

NORTH 24 PARGANAS ZILLA PARISHAD
RISHI BANKIM SARANI, BARASAT.

No: 630/(N)2/P.

Date: 30/06/2015

NOTICE INVITING TENDER.

Sealed Tenders are hereby invited by the Executive Officer, North 24 Parganas Zilla Parishad from reputed & bonafide agencies for printing of OMR Sheets for conducting examination for various posts under this Zilla Parishad, post examination checking of the same and tabulating the results accordingly.

The printing will be done as per the requirements in against "WORK ORDER" issued by the office to the terms and conditions of this notice.

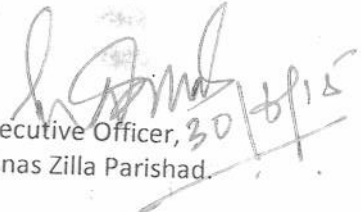
The approved rate of this tender for the items shall remain valid for a period upto 120 days on & from the date of finalizing the Tender. The approved lowest Tenderer(s) shall be bound to print the material as per approved rate(s) offered by them as per terms and conditions upto 120 days failing which the order will be treated as cancelled and the agency will be black-listed by the authority in future.

The Terms & Conditions are Enumerated Below :

1. Rate should be quoted in the Company's own letter head (typed) against the items separately and the amount is to be written in figures as well as in words. Rates quoted shall be inclusive of all taxes, delivery charges and all other incidental charges. No changes will be acceptable.
2. Copy of the i) Income Tax Return ii) Sales Tax Clearance (If Any) iii) Trade License iv) PAN, and v) VAT Registration Number (if any) should be submitted along with the quotation.
3. Incomplete or incorrect Tenders will not be accepted.
4. The authority has the right not to accept, always, the lowest rate, subject to quality of the items.
5. Certificates / Credentials showing previous similar works taken up by the agency with the Government Departments is to be enclosed with the Tender document by the intending Tenderers.
6. All the printed materials are to be supplied to the North 24 Parganas Zilla Parishad office at Barasat as per requirements issued from this end.
7. **Instructions about Submission of Tenders :** i) Tenders are addressed to the Executive Officer, North 24 Parganas Zilla Parishad. ii) Tenders must be sealed & superscribed in Capital Letters - " TENDER FOR PRINTING OMR SHEETS FOR THE EXAMINATION OF VARIOUS POSTS UNDER THE NORTH 24 PARGANAS ZILLA PARISHAD ". The name & address of the Tenderers should be indicated on the cover containing the tender. iii) All papers submitted with the Tender & the Tender itself must be written legibly. iv) Tenderes must sign in full on each page of the Tender papers. Sealed Tenders, duly filled in plain paper along with the above-mentioned documents should be dropped in the Tender Box, which shall be kept in the chamber of the Secretary, North 24 Parganas Zilla Parishad from **01-07-2015 to 3.00 p.m of 21-07-2015** and the same will be **opened in the chamber of the Secretary, North 24 Parganas Zilla Parishad at 4.00 p.m on 21-07-2015 .**
8. The quality of the OMR Sheets should be such that when correction of filled in OMR Sheets are being done, the scanner should not miss any item / marking / heading / input. A sample of the OMR sheet should also be submitted in sealed envelope in proper signature and seal of the Tenderer. During supply, if any deviation from the selected quality is noticed, the same items should be changed forthwith. Failure to do so will lead to forfeiture of earnest money along with initiation of penal action. No separate charges will be given for carrying, loading & un-loading of materials.
9. Delivery of the printed materials has to be done at the office of the North 24 Parganas Zilla Parishad at Barasat within 7 (seven) days from the issue of supply order. The payment will be made after submission of bills along with the receipt challan as per availability of fund observing financial formalities.


Additional Executive Officer,
North 24 Parganas Zilla Parishad.

1. The District Magistrate, North 24 Parganas.
2. The Joint Secretary (IT), Department of Panchayats & Rural development, Government of West Bengal with a request to kindly publish the Notice in the web site of the Department.
3. The Additional District Magistrate (Gen.), North 24 Parganas.
4. The Secretary, North 24 Parganas Zilla Parishad.
5. The Project Director, D.R.D.C, North 24 Parganas.
- 6-9. The Sub-Divisional Officer, Barasat Sadar / Barrackpore / Basirhat / Bongaon Sub – Division
10. The Senior Deputy Magistrate, North 24 Parganas.
11. The Nezarath Deputy Collector, North 24 Parganas.
12. The District Informatics Officer, NIC, North 24 Parganas, with a request to publish the same in the District Website.
13. The Financial Controller & Chief Accounts Officer, North 24 Parganas Zilla Parishad.
14. The Office Notice Board.


Additional Executive Officer, 30/6/15
North 24 Parganas Zilla Parishad.