

SARBA SIKSHA MISSION, SOUTH 24 PARGANAS

Memo No: SSM/8-24pgs/MIS/695

Date: 28.9.15

Quotation Notice

Sealed tenders are hereby invited from the reputed and bonafide company/dealer having experiences in similar job regarding the procurement of the following items:

Sl. No	Item	Specifications	Quantity in No	Rate per item (inclusive all) (in Rs)	Total Amount (inclusive all) (in Rs.)
1	Printing of Bengali instruction manual		6000 sets		
2	Printing of filling DCF(PDF format)	A4 size 75 GSM (one set containing 5 sheets of 10 pages)	5000 sets		
3	Printing of blank DCF (pry)	A4 size 75 GSM (one set containing 5 sheets of 10 pages)	4500 sets		
4	Printing of blank DCF(up)	A4 size 75 GSM (one set containing 7 sheets of 13 pages)	1500 sets		

General terms & condition

- 1) Read the terms and conditions carefully.
- 2) Each bidder / tenderer may submit only one quotation.
- 3) The District Project Officer (DPO) is not bound to accept always the lowest tender / offered rates and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
- 4) Incomplete Tender received without the desired documents, without EMD shall be summarily rejected without making any further reference / correspondence.
- 5) Correction if any, in the quotationer should be initialed and dated by the tenderer before submission of tender.
- 6) The quotationer / bidder shall have to deposit as EMD an amount of Rs.1000/- (Rupees One Thousand Only) in the form of Demand Draft on any scheduled bank in favour of "Sarba



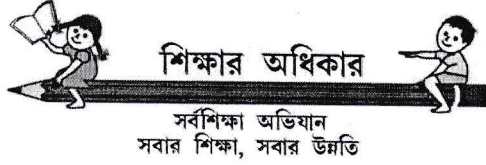
SARBA SIKSHA MISSION, SOUTH 24 PARGANAS

Siksha Abhijan, South 24 Parganas". (S.S.I. units & cooperatives society are not exempted). Earnest money of unsuccessful quotationers / bidders would be refunded within a period of 15 days from the date of finalization of tender without any interest.

- 7) "Item Specification & Rate must be submitted as per Format stated at first page. The total amount should be inclusive of all taxes, charges etc.
- 8) The aforesaid materials must be delivered within 7 days after issuing of work order.
- 9) If there is discrepancy between 'Total amount' mentioned in words and figures, the amount in words shall prevail. If the Authority does not accept the correction of the errors, that bid shall be rejected.
- 10) Late submission of tenders will not be accepted. Tenders by Telex/Telegram/Fax/email will not be accepted. Sealed packets Tenders may be submitted by Registered Post, by Hand in Person or by Courier upto 2 PM. However any delay / Late tenders on this account shall not be accepted as a reason will summarily be rejected.
- 11) The following photocopy documents must be submitted along with quotation.
- 12) i) EMD of Rs.1000/- (ii) PAN Card (ii) Professional Tax Clearance certificate (iii) Trade License (iv) Income Tax Return for AY 2014-15 (v) VAT / Sales Tax registration (vi) Current work order copies in similar works. (viii) check list
- 13) (i) Price Schedule ["Format" table at first page].
Note: All the photo copy documents must be legible; otherwise the bid is likely to be rejected.
- 14) The payment will be made through A/C payee cheque after delivery and successful installation of the materials and satisfactory to the authority.
- 15) **Number of sets or DCF may be increased or decreased. Then the total amount would be increased or decreased proportionately as per your quoted rate mentioned in the tender.**
- 16) Last date & time for submission of tender is **08/10/2015 upto 2 p.m.** The tenders will be opened at 3 p.m. on the same day in the Office Chamber of The Additional District Magistrate, SSM. Interested quotationers / authorized representatives of company /Firm / Agency may remain present during opening of the quotation.
- 17) For any further clarification, tenderer / bidder may contact the office of the District Project Officer, MIS Cell (New Administrative Building, 8th Floor, Alipore, Kolkata-27, SSM, and South 24 Parganas on any working day in between 11 A.M to 4 P.M.

District Project Officer,

SSM, South 24 Parganas



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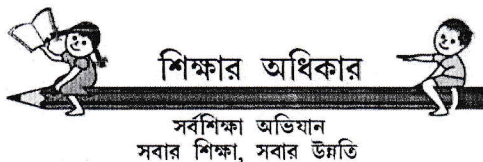
Memo No.: ৪৪M/S-২৪P/MIS/৬৭৫/১(৫)

Date: ২৪-৭-১৫

Copy forwarded for kind information, with a request to take necessary steps to display this notice on the office notice board, to:-

- 1) The Office Notice Board, Zilla Parishad, South 24 Parganas, Alipore, Kolkata-700027
- 2) The Office Notice Board, District Magistrate, Alipore, South 24 Parganas.
- 3) The Office Notice Board, District Project Officer, SSM, Alipore, South 24 Parganas.
- 4) The Office Notice Board, Sub-Divisional Officer, Alipore, Kolkata- 700 027
- 5) Website : (a) www.s24pgs.gov.in (b) www.s24pgseducation.org.in

District Project Officer,
SSM, South 24 Parganas.



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CHECKLIST (No column to be left blank)

SL NO	ITEMS TO BE CHECKED	YES/NO
1	Tender dropped along with EMD of Rs.1000/-.	
2	Tender dropped with photo copy of PAN Card.	
3	Tender dropped with photo copy of Professional Tax Clearance certificate.	
4	Tender dropped with photo copy of Trade License	
5	Tender dropped with photo copy of Income Tax Return for AY 2014-15	
6	Tender dropped with photo copy of VAT / Sales Tax registration Clearance	
7	Tender dropped with photo copy of Current work order copies in similar works	
8	'Total amount' mentioned in words and figures are same	
9	Rate and Price as per our format	
10	Whether read the <u>General terms & Conditions</u> carefully.	

Full Signature of the Quotationer/Bidder

(with Date and Official Seal)