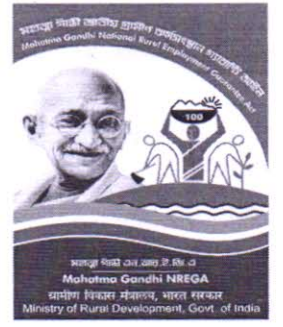




GOVT. OF WEST BENGAL
OFFICE OF THE D.P.C. (MGNREGS)
&
DISTRICT MAGISTRATE, JALPAIGURI
(MGNREGS CELL AT ROOM NO- 05, 2nd FLOOR
COLLECTORATE BUILDING, JALPAIGURI)

(E-mail: nrega.jal@gmail.com; website: www.nregajalpaiguri.com)

Phone : (03561)224826 Fax : (03561)222334



Memo No. 1425/xi/1 /MGNREGS

Date: - 01/06/2016

NIQ NO.:- 01/MGNREGA/2016-17

SHORT NOTICE INVITING QUOTATION FOR PRINTING OF FORMS

Sealed quotations in respective letter head of the firm are invited from bonafide firms / agencies having experience or credential of working with Government departments / Undertakings / Agencies as per the specifications of the quality displayed, and fulfilling of the terms and conditions stated hereunder.

Specifications of the required items:-

Sl. No.	Particulars	Quantity	Specification
1.	Consent Form "A"	5,00,000	DFC ¼ size, 65 GSM (White Paper) Single side printing with perforation and 100 pages Binding per book. The rate should be quoted as per 10 books. (Matter is displayed in the Cell).
2.	Consent Form "B"	5,00,000	DFC 1/6 size, 65 GSM (White Paper) Single side printing with perforation and 100 pages Binding per book. The rate should be quoted as per 10 books. (Matter is displayed in the Cell).
3	Fixed Asset Register	100 books (Contains a Cover Page or Head of the Register, 02 pages of instruction to maintain the register & 100 pages of Part 'A' & 'B')	DFC ¼ size, 100 GSM (White Paper) Single side printing, assembling and cloth binding in the form of register as per the instruction of the office. The rate should be quoted for a single book. (Matter is displayed in the Cell).

Terms and Conditions

1. The quotation to be submitted by **2.00 pm on 8th June, 2016** & the same will be opened at 4.00 pm on same day.
2. Sealed envelope containing quotation rate should be addressed to **"The District Programme Coordinator, MGNREGA-WB, Jalpaiguri"** and should be super scribed as **"Quotation for Printing"**.
3. Sealed quotations are to be dropped in the drop box kept in the office of the District Nodal Officer, MGNREGA-WB, Jalpaiguri on all working days within working hours. Quotation received through any other means will not be accepted.
4. The applicant must have credential for doing similar printing job for at least an amount of **Rs.1.00 lakh** (single work) within last 03 years and must have valid sales tax / VAT registration certificate

with last return, latest Income Tax return, trade license, PAN card on the date of issue of this notice. **Copy of all the relevant documents must be enclosed with the quotation.**

5. The under signed reserves the right to relax and/or modify any of the aforesaid criteria, on any stage of quotation process on specific ground, without showing any reason thereof.
6. Rate quoted should be inclusive of all duties, taxes and other levies. Tax as per provision will be deducted from the bill.
7. The unit price quoted against each item must be written or typed neatly. Corrections, if any should be properly authenticated. Comparative rate analysis will be made in total for unit price of all the items. Incomplete offer will be rejected.
8. The offer quoting the lowest rate will generally be selected for supplying the total volume of printing works.
9. Payment will be made after full receipt of the supplied materials in good condition at the stipulated site.
10. The under signed reserves the right to cancel the application or any or all the applications, without showing any reason thereof.


Addl. District Programme Coordinator
MGNREGA


&
Addl. District Magistrate (Dev)
Jalpaiguri

Date: - 01/06/2016

Memo No. 1425/xi/1/1(10) / MGNREGS

Copy Forwarded for information & wide circulation:-

1. The District Programme Coordinator, Jalpaiguri
- 2-3. The Sub-Divisional Officer, Jalpaiguri, Sadar/ Mal
4. The Project Director, DRDC, Jalpaiguri Zilla Parishad
5. The Secretary, Jalpaiguri Zilla Parishad
6. The DPRDO, DM Office, Jalpaiguri
7. The District Nodal Officer, MGNREGS, Cell
8. The District Manager, WBSCSTDFC, Jalpaiguri
9. The Office Notice Board, MGNREGA, Jalpaiguri
10. Office Web Site (www.nregajalpaiguri.com)


Addl. District Programme Coordinator
MGNREGA

&
Addl. District Magistrate (Dev)
Jalpaiguri