

**OFFICE OF THE PROJECT DIRECTOR
DISTRICT RURAL DEVELOPMENT CELL
NORTH 24 PARGANAS ZILLA PARISHAD**

(Under The Administrative Control of Panchayat & Rural Development Deptt., Government of West Bengal)

K.N.C. Road, Barasat Angana Building, 2nd Floor, Kolkata-700124.

No: 111076 / K-12014/8/2014-DRDC

Date-18.12.14

NOTICE INVITING TENDER FOR DOCUMENTATION WORKS

Scaled tenders are hereby invited for documentation works in connection with the 10th KOLKATA SARAS Mela (2014-15) to be held at Bidhannagar Mela Ground, Saltlake from 31st January, 2015 to 12th February, 2015. Approximate numbers of stalls to be erected in the fair is 230 having 100 (10'X10') sq. ft. in each stall, 15 (Fifteen) nos. food stall for 150 (15'X10') sq. ft. each and other infrastructures arrangement such as pavilion, Office Room & VIP Room with toilet facilities, Samiana in front of stage with sitting arrangement of visitors covering around 29000 sq. ft. of area and Kitchen Sheds. The pavilion consists of glass window facilities & front gates to be decorated as per direction of the tender inviting authority. Description of items required for the fair is mentioned below. Quotationers are requested to submit the rate as per job specification stated below:

Job specification:-

1. Taking snaps & videography of the mela ground along with all the stalls.
2. Taking snaps & Videography of the daily cultural programme during the mela.
3. Taking snaps and videography of the inaugural & closing ceremony.
4. Submit the snaps & videography in DVDs to the tender inviting authority.
5. Any other relevant work as directed by the tender inviting authority.

Terms and conditions:-

1. Quotationers having experience in similar type of work.
2. No TA/DA will be paid extra.
3. Rate should be quoted inclusive of all taxes neatly in figure and words and should be dropped in the tender box kept in the office of the Project Director, D.R.D.C., North 24 Parganas Zilla Parishad, Angana Building, Barasat with relevant documents on any working day till 08/01/2015 between 11.00 a.m. to 2.00 p.m.
4. The tender will be opened on 08/01/15 at 4.00 p.m. in the office of the Project Director, DRDC, North 24 Parganas. All tenderers may remain present during opening of the tenders.
5. Work of poor quality will not be accepted.
6. Earnest money to be deposited in the form of Demand draft of Rs 1, 000/- (one thousand) in favour of the Project Director, DRDC, North 24 Parganas Zilla Parishad shall have to be submitted along with the rate.
7. No advance payment will be made from this end.

Ph No. 2552-3037, Fax No. 2562-5373	Email id: pddrdc @ gmail.com
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8. Payment will be made after satisfactory completion of the requisite works and submission of DVDs.
9. The envelope should be sealed properly and 10th KOLKATA SARAS MELA (2014-15) (Documentation Works) should be written in bold letters on the envelope.
10. The undersigned has right to accept and or reject the rates so offered without showing any cause. The undersigned is not bound to accept the lowest rates offered.



Project Director, DRD Cell &
Addl. District Mission Director,
DMMU, North 24 Parganas &
Nodal Officer of 10th Kolkata SARAS Mela.

Memo No: 111076/ (10)/ K-12014/8/2014-DRDC

Date-18.12.14

Copy forwarded for information to:-

1. The State Mission Director & Chief Executive Officer, WBSRLM.
2. The Joint Secretary to the Govt. of West Bengal & Additional Chief Executive Officer, WBSRLM Panchayat & Rural Development Department.
3. The District Magistrate, North 24 Parganas.
4. The Addl. Executive Officer, North 24 Parganas Zilla Parishad.
5. The Additional District Mission Director, District Mission Management Unit, South 24 Parganas / Howrah / Hooghly District.
6. The Superintendent of Police, North 24 Parganas.
7. The Sub-Divisional Officer, Barasat Sadar / Bidhannagar, North 24 Parganas.
8. The District Informatics Officer, NIC, North 24 Parganas with the request to upload the notice in to the District Website.
9. The District Information and Cultural Officer, North 24 Parganas.
10. Notice Board of D.R.D.C.



Project Director, DRD Cell &
Addl. District Mission Director,
DMMU, North 24 Parganas &
Nodal Officer of 10th Kolkata SARAS Mela.