

**NORTH 24 PARGANAS ZILLA PARISHAD**  
**RISHI BANKIM SARANI, BARASAT.**

No : 484 for (N2P)

Date : 23/07/2015

**NOTICE INVITING QUOTATION (2nd Call).**

Sealed Quotations are hereby invited by the Additional Executive Officer, North 24 Parganas Zilla Parishad on behalf of the North 24 Parganas Zilla Parishad Staff Recruitment Committee from reputed & bonafide agencies for the composite work of **printing of OMR Sheets** for conducting examination for various posts under this Zilla Parishad, **post examination checking of the same and compilation & tabulation of the results accordingly.**

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

The approved rate of this quotation for the items shall remain valid for a period upto 180 days on & from the date of finalizing the Quotation. The approved lowest Quotationer shall be bound to print the material as per approved rate(s) and as per terms and conditions upto 180 days failing which the order will be treated as cancelled and the agency will be black-listed by the North 24 Parganas Zilla Parishad Recruitment Committee in future.

**The Terms & Conditions are Enumerated Below :**

1. Rate should be quoted in the Company's own letter head (computer- 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 in future.
2. Copy of the i) Income Tax Return for 2013-14 ii) VAT Return for 2013-14 ( If Any ) iii) Valid Trade License iv) PAN, and v) VAT Registration Number ( if any ) should be submitted along with the quotation.
3. Incomplete or incorrect Quotations will not be accepted.
4. The authority of the North 24 Parganas Zilla Parishad Recruitment Committee has the right not to accept, always, the lowest rate, subject to quality of the items. The same authority also reserves the right to either accept or reject any quotation without showing any cause thereof.
5. Certificates / Credentials showing previous similar works taken up by the agency during the last Three (03) Financial Years with the Government Departments is to be enclosed with the Quotation document by the intending Quotationers.
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. An "EARNEST MONEY" of Rs.10,000/- ( Ten Thousand Only ) has to be deposit in the form of A/C Payee Draft drawn on any Nationalised Bank, payable at Barasat in favour of " NORTH 24 PARGANAS ZILLA PARISHAD" and the same has to be deposited by the quotationers along with the other Quotation Documents, within the stipulated period of Quotation Process. Also, if any of the Quotationers had already drawn the draft after publication of the NIT No. 630/N2P Dated 30-06-2015, the same may also be deposited.
8. **Specifications about quality of paper & printing quantum :** i) The OMR Sheet will comprise of two(02) parts – one foil and another counterfoil – and the counterfoil shall be detachable with perforations ii) The OMR Sheet has to be printed in "LEGAL" size paper in single colour on single side. iii) The thickness of the paper should be of 100 GSM iv) The rate for printing of OMR Sheets should be quoted per thousand and should be inclusive of cost for post examination checking, tabulation and all other incidental costs. v) The design and colour of the OMR Sheet will be communicated to the successful quotationer, later on. vi) Necessary instructions regarding checking of OMR Sheets, compilation and tabulation of results will be communicated to the successful quotationer, later on.

9. **Instructions about Submission of Tenders :** i) Quotations are to be addressed to the Additional Executive Officer, North 24 Parganas Zilla Parishad. ii) Quotationers must be sealed & super-scribed in Capital Letters - " QUOTATION FOR PRINTING OMR SHEETS & POST EXAMINATION CHECKING, INCLUDING TABULATION FOR THE EXAMINATION OF VARIOUS POSTS UNDER THE NORTH 24 PARGANAS ZILLA PARISHAD ". The name & address of the Quotationers should be indicated on the cover containing the quotation. iii) All papers submitted with the Quotation & the Quotation itself must be written legibly. iv) Quotationers must sign in full on each page of the Quotation papers. Sealed Quotations, duly filled in letter pad along with the above-mentioned documents should be dropped in the Tender Box on official days during 12.00 noon to 4.00 p.m, which shall be kept in the chamber of the Secretary, North 24 Parganas Zilla Parishad from **24-07-2015 to 4.00 p.m of 07-08-2015** and the same will be **opened in the chamber of the Secretary, North 24 Parganas Zilla Parishad at 4.30 p.m on 07-08-2015** .
10. 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 Quotationer. 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.
11. 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.

Memo No : 484 (IT)/com. (N24P.)

Date : 23 /07/2015

Copy forwarded with a request to display the notice in the office Notice Board :-

1. 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.
2. The Additional District Magistrate (Gen.), North 24 Parganas.
3. The Secretary, North 24 Parganas Zilla Parishad.
4. The Project Director, D.R.D.C, North 24 Parganas.
- 6-9. The Sub-Divisional Officer, Barasat Sadar / Barrackpore / Basirhat / Bongaon Sub – Division
12. The Senior Deputy Collector, North 24 Parganas.
13. The Nezarath Deputy Collector, North 24 Parganas.
14. The District Informatics Officer, NIC, North 24 Parganas, with a request to publish the same in the District Website.
15. The Financial Controller & Chief Accounts Officer, North 24 Parganas Zilla Parishad.
16. The Confidential Assistant to the District Magistrate, North 24 Parganas.
17. The Office Notice Board.

  
Additional Executive Officer,  
North 24 Parganas Zilla Parishad.