

**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.

Memo No : 12th Kokata SARAS/791/DRDC

Date :27/10/2016

NOTICE INVITING QUOTATION FOR DOCUMENTATION WORKS

Sealed quotation of fixed budget amounting to Rs. 20,000/- (Rupees Twenty Thousand Only) tenders are hereby invited for documentation works in connection to the 12th KOLKATA SARAS Mela (2016-17) to be held at Bidhannagar Mela Ground, Saltlake from 16th December, 2016 to 25th December, 2016

Job Specification :-

1. Taking snaps & videography of the inaugural & closing ceremony.
2. Submit the snaps & videography in DVDs to the tender inviting authority.
3. 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 **11/11/2016 between 11.00 am to 4.00 pm.**
4. The tender will be opened on **16/11/2016 at 4.00 pm** 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.400/-**(Four Hundred Only) 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.
8. Payment will be made after satisfactory completion of the requisite works and submission of DVDs.
9. The envelope should be sealed properly and 12th KOLKATA SARAS MELA (2016-2017) (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.
11. Quotationer should have experience of similar type of works in last three years.

Project Director, DRD Cell &
Addl. District Mission Director,
DMMU, North 24 Parganas &
Nodal Officer of 12th Kolkata SARAS Mela.
Date :27/10/2016

Memo No. : 12th Kokata SARAS/791/1(11)/DRDC

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, 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. Shri. Abani Bhusan Dwari, Procurement Consultant, WBSRLM
11. Notice Board of D.R.D.C.

Project Director, DRD Cell &
Addl. District Mission Director,
DMMU, North 24 Parganas &
Nodal Officer of 12th Kolkata SARAS Mela,