

GOVERNMENT OF TRIPURA
DEPARTMENT OF HIGHER EDUCATION
MAHARAJA BIR BIKRAM COLLEGE
Agartala, Tripura (West) - 799004
Email: mbbc.agt2015@gmail.com | Phone: (0381) 2516728

No. F.3/STORE/TENDER/MBBC/2026/ 785

Dated, Agartala, the 28/08/2026

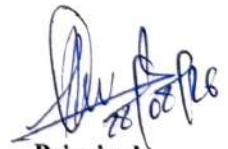
TENDER NOTICE

Maharaja Bir Bikram College (MBB College), Agartala, invites sealed bids from eligible and experienced firms/agencies for the **designing, printing and supply of student Identity Card sets**, complete with PVC card, printed lanyard and transparent card holder, as per the specifications prescribed in the Tender Document.

Sl. No.	Description of Item	Date of Availability/Down loading of Tender Documents	Last Date and Time for Submission of Bids
1	Student Identity Card Set: CR80 PVC card (5.5 cm × 8.5 cm; nominal thickness 0.76 mm), full-colour printing as per approved design, 16 mm digitally printed lanyard, and transparent protective holder.	31/08/2026 (Monday)	15/09/2026, up to 12.00 pm (Tuesday)

Key Conditions:

- The detailed scope, eligibility criteria, technical specifications, bid forms, evaluation method and other terms and conditions are contained in the Tender Document, available at <https://mbbccollege.in/>.



Principal

(Dr. Arjun Gope)

Maharaja Bir Bikram College
Agartala, Tripura

ANNEXURE I
GOVERNMENT OF TRIPURA
DEPARTMENT OF HIGHER EDUCATION
MAHARAJA BIR BIKRAM COLLEGE
Agartala, Tripura (West) - 799004
Email: mbbc.agt2015@gmail.com, Ph: (0381) 2516728

TENDER DOCUMENT FOR DESIGNING, PRINTING AND SUPPLY OF STUDENT IDENTITY CARD SETS FOR THE ACADEMIC YEAR 2026-2027

Sl. No.	Article	Technical specification	Unit	Estimated quantity
1	Student Identity Card Set for Academic Year 2026-2027	One complete set consisting of: (i) CR80 PVC card, 5.5 cm × 8.5 cm, nominal thickness 0.76 mm; (ii) full-colour printing as per College-approved artwork and student data; (iii) 16 mm digitally printed polyester lanyard bearing the approved College name/logo; and (iv) transparent protective card holder compatible with the card and lanyard.	Per complete set	As per verified student data supplied by the College in one or more phases

Note: The bidder shall quote one all-inclusive unit rate (including GST) for each complete ID-card set. The requirement covers students of the academic year 2026-2027. The final quantity shall be based on verified student data supplied by the College in one or more phases.

DETAILED TECHNICAL AND PERFORMANCE REQUIREMENTS

- Card: New, first-quality CR80 PVC suitable for thermal/digital card printing, with smooth edges, uniform finish, correct dimensions and no warping, cracks, bubbles, stains or sharp edges.
- Printing: Clear, permanent and smudge-resistant full-colour printing. The student photograph, name, roll/registration number, programme/department, session/validity and other fields shall be reproduced accurately according to the College-approved layout and data. Printing side(s) shall conform to the approved artwork without additional charge.
- Design and proof: The successful bidder shall prepare the artwork using the College logo, colours and data provided by the College. A physical printed sample/proof shall be submitted for written approval before bulk production. The approved sample shall remain the quality benchmark.
- Lanyard: 16 mm wide, durable polyester, digitally printed with the approved College name/logo, colourfast and fitted with a compatible metal or equivalent durable hook/clip. Edges and joints shall be properly finished.
- Holder: Transparent, durable and flexible protective holder of appropriate size, free from cracks, cloudiness and sharp edges, with a secure slot for attachment to the lanyard.
- Data accuracy and confidentiality: The bidder shall use student data and photographs solely for executing the contract, maintain confidentiality, prevent unauthorised access or disclosure, and return/delete all copies after acceptance of the supply, as directed by the College.
- Packing and sorting: Completed sets shall be arranged and labelled batch-wise, programme/department-wise, or in another sequence specified by the College, and supplied in protective packing with a delivery list.
- Defects and corrections: Cards containing printing, spelling, data, photograph, lamination/finish, lanyard or holder defects attributable to the bidder shall be replaced without cost within seven days of written intimation.

IMPORTANT GUIDELINES

- The tender shall be submitted under the two-bid system in separate sealed Technical Bid and Financial Bid envelopes, placed together in one sealed outer envelope.
 - Technical Bid envelope: Non-refundable Tender Fee of ₹500 (Rupees Five Hundred only) by Demand Draft only in favour of the Principal, MBB College, Agartala; duly completed Annexure II; and all prescribed supporting documents, including experience credentials, PAN, valid GST registration and identity/address documents, as applicable.
 - Financial Bid envelope: Duly completed Annexure III only. No price or financial information shall appear in the Technical Bid envelope.
 - Each inner envelope and the outer envelope shall clearly bear the tender title and reference number, type of bid, bidder's name and address, submission address, and closing date and time.

2. The tender shall reach the office of the Principal, MBB College, Agartala, on or before 15 September 2026 (Tuesday) by 12:00 noon. Bids received after the deadline shall not be considered. The bids shall be opened subsequently at a date and time decided by the Tender Committee. The process shall follow Rule 163 of the General Financial Rules, 2017, relating to the two-bid system.

TERMS AND CONDITIONS

1. The complete Tender Document and prescribed bid forms may be downloaded from <https://mbbcollege.in/>. Submission of a bid shall signify the bidder's acceptance of all tender conditions.
2. The technically qualified bidder offering the lowest evaluated responsive all-inclusive unit rate (L1) per complete ID-card set shall be considered for award, subject to compliance with the prescribed specifications, sample approval and tender conditions.
3. The quoted unit rate shall include designing, data processing, proof preparation, card printing, lanyard, holder, sorting, packing, transportation, delivery, GST and all incidental charges. No additional charge shall be payable.
4. The quoted and accepted unit rate shall remain firm throughout execution of the supply order and for all batches of student data issued by the College for the academic year 2026-2027. Conditional, incomplete or variable-price quotations shall be liable to rejection.
5. The procurement shall cover Identity Card sets required for all eligible students of the College for the academic year 2026-2027, including students whose admission, enrolment or verified records become available subsequently. The College may supply verified student data in one or more batches according to availability. The final quantity may increase or decrease accordingly, and payment shall be made only for complete sets actually supplied and accepted at the approved unit rate.
6. The successful bidder shall submit the physical sample/proof for approval before commencement of bulk production. Thereafter, each batch of complete Identity Card sets shall be delivered within 15 (fifteen) calendar days from the date of receipt of the corresponding verified student dataset from the College. Any subsequently supplied batch, including additional, omitted or corrected records, shall be treated as a separate delivery batch and completed within the same 15-day period.
7. No advance payment shall be made. Payment shall be released after complete delivery, verification and acceptance of the supplies. Applicable statutory deductions, including income tax and GST-related deductions, shall be made at source.
8. The College may inspect any supplied set and reject items not conforming to the approved sample, specifications or student data. Any error or defect attributable to the supplier shall be corrected and the affected set replaced without cost within 7 (seven) calendar days of written intimation. Where reprinting is required because the College subsequently supplies corrected or revised student data after a card has already been produced correctly, the replacement shall be supplied within 15 (fifteen) calendar days at the approved unit rate.
9. Before the bid-submission deadline, the Tender Inviting Authority may amend the Tender Notice or Tender Document through a corrigendum/addendum published on the College website. Bidders shall be responsible for checking such updates.
10. The Tender Inviting Authority reserves the right to accept or reject any bid, including the lowest bid, or cancel the tender process, wholly or partly, without assigning any reason, subject to applicable procurement rules.

ANNEXURE II
GOVERNMENT OF TRIPURA
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Agartala, Tripura (West) - 799004
Email: mbbc.agt2015@gmail.com, Ph: (0381) 2516728

TENDER FOR DESIGNING, PRINTING AND SUPPLY OF STUDENT IDENTITY CARD SETS
PROFORMA FOR TECHNICAL BID

Tender Reference No.: _____

Sl. No.	Particulars	Details to be furnished by bidder
1.	Name of bidder/firm/agency	
2.	Legal status/constitution (Proprietorship/Partnership/Company/Others)	
3.	Name and designation of authorised signatory	
4.	Registered/office address (Attach address proof)	
5.	Mobile/telephone number	
6.	Email address	
7.	PAN	
8.	GSTIN	
9.	Registration/licence number, if applicable	
10.	Total years of relevant experience in ID-card printing/similar work	

11. DETAILS OF RELEVANT EXPERIENCE

Provide details of up to three recent contracts for ID cards, printed PVC cards, lanyards or comparable personalised printing work. Attach documentary evidence such as work orders and completion/performance certificates.

Sl. No.	Client/organisation	Description of work	Contract period	Quantity and contract value	Completion status/document attached
1					
2					
3					

12. DETAILS OF TENDER FEE

Amount	Demand Draft No.	Date	Issuing bank and branch	Drawn in favour of
₹500				Principal, MBB College, Agartala

13. DOCUMENT CHECKLIST

Sl. No.	Document	Enclosed (Yes/No)	Page No.
1	Demand Draft for ₹500 tender fee		
2	Signed and stamped Technical Bid (Annexure II)		
3	PAN copy		
4	Valid GST registration certificate		
5	Registration/constitution document of bidder		
6	Address proof of bidder/firm		
7	Authorisation letter for signatory, where applicable		
8	Relevant work orders and completion/performance certificates		
9	Signed acceptance of Tender Document and specifications		
10	Non-blacklisting declaration, as prescribed		

TECHNICAL COMPLIANCE AND DECLARATION

- The bidder confirms its ability to supply the complete student Identity Card set strictly in accordance with Annexure I, including CR80 PVC card, approved printing, 16 mm digitally printed lanyard and transparent protective holder.
- The bidder agrees to submit a physical printed sample/proof for written approval before bulk production and to replace, without additional cost, defective or bidder-attributable incorrect items within the prescribed period.
- The bidder undertakes to keep all student data and photographs confidential, use them only for execution of the contract, and return/delete them as directed by the College after completion.
- No price or financial information has been included in this Technical Bid.

I/We certify that the information and documents furnished above are true and complete. I/We have carefully read and understood the Tender Document and agree to abide by all its specifications, terms and conditions. I/We understand that any false statement, material omission or submission of financial information in the Technical Bid may result in rejection of the bid and other action permissible under the tender conditions.

Place: _____

Date: _____

Signature: _____

Name: _____

Designation: _____

Seal of bidder/firm

ANNEXURE III
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TENDER FOR DESIGNING, PRINTING AND SUPPLY OF STUDENT IDENTITY CARD SETS
PROFORMA FOR FINANCIAL BID

Tender Reference No.: _____

Name of bidder/firm/agency: _____

The bidder shall quote the rate for one complete student Identity Card set as specified in Annexure I. All columns must be completed. Overwriting or alteration, if any, shall be authenticated by the authorised signatory.

Sl. No.	Description of item	Unit	Basic unit rate excluding GST (₹)	GST rate (%)	GST amount per unit (₹)	Total unit rate including GST (₹)
1	Complete Student Identity Card Set comprising CR80 PVC card (5.5 cm × 8.5 cm; nominal thickness 0.76 mm), printing as per approved artwork and student data, 16 mm digitally printed polyester lanyard, and transparent protective holder.	Per complete set				

Total unit rate including GST, in words: _____

Notes:

1. The total unit rate inclusive of GST shall be the evaluated price for determining L1. Any arithmetical error in calculating the GST amount or total unit rate shall be corrected based on the quoted basic unit rate and applicable GST rate, subject to the bid being otherwise responsive to the tender conditions.
2. The quoted rate shall be inclusive of designing, data processing, proof/sample preparation, printing, lanyard, holder, sorting, packing, transportation, delivery, all applicable taxes and every incidental charge. No additional payment shall be admissible.
3. The quoted rate shall remain firm during the bid-validity period and execution of the supply order. The final payable amount shall be calculated on the actual number of complete sets supplied and accepted at the approved unit rate.
4. In case of discrepancy between the rate stated in figures and words, the rate stated in words shall prevail, subject to applicable procurement rules.
5. No condition, qualification, rebate or alternative price shall be inserted in this Financial Bid.

I/We certify that the rate quoted above is complete and accurate and that I/we accept all specifications, terms and conditions of the Tender Document. I/We understand that an incomplete, conditional or unsigned Financial Bid is liable to rejection.

Place: _____

Date: _____

Signature: _____

Name: _____

Designation: _____

Seal of bidder/firm