



OFFICE OF THE REGISTRAR :: SIBSAGAR UNIVERSITY
SHORT NOTICE INVITING QUOTATION (SINGLE BID)

NIQ No.: SU/DSW/ID Card/1/2026/2

Date: 08-10-2026

Sealed quotations under the Single Bid system are hereby invited on short notice from reputed and experienced firms/agencies for printing of Identity Cards (I-Cards) for students and different categories of university employees of Sibsagar University, as per the specifications and quantities given below:

Sl. No.	Category	Approx. Quantity	Front Design
1	Students	1,350 Nos.	Separate front design for Students
2	Permanent Faculty	73 Nos.	Separate front design for Permanent Faculty
3	Guest Faculty	51 Nos.	Separate front design for Guest Faculty
4	Permanent Non-Teaching Staff	24 Nos.	Separate front design for Permanent Non-Teaching Staff
5	MTS (Contractual)	48 Nos.	Separate front design for MTS (Contractual)
6	Non-Teaching Staff (Contractual)	6 Nos.	Separate front design for Non-Teaching Staff (Contractual)
Total		1,552 Nos.	

Specifications

1. **Card Material:** PVC
2. **Card Size:** 85.60 mm × 53.98 mm (Standard ID Card Size)
3. **Thickness:** 0.76 mm
4. **Printing:** Full-colour, high-resolution printing
5. **Printing Sides:** Front and Back (Both Sides)
6. **Finish:** Glossy finish
7. **Barcode:** Barcode, as required, containing relevant identification details.
8. **Lanyard:** 18 mm neck lanyard printed with "SIBSAGAR UNIVERSITY", with card holder.

Terms & Conditions

1. The Identity Cards shall be printed in good-quality PVC/ID Card material, suitable for regular use.
2. Separate front designs/layouts shall be maintained for each of the six categories mentioned above so that the category of the cardholder is clearly identifiable.
3. The University shall provide the final approved soft copy/design/data of the Identity Cards through the University ERP Portal. The selected agency shall print the cards strictly as per the soft copy/data provided by the University.
4. The agency shall not make any alteration in the name, designation, photograph, department, identification number, or any other particulars contained in the University-provided data without prior approval of the competent authority.
5. The bidder shall ensure clear, high-quality colour printing and proper alignment of all details, photographs, logos and other information appearing on the Identity Card.
6. The quotation should clearly mention the rate per Identity Card along with one lanyard, with the lanyard printed with "SIBSAGAR UNIVERSITY", separately for each category including printing, material, finishing, and all applicable charges.

7. The quoted rate should be inclusive of GST, transportation, printing, labour and all other incidental charges.
8. The successful bidder shall be responsible for checking the supplied data before printing and shall immediately bring any discrepancy to the notice of the University.
9. Any Identity Card found defective, damaged, incorrectly printed, or not conforming to the approved soft copy shall be reprinted/replaced by the agency at no additional cost to the University.
10. The University reserves the right to increase or decrease the quantity depending upon the actual requirement.
11. The work shall be completed within 15 days from the date of issuance of the work order.
12. The quotation shall remain valid for a minimum period of 1 (one) year from the last date of submission.
13. This being a Single Bid, bidders shall submit the technical details (documents listed below) and the financial quotation (category-wise rates) together in one sealed envelope.
14. The University reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Submission of Quotation

Interested firms/agencies may submit their sealed quotation (single envelope) clearly superscribing: **"QUOTATION FOR PRINTING OF IDENTITY CARDS – SIBSAGAR UNIVERSITY"**, addressed to:

**The Registrar
Sibsagar University**

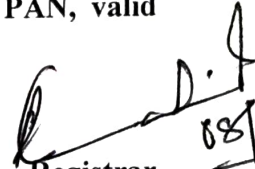
Last Date & Time for Submission: 15/10/2026 upto 11AM

Date & Time of Opening: 15/10/2026 at 2PM

Place of Submission: Office of the Registrar, Sibsagar University

The quotation should be accompanied by the firm's **GST Registration Certificate, PAN, valid trade/registration documents and contact details.**




Registrar
Sibsagar University
08/10
2026