



Memo No : 1219 /PRD-34011/39/2021 SRLM SEC PRD

Dated : 29.11.2022

NOTICE INVITING QUOTATION

Sealed quotation are hereby invited from Reputed/Reliable Agencies/Business Organisation for printing works for Kolkata SARAS Mela as per the specifications/details given below :-

Sl No	Description	Qty/Numbers	Size	Paper	Printing
(a)	Invitation Cards with Envelops	200	14" x 5" (Middle Fold)	Card - Handmade/Stretcher 220 GSM Envelop - 100 GSM Maplitho	Card - Multicolour (Both side) Envelop - One side
(b)	Artisans Identity Card with Plastic Jackets & Ribbons	600	Id Card - 5" x 3.5" Jackets - 6" x 4.25"	120 Maplitho	Multicolour both side
(c)	Co-Artisans Identity Card with Plastic Jackets & Ribbons	600	Id Card - 5" x 3.5" Jackets - 6" x 4.25"	120 Maplitho	Multicolour both side
(d)	Volunteers Identity Card with Plastic Jackets & Ribbons	150	Id Card - 5" x 3.5" Jackets - 6" x 4.25"	120 Maplitho	Multicolour both side
(e)	Certificate of participation	800	11.75" x 8.5"	300 GSM Art Paper	Multicolour one side
(f)	50 Pages Cash Memo Book	800	5.5" x 4.5"	50 GSM Maplitho	Black & White

2. Interested Bidders/Agencies are requested to drop their sealed quotation in the Tender Box of this office (WBSRLM) at 10th Floor by **7th December 2022** positively as per the attached format with samples as per our approved specifications. The submission of quotation should be in Agencies Letter Head only.

3. Bidders are also requested to submit the following documents alongwith their Financial Bid.

- (a) Copy of Trade Licence
- (b) Copy of PAN
- (c) Copy of GST

4. **Last date of submission of Bid** : 07.12.2022 at 2 PM.

5. Opening of Bid and evaluation : 07.12.2022 at 3 PM in presence of interested Bidders

6. **Award of Contract** : WBSRLM will issue work order in favour of qualified L1 Bidder for printing works of the above items by 08th December 2022. The delivery of the above items will have to be made by 13.12.2022.

6.1 Notwithstanding the above, WBSRLM reserves the right to accept or reject any quotations and to cancel the Bidding process and reject all quotations any time prior to the award contract.

6.2 Selection of Bidders will be considered on the basis of Lowest (L-1) Grand Total amount quoted for all items.

7. **Payment & Others Conditions** : Payment will be made within 10 days after receiving of bill subject to work done satisfactorily.

8. We look forward to receive your quotation and would like to thank you for your interest in this work.

9. This has the approval of the CEO at Note#7 dated 29.11.2022.

(Sudip Sarkar)

ACEO

For and on behalf of

West Bengal State Rural Livelihood Mission

Anandadhara

West Bengal State Rural Livelihoods Mission (WBSRLM)

(A Society under the Panchayats & Rural Development Department, Govt. of West Bengal)

Anandadhara State Office Under P& RD Deptt, Joint Administrative Building, 10th Floor, HC-7, Sector-III,
Kolkata-700106, Email: wbsrlm@gmail.com Tele : 2335- 3740



Annexure to WBSRLM Memo No : 1219/PRD/34011/39/2021 SRLM of PRD Dated 29.11.2022

FORMAT FOR FINANCIAL BID

Sl. No	Description	Qty/Number	Rate per unit including GST and other charges	Total Amount including GST and other charges
1.	Invitation Cards with Envelops	200	₹	₹
2.	Artisans Identity Card with Plastic Jackets & Ribbons	600	₹	₹
3.	Co-Artisans Identity Card with Plastic Jackets & Ribbons	600	₹	₹
4.	Volunteers Identity Card with Plastic Jackets & Ribbons	150	₹	₹
5.	Certificate of participation	800	₹	₹
6.	50 Pages Cash Memo Book	800	₹	₹
	Grand Total (Rupees _____)			₹

(Signature for the Agency/Bidder with Office Seal)