



GOVERNMENT OF WEST BENGAL
Office of the District Magistrate & Collector
North 24 Parganas, Barasat
(District Kanyashree Cell)

Memo No. 283/Kanya/N24P

Dated: 22.07.16

NOTICE FOR INVITING TENDER

Sealed Tenders are hereby invited by the District Magistrate, North 24 Parganas on urgent basis for supply of item as mentioned below for celebration of Kanyashree Day on 14th August 2016 from reputed Agencies / Firms / Co-op. Society. The description of items and preparatory work is enclosed herewith as Annexure – I.

The Tender Papers (comprising of Notice Inviting Tender alongwith Item Detail at Annexure –I, Technical Bid Form & Financial Bid Form) is to be obtained from office of the District Magistrate, North 24 Parganas at Kanyashree Cell till 02/08/2016 upto 2.00 p.m. Offers will be received till 03/08/2016 upto 3.00 p.m. The Tender Bid will be opened on 03/08/2016 at 04.00 p.m at the chamber of Additional District Magistrate (Try), North 24 Parganas.

All Agencies Offering Rates (AOR) should submit the following documents (duly self-attested) with a covering letter on their letter head pad in the name of the Agency:

- 1) Current Trade License.
- 2) Value Added Tax (VAT) Registration Certificate.
- 3) Valid up to date Vat Return.
- 4) Current Income Tax Return
- 5) Permanent Account Number (PAN) Card.
- 6) Professional Tax Registration Certificate.
- 7) Professional Tax Challan with current validity.
- 8) Credential Certificate of Similar Nature of work of Rs. 2, 00,000.00 in last 3 financial years.
- 9) Earnest money deposit : Rs. 25,000/- (Rupees twenty five thousand) only in the form of D.D.

The AOR should quote rates inclusive of all taxes for any volume, also must include cost of delivery charges, taxes, installation charges & incidental charges (if any). Offers are to be submitted in the Tender Box retained with the chamber of Additional District Magistrate (Try), North 24 Parganas.

In this case, the AOR must submit the Technical Bid & Financial Bid in two different sealed envelopes & the said two envelopes must again be inserted into another sealed envelope.

The “Intending AOR” if selected as a supplier, must comply exactly with the same rate quoted for all articles, for supply of any volume upto 31st March 2017.

The District Magistrate, North 24 Parganas reserves the right to reject any or all of the offers without assigning any reasons whatsoever.

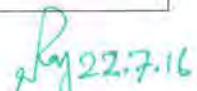
22.7.16
Additional District Magistrate (T)
North 24 Parganas

GOVERNMENT OF WEST BENGAL
Office of the District Magistrate & Collector
North 24 Parganas, Barasat
(District Kanyashree Cell)

LIST OF ARTICLES IN CONNECTION WITH NIT No. - DATED:
IN CONNECTION WITH OBSERVANCE OF KANYASHREE DAY 2016.

Annexure – I

SI No	Particulars/Material	Description
1	Pandel	Stalls to be made for different Government Department around the fountain of Barasat Rabindra Bhaban.
2	Stage Decoration	Stage of of Barasat RabindraBhaban to be decorated with kanyashree Theme
3	Main Gate	A high gate to be made at the entrance of Barasat RabindraBhaban with Kanyashree Theme
4	Announcer	An announcer to be provided for anchoring during the programme of Kanyashree day on 14 th August.
5	Memento	Kanyashree/Kanyashree Sangha Theme based
6	Badge	Cotton made with well decoration using theme of Kanyashree
7	Flower Decoration	Stage and surrounding area to be decorated with various flower.
8	VIP Badge	Cotton made with well decoration using theme of Kanyashree
9	VIP Tiffin	Veg & Non-Veg both. Item to be decided afterwards. Packaging are to be made with Kanyashree theme matter.
10	VIP Flower Bucket	Good quality with fresh flower
11	General Tiffin	Item to be decided afterwards.
12	Function Artist	A troop for presenting Welcome song
13	Video & Still Photography	At least 2 videographer and 2 still photographer with a decorated Album
14	Tea & Snacks	Tea and Snacks are to be supplied
15	Booklet Printing	A Kanyashree Booklet of 20 pages to be printed
16	Flex Printing	Flex to be printed for stage and stalls with Kanyashree theme
17	Water Bottle	Package drinking water (500 ml) with Kanyashree theme wrapper.
18	Uttorio	Made with clothes & well decorated.
19	School Bag	Good Quality
20	Fibre Table	Supreme
21	Fibre Chair with Cushion	Supreme
	Total	


 Additional District Magistrate (T)
 North 24 Parganas

Technical Bid

NOTICE INVITING TENDER NUMBER -

DATED:

IN CONNECTION WITH OBSERVANCE OF KANYASHREE DAY 2016.

Name of the Firm :.....

Address :.....

.....

.....

Name of Contact Person :.....

Contact Number :.....

Attached alongwith this paper Attested photocopy of following documents

(Declare in Yes / No where applicable):

- | | | |
|--|---|-------|
| 1) Trade License for 2015– 2016 | : | |
| 2) Value Added Tax (VAT) Registration Certificate | : | |
| 3) Valid Value Added Tax (VAT) Return | : | |
| 4) Income Tax Return for the year 2015 – 16/2014-15 | : | |
| 5) Permanent Account Number (PAN) Card | : | |
| 6) Professional Tax Registration Certificate | : | |
| 7) Professional Tax Challanwith current validity | : | |
| 8) Credential Certificate of Rs. 2, 00,000.00 (last 3 years) | : | |

Date:

Place:

**Signature of the
Authorised Representative
With Seal**

Financial Bid

NOTICE INVITING TENDER NUMBER -

DATED:

IN CONNECTION WITH OBSERVANCE OF KANYASHREE DAY 2016.

SI No	Particulars/Material	Rate/Sq. ft (Rs)
1	Pandel	
		Rate/Pc/lot (Rs)
2	Stage Decoration	
3	Main Gate	
5	Memento	
6	Badge	
7	Flower Decoration	
8	VIP Badge	
9	VIP Tiffin	
10	VIP Flower Bucket	
11	General Tiffin	
12	Function Artist	
13	Video & Still Photography	
14	Tea & Snacks	
15	Booklet Printing	
16	Flex Printing	
17	Water Bottle	
18	Uttorio	
19	School Bag	
20	Fibre Table	
21	Fibre Chair with Cushion	
	Total	

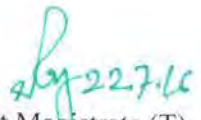
Date:

Place:

**Signature of the
Authorized Representative
With Seal**

Copy forwarded for wide publicity to:

1. The Additional Executive Officer, ZillaParishad, North 24 Parganas.
2. The Chief Medical Officer Health, North 24 Parganas.
3. The Project Director, District Rural Development Cell, North 24 Parganas.
- (4-8). The Sub-Divisional Officer, Bongaon/Basirhat/Barrackpore/Barasat(Sadar)/Bidhannagar, North 24 Parganas.
9. The District Informatics Officer, NIC, with request to upload this notice with all Annexures & Tender Form in the District website for wide publicity.
- (10-31). The Block Development Officer(All)....., North 24 Parganas.
32. The District Information & Cultural Officer, North 24 Parganas with request to display this notice in his notice board.
33. This Office Notice Board.


Additional District Magistrate (T)
North 24 Parganas