



GANGADHARPUR MAHAVIDYAMANDIR

(ISO 9001: 2015 & ISO 14001: 2015 Certified)
Co-educational Degree College (NAAC Accredited)

P.O.-Gangadharpur, Dist.- Howrah, Pin- 711302

Website: gmvm.ac.in

Email: gmvm81@gmail.com

Dr. Taposh Kumar Paul
M.Com, MBA, M.Phil, Ph.D, FCMA
Principal

Phone : 330-26790052
Mobile: 8336855713

Ref. No- GMVM-182/2026

Date: 11.09.2026

TENDER NOTICE FOR PRINTING OF LIBRARY ID CARDS, LETTER HEADS AND TA BILLS

Sealed quotations are hereby invited from reputed and experienced printing presses/agencies for **printing and supply of Library ID Cards, Letter Heads and TA Bills** for use at **Gangadharpur Mahavidyamandir**.

The details of the required printing work are given below:

Sl. No.	Description of Item	Quantity	Size/Specification
1	Library ID Cards	1,500 Nos.	As per college-approved design/specification
2	Letter Heads	1,000 Pcs.	A4 Size
3	TA Bills	2,000 Pcs.	Quarter Page Size

Terms and Conditions

1. The printing work should be carried out strictly according to the **design, format, paper quality and specifications approved by the college**.
2. The printing press/agency should ensure **good quality paper, clear printing and proper finishing** of all printed materials.
3. A sample/proof may be required to be submitted to the college for approval before undertaking the final printing.
4. For Library ID Cards, the bidder should mention the **card material, thickness, printing quality and finishing** offered.
5. For Letter Heads, the quotation should clearly mention the **paper quality/GSM and printing specifications**.
6. For TA Bills, the quotation should clearly mention the **paper quality, size and printing specifications**.
7. The quoted rates should clearly indicate **GST and any other applicable charges**, if any.
8. The quotation should preferably include **transportation/delivery charges** up to the college premises.
9. The supplier shall be responsible for supplying the complete quantity in good condition within the time specified by the college.
10. The quotation should remain valid for a reasonable period from the date of submission.
11. The college reserves the right to inspect the quality of the printed materials before accepting the supply.

12. The college reserves the right to **accept or reject any quotation, wholly or partly, without assigning any reason thereof.**
13. The college also reserves the right to select the quotation based on **quality, specifications, printing standard, delivery conditions and overall cost-effectiveness**, and not necessarily on the lowest quoted price alone.

Submission of Quotation

Interested printing presses/agencies are requested to submit their quotations in a **sealed envelope** superscribed:

“QUOTATION FOR PRINTING OF LIBRARY ID CARDS, LETTER HEADS AND TA BILLS”

The quotation should be addressed to:

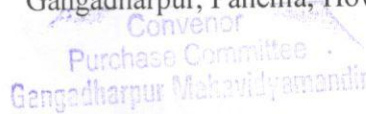
The Principal
Gangadharpur Mahavidyamandir
Gangadharpur, Panchla, Howrah – 711302

The quotation should reach the **College Office on or before 21.09.2026 at 4:00 P.M.**

Quotations received after the stipulated date and time may not be considered.

The decision of the college regarding acceptance of the quotation shall be final and binding.


Tender Committee Convenor
Gangadharpur Mahavidyamandir
Gangadharpur, Panchla, Howrah – 711302


Purchase Committee
Gangadharpur Mahavidyamandir


Principal
Gangadharpur Mahavidyamandir
Gangadharpur, Panchla, Howrah – 711302

Principal
Gangadharpur Mahavidyamandir
Gangadharpur, Howrah -711302