



From:
The University Librarian

Subject: Quotation for supply of PVC cards and associated accessories for providing Library Membership Cards for the users of the University Library System

Sealed Quotations are invited from reputed agencies for supply of PVC cards and associated accessories for printing Library Membership cards for the users of the University Library System, as per details given below:

Sl. No.	Description	Quantity required
1	PVC Cards (30 mil)	12,000 Nos.
2	Monochrome ribbon (black) IDP 510 for Solid 510 Printer	10 Nos.
3	Pouch for PVC Card	10,000 Nos.

Terms and conditions:

1. The Bidder should be the authorized Dealer / Distributor with preferably own Registered office at Kolkata. Copy of the current said authorization is to be attached.
2. The Bidder should have at least three years experience in supplying of such types of Items in any Govt. / Semi-Govt. Dept. / PSU.
3. Bidders are requested to quote for original / genuine items only. Any type of recycled / refilled items will not be accepted.
4. The selected agency shall supply the required items within 5 (five) working days from the date of placing the supply order.
5. The quotation should clearly indicate the total price in details, inclusive of delivery, installation, all types of relevant taxes and charges.
6. No advance payment will be made.
7. Photocopy of valid Trade License, Pan Card, and other relevant documents are to be submitted with the sealed quotation.
8. The rate should be quoted as per the proforma attached. No other format shall be accepted.

Quotations should be submitted in a sealed envelope by 20.08.2025 within 4 pm, to the Office of the University Librarian, Central Library, University of Calcutta, 87/1, College Street, Kolkata – 700073. The offer received after the stipulated date will not be entertained.

University Librarian

Quotation Proforma

To
The University Librarian,
University of Calcutta
87/1, College Street, Kolkata – 700073

**Sub: Offer of rates for supply of PVC cards and associated accessories for printing
Library Membership Cards for the users of the University Library System**

Sir,

In accordance with your Quotation bearing No. _____ dated _____, I beg to apply and offer for the above said work. Necessary particulars of mine / us are given below.

1.	Name of the Agency	
2.	Name of the owner	
3.	Address for correspondence	
4.	Mobile Number	

Our rate for the work:

Sl. No.	Description of the Work	Quantity required	Rate per piece	Amount
1.	PVC Cards (30 mil)	12,000 Nos.		
2.	Monochrome ribbon (Black) IDP 510 for Solid 510 Printer	10 Nos.		
3.	Pouch for PVC Card	10,000 Nos.		
Total				

Declaration:

I hereby declare that (a) the statements made in this application are true, complete and correct to the best of my/our knowledge and belief and in the event of any information found false/incomplete, my/our candidature is liable to be cancelled/rejected; (b) original documents/ certificates will be produced on demand; (c) I/we agree to abide by the terms and conditions of the quotation.

Place:

Date :

(Full signature of the owner / Agency with seal)