



Government of West Bengal
Office of the District Magistrate
North 24-Parganas, Barasat
(District Socio Economic & Caste Census Cell)

TENDER NOTICE

NIT/I/2014/SECC/North 24 Parganas dated 21/01/2014

Sealed Tenders are invited from the reputed Agencies / Press Owners/Printers having professional credentials for printing of draft lists of Socio Economic & Caste Census'2011, North 24 Parganas. Interested parties are requested to offer rates for printing of the following item(s) which are required in c/w publication of such Draft List under SECC 2011.

Category	Type of Works	Quantity
A	Printing of documents(Draft List/Forms) (A4 size, both side)	30,00,000 (Approx)
B	Printing of documents (Forms etc) (A4 size, single side)	25,00,000 (Approx.)

Tender Documents can also be downloaded from District website at www.north24parganas.gov.in Samples of all types of Forms, Drafts lists, tender form etc. are available in the website.

Conditions:

- (i) 70 GSM paper to be used for printing.
- (ii) The bidder should be in a position to complete the printing work within five days of issuing the work order and supply must be made census charge wise, i.e. Block/Municipality wise and shall have to be supplied in required quantity to the Sub Divisional Offices at Barasat, Bongaon, Basirhat & Barrackpore within the said period. No additional charge will be paid for supply of the printed lists/forms.
- (iii) The bidder should be registered with the Govt. as required under the law for carrying out such business and should have the experience of undertaking such type of printing works in Govt. organization.
- (iv) LAST DATE AND TIME FOR RECEIVING OF TENDER: 31.01.2014 AT 1-00 PM. DATE OF OPENING TENDER: 31.01.2014 AT 2-00 PM. VENUE: Office of the District Nodal Officer, SECC-2011 & Project Director, District Rural Development Cell, North 24 Parganas Zilla Parishad, Barasat.
- (v) Intending firms/agencies should submit their tenders in prescribed format in Annexure-I, in sealed covers addressed to the District Nodal Officer, SECC-2011& Project Director, District Rural Development Cell, North 24 Parganas Zilla Parishad, Barasat, North 24 Parganas. If tenders are submitted by hand, then sealed envelope must indicate NIT No. and Date of opening of tender and shall be deposited in DROP BOX provided for the purpose at the office of the Project Director, District Rural Development Cell & District Nodal Officer, SECC-2011, North 24 Parganas Zilla Parishad, Barasat. If the Tender is sent by post, the same must be sent in double covers- inside cover should have NIT No. & Date of opening mentioned on it and is properly sealed while outer cover will be sealed and bear address of the District Nodal Officer, SECC-2011& Project Director, District Rural Development Cell, North 24 Parganas Zilla Parishad, Barasat only.
TELEGRAPHIC/FAXED/MAILED QUOTATIONS SHALL NOT BE ACCEPTED.

- (vi) Earnest Money Deposit (EMD): Amount of Earnest Money Deposit is Rs. 30000 (Rupees Thirty thousand only). EMD will have to be enclosed with the filled in tender form in the form of a Demand Draft only drawn in favour of Project Director, District Rural Development Cell, North 24 Parganas Zilla Parishad, Barasat. ALL BIDS WITHOUT EMD SHALL BE SUMMARILY REJECTED by the competent authority as non responsive. EMD of unsuccessful bidders will be discharged or refunded as soon as possible. Failure of the successful bidder to comply with the requirement in terms of quality & quantity/ failure to supply within the prescribed time period and as per prescribed quality shall constitute sufficient grounds for cancellation the award of the work and forfeiture of EMD or such other penal action as decided by the authority.
- (vii) Rates must be quoted inclusive of all taxes and costs including transportation charges as already mentioned and should be mentioned both in figures and words.
- (viii) Filled in Tender Form (available in the website) with seal and signature shall have to be submitted along with-
- Earnest Money of required Amount as stated above in the form of Demand Draft only drawn in favour of Project Director, District Rural Development Cell, North 24 Parganas Zilla Parishad, Barasat payable on SBI, Barasat Branch.
 - A copy of Income Tax Return of last financial year and VAT Registration/ copy of VAT clearance Certificate duly self attested
 - Address of the workshop(s) and manpower profile of the bidder.
 - Copy of Registration Certificate of the Bidder/Firm.
 - Self Certificate duly signed by the bidder with seal that the bidder is not currently blacklisted by any Central/State Govt./Semi Govt. organization.
 - Credential Certificates of the bidder duly self attested.
 - Declaration signed by the bidder to supply the materials, if selected, as per specification and assurance about quality of printing and paper (70 GSM).
 - Rate offered for printing under each category separately in prescribed format (Annexure-I). Rates must be quoted inclusive of all taxes and costs including transportation charges as already mentioned and should be mentioned both in figures and words.
 - Sample paper to be used for printing.
- (ix) All documents enclosed with the tender should duly be signed by the bidder (excluding EMD) with the seal of the Firm on each and all pages should be serially page numbered.
- (x) Only one representative of each bidder who desires to remain present at time of opening of tenders shall be allowed with due authorization from the bidder.
- (xi) The Project Director, District Rural Development Cell, North 24 Parganas Zilla Parishad, Barasat & District Nodal Officer, SECC-2011, reserves all the right to reject any or all rates and to accept any bid and to cancel the entire tender process at any time before the award of contract without assigning any reason thereof and without thereby incurring any liability to the affected bidder(s) or without any obligation to inform the affected bidder(s) about the ground(s) of such action.
- (xii) The Project Director, District Rural Development Cell, North 24 Parganas Zilla Parishad, Barasat & District Nodal Officer, SECC-2011 also reserves the right to engage more than one supplier/printer to supply/print the materials at the lowest rate(s) quoted, if it appears that the lowest bidder is not in a position to carry out the full work within the stipulated time.
- (xiii) Conditional tender shall be summarily rejected. Also any ambiguity in the tender may lead to disqualification and rejection of the tender.



Project Director, District Rural Dev. Cell
North 24 Parganas, Zilla Paishad, Barasat
&
Nodal Officer SECC Officer, North 24 Parganas

Memo No. P-20012/1/2013-DP&RDO/ 95892

Dated: 20.01.2014

1. Smt. Nilanjana Dasgupta WBCS (Exe) State Co-ordinator, WD, P&RD Department, Govt. of West Bengal,
2. The Addl. Executive Officer, North 24 Pgs. Zilla Parishad.
3. The SDOs (all)
4. The District Panchayat & Rural Development Officer, North 24 parganas.
5. The BDOs (all)
6. The Chairman (all)
7. The DIO, NIC to put up in District Websites(soft copy enclosed)
8. CA to District Magistrate, North 24 Parganas.
9. CA to ADM (Dev) / ADM (G)/ADM(T) North 24 Parganas
10. Office Notice Board.



Project Director, District Rural Dev. Cell
North 24 Parganas, Zilla Paishad, Barasat
&
Nodal Officer SECC Officer, North 24 Parganas

PRESCRIBED FORMAT FOR BID

With reference to Tender Notice No dated, the per unit rate (inclusive of all taxes, transportation and all other charges) and total cost for our Bid quantity are as given below:

Sl. No.	Printing & Supply of draft list & other document (in 70 GSM paper)	Estimated Quantity (No. of copies)	Rate per page (in Rs.) (In figure)	Rate per page (in Rs.) (In word)
1	A-4 Size Paper (both side)			
2	A-4 Size Paper (single side)			

I agree to the terms and conditions as mentioned in the Tender Notice No -----, dated ----- issued by the Project Director, District Rural Development Cell, North 24 Parganas Zilla Parishad, Barasat & District Nodal Officer, SECC-2011. The item, for which the financial bid is being submitted, is as per the specification prescribed in the Tender Notice. I am also enclosing herewith all the documents required as per the said NIT.

Signature

Name

Name of the Firm:

Seal/Stamp