



Government of West Bengal
Office of the District Magistrate
&
Chairman, District Level Selection Committee
North 24-Parganas, Barasat
[District Panchayat & Rural Development Section]
Phone No.2584-6383 Fax No.2552-3219 E-mail : dprdon24pgs@gmail.com

No. 906

Dated.20.12.2016

NOTICE INVITING TENDER

Sealed Tender is hereby invited by the District Magistrate & Chairman Of District Level Selection Committee, North 24 Parganas from reputed and bonafide agencies for printing of OMR Sheets Post examination checking of the same and tabulating the results in connection with written examination for the Post Of Executive Assistant and Nirman Sahayak at various Gram Panchayats under North 24 Parganas, accordingly.

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

The approved rate of this Tender for the items (mentioned below) shall remain valid upto 120 days on & from the date of finalizing the tender. The approved lowest tender(s) shall be bound to print the materials as per approved rate(s) offered by them as per terms & 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 letter head (typed) against the item separately (as per prescribed format bellow) 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 (v) VAT registration Number (if any) should be submitted along with the quotation.
- 3) Incomplete and Incorrect Tenders will not be acceptable.
- 4) The authority has right not to accept 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 documents by the intending tenderers.
- 6) All the printed materials are to be supplied to the Office of The District Panchayat & Rural Development Officer at Barasat as per requirements issued from this end.
- 7) Instruction about submission of Tenders :
 - (i) Tenders are addressed to the District Magistrate & Chairman Of District Level Selection Committee, North 24 Parganas

- (ii) Tenders must be sealed & superscribed in capital letters " **TENDER FOR PRINTING OMR SHEETS FOR THE EXAMINATION OF THE POST OF EA AND NS IN VARIOUS GRAM PANCHAYAT UNDER NORTH 24 PARGANAS.**

The name and 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 legible.
- (iv) Tenders must be sign in full on each page of 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 Office of **The District Panchayat & Rural Development Officer, Barasat** from **22.12.2016 to 3:00 p.m. of 29.12.2016** and the same will be opened in the chamber of **The District Panchayat & Rural Development Officer, Barasat on 30.12.2016 at 2:00 p.m.**

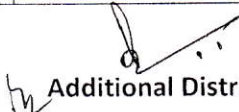
8. The quality of OMR Sheets should be such that correction of filled in OMR Sheets are being done, the Scanner should not miss any item /marking /heading /input. A sample of OMR Sheet should be submitted in sealed envelope in proper signature and seal of the Tenderer. During supply, if any deviation from the selected quality is noticed the same item 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 & unloading.

9. **Delivery of the printed materials** has to be done at the office of the The District Panchayat & Rural Development Officer, 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.

Rate Should Be Quoted in This Format

OMR SHEET with 2(two) Bar Code & Double Scannig:

Sl. No	Scope Of Work	Rate in Rs.
1	Printing of OMR Answer Sheet – Single Side, in English (A4 Size, 105 GSM Maplitho Paper) and Computerized / software based Evalution of OMR answer sheet (Double scanning) Preparation and Printing Of Merit list (Rank Wise-Category wise) for the both posts	


Additional District Magistrate (Dev)
North 24 Parganas. Barasat