



GOVERNMENT GENERAL DEGREE COLLEGE, TEHATTA
OFFICE OF THE PRINCIPAL
HIGHER EDUCATION DEPARTMENT
GOVERNMENT OF WEST BENGAL

AT: TEHATTA; P.O: TEHATTA; DIST: NADIA; PIN CODE: 741160; WB, INDIA. Email: tehattagovtcollege@gmail.com
(AFFILIATED TO UNIVERSITY OF KALYANI)

Memo No.: 155(A)/TGC/2024-25

Date: 25.11.2024

Tender Notice for Display of Board, Signage, College Campus Map, Printing and Binding, Office Stationery Items, and other Miscellaneous Supplies for NAAC Peer Team Visit

Sealed tenders from qualified and experienced service providers for Display of Board, Signage, and College Campus Map, Printing and Binding Charges, Office Stationery Items, and Miscellaneous Supplies for NAAC Peer Team Visit to Government General Degree College, Tehatta. The services are required as detailed below.

Sl. No.	Services	Description
1.	Display of Boards	<ul style="list-style-type: none">• Quantity: Approximately 30 display boards to be installed in strategic locations around the campus.• Content: Boards should display essential information related to the NAAC Peer Team Visit such as:<ul style="list-style-type: none">✓ Welcome messages.✓ Information on the visit schedule.✓ Key areas (departments, meeting venues, etc.).✓ NAAC-related themes and messages.• Size & Material: Boards should be professionally printed, clear, durable, and weather-resistant (if applicable). The material should be suitable for both indoor and outdoor use, such as foam board, acrylic, or flex banner.
2.	Signage in the Campus	<ul style="list-style-type: none">• Quantity: Approximately 30 signage boards/plaques to be placed at key locations within the campus to guide the NAAC Peer Team during their visit.<ul style="list-style-type: none">✓ Directional signage to various departments, meeting rooms, and essential facilities.✓ Informational signage highlighting key events or areas to be visited.• Size & Material: Signage should be durable, visible, and easy to read from a distance. Suitable materials include acrylic boards, metal plaques, or durable vinyl.
3.	Campus Map	<ul style="list-style-type: none">• Quantity: 01 campus maps to be displayed at prominent locations (entry points or key intersections on the campus).• Content: The map should clearly mark:<ul style="list-style-type: none">✓ Key locations (administration, departments, meeting halls, etc.)✓ Paths to be taken during the NAAC visit✓ Any other relevant information• Size & Material: The maps should be large enough for easy readability. The material must be durable and weatherproof for both indoor and outdoor display.
4.	Customized Printing	<ul style="list-style-type: none">• Customized Printing on stainless steel and installation:<ul style="list-style-type: none">✓ Departmental Names: Two-sided and perpendicular.✓ Laboratory Names: Printing of laboratory names.✓ Room Names: Printing of room names as per the specifications.✓ Faculty Name Plate: Wall-paste and changeable.

		<ul style="list-style-type: none"> ✓ Tabletop Nameplate: Printing of approximately 100 staff names. ✓ Staff Identity Card (Approx 40 nos.)
5.	Binding Services	<ul style="list-style-type: none"> • Hard binding is required of a document of 83 pages with colour printing on 80/100 GSM paper (6 copy). • Various types of binding (such as spiral, comb, thermal, etc.) may be required, depending on the document type and size.
6.	Office Stationery Items (Contingency)	<ul style="list-style-type: none"> • A4 paper, pens, markers, paper clips, staplers, files, folders, and other essential office supplies. • Any additional items required specifically for the NAAC Peer Team Visit (contingency items).
7.	Outdoor Games Items	<ul style="list-style-type: none"> • Football Goalpost with Net • Volleyball Bar Post with Net
8.	Installation	<ul style="list-style-type: none"> • The vendor is responsible for timely installation of all boards, signage, and maps before the NAAC Peer Team's arrival.

TERMS & CONDITIONS

- The service provider must be prepared to work closely with the institution's team and follow any specific instructions or guidelines provided.
- The bidder should ensure that all boards and signage are of high quality, professionally printed, and securely mounted to prevent damage during the visit.
- The vendor must ensure that the signage and boards are installed in strategic locations, without disrupting regular campus operations.
- The vendor must adhere to any guidelines set by the college for the placement of signage or boards.
- The vendor must ensure that all installations comply with safety standards and regulations.
- Bidder should provide the following documents along with the quotation:
 - ✓ Self-attested photocopy of PAN Card,
 - ✓ Self-attested photocopy of Aadhaar Card
 - ✓ Trade License (if available)
- All the quotations with relevant documents should reach the office by **11.30 A.M. on 02/12/2024**.
- Interested parties may submit their tenders in sealed envelopes clearly marked "Quotation for Display of Board, Signage, College Campus Map, Printing and Binding, Office Stationery Items, and other Miscellaneous Supplies for NAAC Peer Team Visit" to the Office of the Principal, Government General Degree College, Tehatta, Address: Tehatta, Nadia, PIN-741160.
- Scaled tender quotations will be opened in the Office of the Principal in presence of members of Purchase Sub-committee of the college on **02/12/2024 at 12 noon** and vendors are requested to be present positively during the opening of tender.
- The bidder (the contractor or service provider) is obligated to ensure that the area is not only cleaned but also that all waste, debris, and rubbish are properly disposed of.
- **Payment of Bills will be made as per Govt. rules.**
- The institution reserves the right to reject any or the whole tender that does not meet the required specifications or falls short of the expected quality standards at any time with or without prior notice.

Joint Convener
Purchase Sub-committee



Officer-in-Charge
Govt. General Degree College, Tehatta
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Tehatta, Nadia- 741160