



# SILIGURI COLLEGE OF COMMERCE

A Govt. of West Bengal Aided General Degree College Recognised by The U.G.C. U/S 2(f) & 12 (B) of U.G.C. Act. 1956

**Affiliated to The University of North Bengal**

College Para, P.O. : Siliguri  
Dist. : Darjeeling, Pin 734001  
West Bengal

Email ID : principalsilguricc@gmail.com/  
siliguricollegeof\_commerce@yahoo.com  
Website : www.siliguricollegeofcommerce.org  
Phone : (0353) 2432594, 2526702 (Extn. Campus)

Office of the Principal

Ref. No. ....

Date 05/10/2024

## TENDER NOTICE FOR SUPPLY OF IDENTITY CARD

Notice No. : Tender Notice / Dated : 05-10-2024  
Date of Issue : 05-10-2024  
Last Date of Submission : 20-10-2024  
Main Campus : Siliguri College of Commerce, College Para, Siliguri,  
Darjeeling, 734001, WB.

### Information / Document(s) to be provided by the Bidder:

1. Contact information :
  - a) Name of the Bidder :
  - b) Address :
  - c) Telephone No. :
  - d) Mobile No. :
  - e) Fax No. :
  - f) E-mail id (if any) :
2. Name(s) of the Proprietor/Partners/Directors, etc. :
3. Trade License No. (With Photocopy) :
4. PAN :
5. GSTIN :
6. Additional Document(s) / Information, if the party wants to include :

QUOTATION TENDER NOTICE FOR SUPPLY OF IDENTITY CARD TO *Siliguri College of Commerce, College Para, Siliguri, Darjeeling, 734001, WB.*

Sealed TenderBids are hereby invited from interested parties for SUPPLY OF IDENTITY CARD, at *Siliguri College of Commerce, College Para, Siliguri, Darjeeling, 734001, WB.*

### IDENTITY CARD SPECIFICATION

[Plastic, PVC Rectangular Plastic ID Card, Colour: multicolour, Finish: Glossy, Material: Plastic, PVC, Printing Type: Both Side Digital printing] for the F.Y. 2024-25

Sl. No.	Particulars	Quantity
	PVC CARD	
	• Size –	3000 Unit
	• Material: Plastic	
	• Style: Card	
	Less with College Name	



*[Signature]*  
05/10/2024  
**PRINCIPAL**  
**Siliguri College of**  
**Commerce**



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## IMPORATANT INFORMATION FOR THE BIDDERS

1. Seal quotation to be submitted within 15 (Fifteen) days w.e.f. from date of issuing of this tender.
2. Sample identity card and card holder should be attached with the quote. Further, the quoted rates should be inclusive of all taxes.
3. No advance payment will be paid. The 100% payment will be made only after. Satisfactory completion of the job. The job needs to be done within 20 days after receiving the data.
4. The item rates, taxes and other charges should be separately mentioned in the quotation. In case the rates include tax, the rate (%) of the tax should be mentioned in the quotation. Vendors registered under composite GST Scheme must mention the same in the quotation document.
5. The Vendor should provide details of Client lists or Customer base to prove their experience in the respective field.
6. Current valid Trade License (2024-2025) must be attached. In case the current valid license is not available, the vendor should attach the last trade license (2023-2024) and the same should be accompanied by the renewal application copy / copy of receipt against fees paid for renewal.
7. The quotation must be as per the specifications mentioned in the tender notice. Any deviation in item(s) will not be allowed and the bid will summarily be rejected.
8. The quotation should have a quotation reference number and date. The copy of tender should also be attached with the quotation documents.
9. Quotation will be opened by the Officials at *Siliguri College of Commerce, College Para, Siliguri, Darjeeling, 734001, WB.*
10. If there is any deficiency in the necessary documents, the tender will summarily be rejected. During the evaluation process, the Committee may invite the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if those are not produced within the stipulated time frame, their bids will be liable for rejection.



*[Signature]*  
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11. Submission of false document / information by the bidder is strictly prohibited and will be liable for rejection of the tender.
12. Any form of sub-tendering or sub-letting of the job in part or full is strictly prohibited.
13. Partial quotation may not be allowed by the College Authority.
14. Being the lowest quotation supplier in terms of rates are not only criteria to become eligible for the job. Selection of the eligible quotation supplier will be done on the basis of credentials and past performances
15. The College reserves the right to accept or reject any tender without showing any reason.
16. For any other necessary information, please contact the College Authority to the following address:

**Principal, Siliguri College Of Commerce, College Para, Siliguri, Darjeeling, 734001, WB.**

Email Id: [principalsiliguricc@gmail.com](mailto:principalsiliguricc@gmail.com)/[sccsiliguri@gmail.com](mailto:sccsiliguri@gmail.com)



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