

GOVERNMENT COLLEGE FOR GIRLS, BADOLI (PALWAL)  
NANDAWALA ROAD, BADOLI, PALWAL, HARYANA – 121102

## TENDER NOTICE

Memo No.: 666 B / 2026 / 1395  
Dated: 26-8-2026.

Sealed quotations/tenders are hereby invited from reputed and experienced firms/agencies for the **designing, printing and supply of PVC Identity Cards for Students and Faculty Members** of Government College for Girls, Badoli, Palwal, for the **Academic Session 2026-27**.

### 1. Scope of Work

The selected firm/agency shall be required to:

1. Design and print **PVC Identity Cards** for students and faculty members.
2. Provide high-quality, durable PVC cards with proper colour printing.
3. Print the **College Name, Logo, Photograph, Name, Designation/Course, Roll No./Employee ID, Session 2026-27** and other details as provided by the College.
4. Provide suitable **ID Card Holders and Neck Straps/Lanyards** along with the identity cards.
5. Ensure accurate data entry, photograph placement and printing as per the data supplied by the College.
6. Provide samples/proof for approval before bulk printing.
7. Replace any defective, damaged or incorrectly printed card at no additional cost.
8. Complete the entire work within the time period specified by the College after issuance of the work order.

### 2. Eligibility

The bidder/firm should have adequate experience in supplying and printing PVC Identity Cards for educational institutions/government offices or other reputed organizations.

### 3. Submission of Quotation/Tender

Interested firms/agencies may submit their **sealed quotation/tender** mentioning the following:

- Rate per Student ID Card
- Rate per Faculty/Staff ID Card
- Cost of ID Card Holder
- Cost of Neck Strap/Lanyard
- GST and other applicable taxes, if any
- Delivery/other charges, if any
- Total rate inclusive of all applicable charges

The rates should remain valid for the period specified by the College.

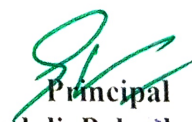
#### 4. Terms & Conditions

1. The rates should be **inclusive of designing, printing, packaging, delivery and all other incidental charges**, except applicable taxes clearly mentioned separately.
2. Payment shall be released after satisfactory completion and acceptance of the work by the College.
3. The successful bidder shall start the work after issuance of the work order.
4. The final design shall be prepared only after approval by the College authorities.
5. Any defective or incorrectly printed ID card shall be replaced by the agency free of cost.
6. The College reserves the right to accept or reject any or all quotations/tenders without assigning any reason.
7. The College also reserves the right to increase or decrease the quantity as per actual requirement.
8. The decision of the competent authority regarding selection of the agency shall be final and binding.
9. The sealed quotation/tender should reach the office of the **Principal, Government College for Girls, Badoli, Palwal** on or before **10/09/2026** by post or by hand.
10. The college authorities has full right to cancel tender/bid any time without assigning any reason.
11. The envelope should be clearly superscribed: **"TENDER FOR STUDENT & FACULTY ID CARDS – SESSION 2026-27."**

#### 5. Estimated Requirement

| Category                     | Approx. Quantity |
|------------------------------|------------------|
| Student Identity Cards       | 340 app.         |
| Faculty/Staff Identity Cards | 10 app.          |
| ID Card Holder & Neck Strap  | Included in all. |

**Note:** The actual quantity may vary according to the number of students and faculty/staff members enrolled/working during the session 2026-27.

  
 Principal  
 GCG, Badoli, Palwal  
 Haryana  
**PRINCIPAL**  
**GOVT. GIRL COLLEGE**  
**BADOLI (PALWAL)**