

Government of West Bengal
Panchayats & Rural Development Department

Joint Administrative Building, Block – HC-7, Sector – III, Bidhan Nagar, Kolkata – 700 106

Memo No. 569-SPHC/3M-1/12

Dated Kolkata the 1st July, 2015

TENDER NOTICE

Sealed Tender is invited for the work stated herein under from eligible, resourceful and bonafide agencies having experience as per criteria stated below:

Sl. No.	Description of work	Earnest Money	Time of completion and delivery at the districts
1.	Composing and Printing of Public Health related IEC material, “Prashnottore Janaswasthya”, in Bengali in book format with perfect binding. Cover Page 170 GSM Art paper, multiple colour printing both sides. Inner page 90 GSM Maplitho Single colour (Black) printing. Finish Book size 1/8 th Double Demai. Central stitch binding. This book will contain approximately 40 pages and 20000 copies to be printed. Rates should be quoted for 40 pages book. For additional pages proportionate rate will be applicable. The books will have to be supplied to different Zilla Parishads of West Benagl.	Rs. 75000/-	15 days from date of issue of work order.

Eligibility of the participants:-

- Reputed firm/ press/ bonafide agencies, having experience and well conversant with similar nature of works executed successfully in time in Government Departments or other reputed organizations for the last three years
- Having sufficient experience and expertise of similar nature of works in Government Department/ undertaking/ corporation/ development authorities/ reputed organization
- Date of incorporation/ foundation/ registration of said organization under relevant official authority should at least 5 (five) year prior to tender date.
- Organization/ agency should have completed, similar project of total value of at least Rs. 3,00,000.00 (Rupees three lakh) in single order within last 3 (three) years.
The authority has the discretion to give relaxation to the eligibility criteria as mentioned above, if required.

The intending tenderers shall have to produce authenticated documents pertaining to the following information/ data/ credentials/ certificates etc. to the undersigned along with the prayer for obtaining permission to participate in the tender:

- 1) Authenticated copy of PAN Card
- 2) Copy of valid Trade License
- 3) Copy of VAT registration certificate
- 4) Latest Income Tax Return

The Documents as mentioned above will be examined in order to assess the eligibility of the applicant to participate in the Tender. On being satisfied about the eligibility, necessary permission will be granted. The undersigned may relax the above criteria to have fair and competitive offer.

Application for issuance of Tender document by post/ courier/ e-mail will not be entertained in any case by the tender inviting authority. Submission of Tender documents by Post/ Courier will not be entertained by the Tender inviting authority in any case.

Application for Tender documents must be submitted to the office of the State Public Health Cell. Permission letter issued by the undersigned as per following schedule.

Last Date of Application	-	15.07.2015 upto 1.00 PM.
Last Date of Permission	-	16.07.2015 upto 2.00 PM.
Last Date of submission of tender documents	-	20.07.2015 upto 2.00 PM.
Tender Opening date	-	20.07.2015 after 3.000 PM

Each Tenderer shall submit their rates on the respective letterhead along with all other papers in a sealed cover super scribing the name of Work, Tender number and date within schedule time & date.

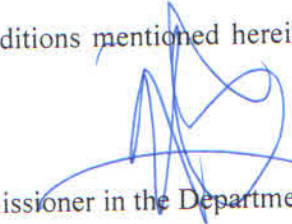
The tender will be received and opened on date as mentioned above in the office of the undersigned in presence of the participating Tenderer or the authorized representatives of intending participating tenderers (Proper authorization must have to be produced). At the time of tender opening, only one authorized person will be allowed to be present from each participating tenderer.

Each Tender must accompany with the requisite Earnest money in favour of the "West Bengal State Rural Development Agency A/c" in the form of Bank Draft on any scheduled Bank. Earnest money in other form will not be entertained.

Tenderers should quote their rates item-wise both in figures and in word. Each page of the Tender documents and any corrections therein must be signed by the tenderer and bear company seal. Representative of the tenderer who will sign on behalf of their company, should produce the document in support of his authority of signing the tender on behalf of their company. The person submitting tender on behalf of the company must put his designation while signing on tender document.

If it is revealed that performance of any tenderer in any ongoing work of similar type under P&RD Department, Government of West Bengal is not satisfactory, tender paper shall not be issued even if the intending tenderer meets all other stipulations as mentioned above. The acceptance of the tender will rest with the Tender accepting authority who does not bind himself to accept the lowest offer. Accepting authority also reserves the right to accept/ reject any part of tender without assigning any reason thereof.

Participating in tender will imply acceptance of all conditions mentioned herein above by the participants.


Commissioner in the Department

Dated Kolkata the 1st July, 2015

Memo No. 569/1(3)-SPHC/3M-1/12

- 1) Private Secretary to the Hon'ble Minister-in-Charge, Panchayats & Rural Development Department
- 2) Senior PS to the Principal Secretary, Panchayats & Rural Development Department
- 3) Establishment Cell of this Department with the request to kindly place the same in the Notice Board of the Office.

~~Commissioner in the Department~~