principal
Srikrishna College
Bagula, Nadia