

NO F 3(16-70)/BBMC/2017/CASH /  
Bir Bikram Memorial College  
Agartala, Tripura.

Agartala, The 22<sup>nd</sup> June 2018

**Quotations for Students' Identity Card**

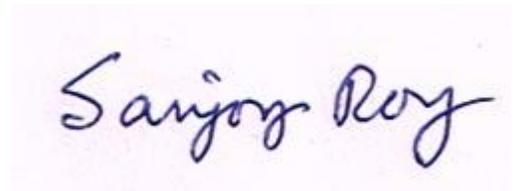
Quotations are invited from the registered printing firms for the supply of at least 1200( One two thousand only ) **Students' Identity card** to Bir Bikram Memorial College , Agartala as per specification given below. The intending bidder / party may find /inspect a sample from the college ( Cash section ).

Sl no	Brief description	Minimum specifications
1	Identity card	10 cms X 7 cms size on good quality paper with college monogram in the card with back ground as per sample. including
2	Identity card cover	Identical number of cover for inserting the identity card of the students so that particulars of student's data / information on identity card would be visible and easily readable with provision of hole and clip so that it may be used by students according to his/her convenience.
3.	Identity Card holder lace	Green colour with the name of the college i.e., embossing BBMC and the lace would of suitable length. ( not less than existing length)
4.	Printing of the Identity card	Legible printing, visible from distance in the prescribed format as supplied
5.	Misc	1.The format will be supplied by the college for printing and publishing of Identity card( as per previous identity card)  <b>A SAMPLE/Format and ribbon(lace) would be available for inspection from the cash section of the college.</b>
5.	Validity of the rate	90 (ninety) days .

**Other conditions:**

1. The supply is to be ensured 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. A sample copy of the identity card and ribbon (lace) are to be submitted along with the quotations in sealed packet.
4. Payment shall be made within 15 days after satisfactory delivery, supply 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.
5. The college will award the contract to the bidder whose quotations would be found substantially responsive and offering the lowest evaluated quotation price/rate.
6. The successful bidder will be notified about the award of contract by the college with the terms and conditions by email/ phone immediately. Thus contact no and email address should be given in the quotation.
7. The last date of supplying the sealed quotation with the signature of the owner of the firm/ agency is 26<sup>th</sup> June , 2018 upto 4.m. to the Accounts section of the College.
8. **The number of requirement may increase at the same rate.** But the colour of the ribbon in that case may be altered/changed by the college in future necessities but rate quoted should be the same and the ribbon / lace would be either red or navy blue depending on the necessity at that time.
9. Notwithstanding the above, the college authority reserves the right to accept or reject all quotations at any time prior to the award of contract.



**Principal 22/6/2018**  
BBMC, Agartala

Copy to

1. Students' Notice Board
2. College web site for information. Sri Dipak Hrish Das is requested to arrange the upload of the quotation.
3. Accounts section for information and necessary action.
4. Cash Section for information and supplying a sample.
5. The DDO, BBMC , Agartala for information and necessary action.

