

**OFFICE OF
THE DISTRICT PROGRAMME
CO-ORDINATOR, MGNREGA
&
DISTRICT MAGISTRATE,
JALPAIGURI**



MGNREGS CELL
ROOM NO- 05, 2nd FLOOR
COLLECTORATE BUILDING
JALPAIGURI
E-mail: nrega.jal@gmail.com;
website: www.nregajalpaiguri.com
Phone: (03561)224826,
(03561)222334



Memo No: 567/MGNREGA/2021

Date: 19/08/2021

NOTICE INVITING QUOTATION- 04/MGNREGA/2021-2022

Sealed quotations are invited from resourceful bonafide farm/press/agencies having experience of similar type of work with sufficient credential of any Central/State Govt. with proven track record with an annual turnover of not less than Rs. 2 Lakhs to print and supply the following items at **District MGNREGS Cell, Room No-5, 2nd Floor, Collectorate Building, Jalpaiguri**

Sl. No.	Name and specification of the work	
1	Type of work	Printing of Adhikar Patra (Job Card)
	Quantity of work	Bengali - 10,000 (Ten thousand) and Hindi - 5,000 (Five Thousand)
	Size	DEMY 1/8 th (5.25" * 8.5")
	Cover Page	250 GSM Art Board with Multi color both side printing
	Inner Page	80 GSM Maplitho paper with black and white both side printing
	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-colour printing)
	Stitch of Job Card	Centre stitch to be done

Date of Submission of Quotation:Date of submission of quotation will be 01/09/2021 up to 2 p.m.

The quotation must be submitted in sealed cover 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 within the stipulated time positively.

Date of opening of Quotation:

Quotation so received on 01/09/2021 up to 2.00 pm and will be opened on same day at 3.00 pm in presence of the available quotationers .

Eligibility:

1. Having credential of similar type of work in Central / State Govt. or any undertaking by Central or State Government Office / Departments.
2. Having Trade License, valid 15- digit Goods and Service Tax Identification Number (GSTN) under GST Act, 2017, P.Tax and PAN Card.

Terms & Conditions:

1. Submission of Quotation through e-Mail/by Post/ open letter shall be rejected.
2. The quotations will have to submit the Self attested photo copy of Trade License, valid 15- digit Goods and Service Tax Identification Number (GSTN) under GST Act, 2017, P.Tax challan and PAN Card along with quotation. The applicants also submit the samples of both categories of papers.
3. All quotationers may be asked to see the specimen copy of Adhikar Patra(Job Card) which is available in the District MGNREGS Cell, Jalpaiguri before submission of their quotation.

(Cont. P-2)

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4. All quotationer to quote the rate both in figures and in words in his /her own letter pad. The unit price quoted must be mentioned neatly. Corrections, if any should be properly authenticated.
5. Incomplete quotation will be summarily rejected.
6. Acceptance of the lowest quotation is not obligatory and undersigned reserved the right to accept and reject any or all the tenders without arising any reason.
7. For any query regarding above work will be provided on any working day in the office of the undersigned during office hours.
8. The bidder should have the own printing facility.
9. The material will be delivered at **District MGNREGS Cell, Room No-5, 2nd Floor, Collectorate Building, Jalpaiguri** within 15 days from the date of issuing work order by the successful quotationer.
10. Total cost quoted should be inclusive of all applicable taxes as per Govt. rule inclusive of transportation charges.
11. Price quoted should be valid for one year. MGNREGS CELL based on programme requirement may increase or decrease the order quantity.
12. Payment will be made after supply of the materials to the District MGNREGS Cell , Room No-5, 2nd Floor, Collectorate Building, Jalpaiguri
13. Necessary deduction of Taxes will be made at source as per Govt. rule.
14. The District Programme Coordinator, MGNREGA & District Magistrate, Jalpaiguri may accept or reject any quotations without assigning any reason thereof.

[Signature]
Addl. District Programme Coordinator, MGNREGA
&
Addl. District Magistrate & AEO (ZP),
Jalpaiguri

Memo No. 567/MGNREGA(31)/2021
Copy forwarded for information to:

Date: 19/08/2021

- 1) The DPC, MGNREGS & District Magistrate, Jalpaiguri
- 2) The SDPC, MGNREGS & SDO (Sadar), Jalpaiguri
- 3) The DP & RDO , Jalpaiguri
- 4) The PD , DRDC , Jalpaiguri
- 5) The DI&CO , Jalpaiguri
- 6) The Joint BDO(HQ) , MGNREGS Cell , Jalpaiguri
- 7) Rajatava Bandyopadhyay, Website Software Developer- requested to upload the NIQ in www.nregajalpaiguri.com portal.
- 8) Office Notice Board - District MGNREGA Cell , Jalpaiguri

[Signature]
Addl. District Programme Coordinator, MGNREGA
&
Addl. District Magistrate & AEO (ZP)
Jalpaiguri