



Memo No: 6451 /MGNREGA

Date: 15/09/2021

NIQ NO.:- 09/MGNREGA/2021-22

NOTICE INVITING QUOTATION FOR PRINTING OF JOB CARD

In cancellation of earlier NIQ-05/MGNREGA/2021-22 for printing of Job Cards, a fresh Sealed quotations are invited from resourceful bonafide press / agencies having experience of similar type of work and sufficient credentials of any Central/ State Govt. or any undertaking by Central or State Government Office/ Departments for printing works.

SI No	Name of Items and Specification of the works	
1	Type of Works	Printing of Adhikar Patra (Job Card)
2	Quantity of Work	Bengali-10,000 (Ten Thousand) Hindi- 5,000/- (Five Thousand)
3	Size	DEMY 1/8th (5.25" x 8.5")
4	Cover Page	250 GSM Art Board with Multi Color both Side Printing.
5	Inner Page	80 GSM Maplitho Paper with black and white both side printing.
6	Total no. of pages to be print	24 pages (20 pages for both side inner B/W printing and 4 pages for both side cover multi-color printing)
7	Stitch of Job Card	Centre stitch to be done.

Eligibility:

1. Having credential of similar type of printing work in Central/ State Govt. or any undertaking by Central or State Government Office/ Departments.
2. Having Trade License -2021-2022, valid 15-digit Goods and Services Tax Identification Number (GSTN) under GST Act, 2017, P. Tax Challan-2021-22, IT Return-Assessment Year 2021-22 and PAN Card.

Terms & Conditions:

1. The quotationers will have to submit the photo copy of **a) Trade License -2021-2022, b) valid 15-digit Goods and Services Tax Identification Number (GSTN) under GST Act, 2017, c) P. Tax Challan -2021-22, d) IT Return-Assessment Year 2021-22, e) PAN Card and f) Credential for printing of paper work not less than 5 years back along with quotation.** The quotationers are asked to put signature on each and every document. **Failing of submission of above documents (a to f) if any, the quotationer will not be considered by any means.** The undersigned reserve the right to see the original of above document at the time of issue of work order. It is noted that if any quotationer higher than the lowest rate who submitted documents as per requirements may ^{be} considered by the authority.
2. The quotationer will submit separate sealed two envelope containing Technical Bid and Financial Bid in a sealed big envelope.
3. All quotationers to quote the rate both in figures and in words in his/ her own letter pad inclusive all. They are requested put the quoted price separately for printing of 10,000 nos of Bengali Job Card and printing of 5,000 nos of Hindi Job Card duly translated by oneself. The unit price i.e. per Job Card quoted must be mentioned neatly. Corrections, if any should be properly authenticated.
4. The quotationers also submit the samples paper as mentioned in NIQ **duly signed with seal of both categories of papers** (Cover page and Inner page).
5. **Incomplete quotation will be summarily rejected.**

Continued.....

10/9/21

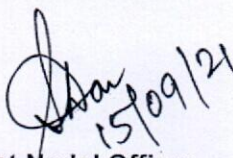
6. Acceptance of the lowest quotation is not obligatory and undersigned reserve the right to accept and reject any or all the tenders without arising any reason.
7. For any query regarding above work will provide on any working day in the office of the undersigned during office hours.
8. The successful quotationer will delivered all materials as per work order to the at 2nd Floor, MGNREGS Godown, DM Office, Jalpaiguri. In this regard no convince and labour charges will be entertained.
9. Necessary deduction at Govt. prescribed rate will be deducted from original bill.
10. Payment will be made after full receipt of the supplied materials in good conditions as per our requisite specification and quality of papers. Quotationers will have to submit receipt copy of material supply along with bill.

Date of Submission of quotation:

1. Date of submission of quotation will be 22/09/21 up to 2.00 pm.
2. The quotation must be submitted in sealed cover (containing Technical Bid and Financial Bid) superscripting the NIQ No, Name & Address of the quotationers and the quotation should be submitted in the Quotation Box at the Office of the undersigned as mentioned above address within the time stipulated without fail.
3. Submission of quotation through e-Mail/ by post / open letter shall be rejected.

Date of opening of quotation:

Quotation so received on 22/09/21 up to 2.00 pm and will be opened on same day at 4.00 pm in presence of the available quotationers.


 District Nodal Officer
 WB-MGNREGS
 Jalpaiguri.

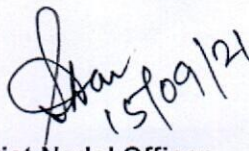
Memo No:

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Date:

Copy forwarded for information to:

- 1) The DPC, MGNREGS & District Magistrate, Jalpaiguri.
- 2) The ADPC, MGNREGS & Addl. District Magistrate (ZP), Jalpaiguri.
- 3) The SDPC, MGNREGS & SDO, Sadar, Jalpaiguri.
- ✓ 4) The DPRDO, DM Office, Jalpaiguri.
- 5) The DICO, Art Complex, Jalpaiguri.
- 6) Joint BDO (HQ), MGNREGS Cell, Jalpaiguri.
- 7) The Programme Assistant-in-Charge, District MGNREGS Cell, is asked to serve the notice to all concerned.
- 8) Rajatava Bandyopadhyay, Web-Site Developer requested to upload the notice in District MGNREGS web site.
- 9) Office Notice Board.


 District Nodal Officer
 WB-MGNREGS
 Jalpaiguri.