



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

NAAC Accredited and an ISO 9001 : 2015 Certified Educational Institution

Affiliated to The University of North Bengal

Dr. Ranjan Sarkar

M.A. (Gold Medalist) B.Ed., M.Ed., N.E.T, Ph.D.

Principal

Email ID : principalsilguricc@gmail.com

siliguricollegeof_commerce@yahoo.com

Website : www.siliguricollegeofcommerce.ac.in

Phone : (0353) 2999514 / 3100045 (Extn. Campus)

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

TENDER NOTICE

Ref. No. SCC-66/C7/2025

Date: 14/08/2025

Siliguri College of Commerce invites sealed Tenders from reputed and experienced printing firms for the annual supply of various printing items throughout the year.

Item Details

The contract will include the supply of the following printing materials, but not limited to:

- Letterheads (Sample to be provided)
- Envelopes (Sample to be provided)
- Visiting Cards (Sample to be provided)
- Registers (Sample to be provided)
- Certificates (Sample to be provided)
- Answer Sheets (Sample to be provided)
- ID Cards (Sample to be provided)
- Banners/ Flex (Sample to be provided)
- Brochures
- Prospectuses and Magazines
- Other miscellaneous printing and stationery items as and when required by the College.

Eligibility Criteria

1. **Experience:** Bidders should have a minimum of 5 years of experience in printing and supplying similar items to Government Departments, PSUs, Educational Institutions, or similar organizations.
2. **Annual Turnover:** Bidders must have a minimum average annual turnover of Rs. 5 Lakhs in the last three financial years





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

NAAC Accredited and an ISO 9001 : 2015 Certified Educational Institution

Affiliated to The University of North Bengal

Dr. Ranjan Sarkar

M.A. (Gold Medalist) B.Ed., M.Ed., N.E.T, Ph.D.

Principal

Email ID : principalsilguricc@gmail.com

siliguricollegeof_commerce@yahoo.com

Website : www.siliguricollegeofcommerce.ac.in

Phone : (0353) 2999514 / 3100045 (Extn. Campus)

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

3. **Registration:** The bidder should possess a valid Trade License specifically mentioning service provider, PAN Card, GST Registration Certificate, and Profession Tax Registration Certificate.
4. **Additional Requirements:** Bidders should provide a list of client lists or customer base to demonstrate experience in the respective field.

Tender Documents

The tender documents, including the detailed scope of work, technical specifications, terms & conditions, and financial bid to be submitted to the Tender Drop Box or the office of the undersigned with supporting documents.

Price Quote: Rate should be inclusive of all Taxes (including GST).

Important Dates

- **Tender Publication Date:** 14/08/2025
- **Bid Submission Start Date:** 14/08/2025
- **Bid Submission End Date & Time:** 21/08/2025, 5:00 PM IST
- **Technical Bid Opening Date & Time:** 22/08/2025, 5:00 PM IST
- **Financial Bid Opening Date & Time:** 23/08/2025, 5:00 PM IST

Note: The college reserves the right to accept or reject any or all bids without assigning any reason thereof.

For any clarifications or assistance regarding the Tender process, bidders can contact the office of the undersigned.



Principal
Siliguri College of Commerce
Siliguri, Darjeeling, West Bengal

Principal
Siliguri College of Commerce
Siliguri, Darjeeling

