



# KATWA COLLEGE

(Affiliated to the University of Burdwan)

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India.

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Ref. No.: 155/Coupon & ID Card/KC/PC/2025

Date: 02/01/2026

## *Invitation of Quotation for Printing of Coupon & ID Card*

Sealed Quotations are hereby invited by the undersigned for **Printing of Lunch Coupon & ID Card** for Katwa College as per terms & conditions mentioned below. The filled quotations along with the entire required document must reach in the office of the undersigned **on or before 09/01/2026, 3:00 p.m. (Including holidays).**

### Specification

Item	Measurement	Paper & Print Quality	Quantity
Lunch Coupon	88 mm X 55 mm	Paper: 250 GSM & Digital Colour Print	100 (approximant)
ID Card	6 in X 3.5 in	Paper: 250 GSM & Digital Colour Print Name & Designation must be printed on the card (with Ribbon, Cover & Clipped)	100 (approximant)

**Before submitting the tender, you must obtain all the detailed information from Principal, Katwa College**

### Terms & Conditions:

- The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. **The offer Submitted Fax/Email shall not be considered and no correspondence will be entertained in this matter.**
- Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation. **Quotation must be dropped in “Quotation Box” located in Administration Block of Katwa College, Katwa.**
- **Rates must be quoted in Indian rupees** and as per the format specified taxes extra if any must be written separately.
- Rates must be quoted for basis (including Freight charges, Insurance, installation, GST etc.).
- No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- **The rates quoted must be valid for 90 days minimum** from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- Delivery Period: as per our requirement.
- Payment Terms: Payment will be made only after satisfactorily delivery / commissioning of material and after inspection by the Katwa College.
- The latest / revised version shall be supplied.
- **The qualifying bidder should supply all items which are listed in awarded purchase order.**

Sd/-  
Principal,  
Katwa College.