

GOVERNMENT OF WEST BENGAL
STATE PUBLIC HEALTH CELL
PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT

Joint Administrative Building, HC-7, Sector-III
Salt Lake, Kolkata - 700106
Email – sphcwb@gmail.com



Memo No. 109 - PRD-13011(13)/1/2020-SPHC SEC-Dept. of PRD

Date: 04/05/2023

Notice Inviting Quotation (NIQ) for Preparation of 4 Pager Booklet [Offline]

Sealed Quotations are invited from the resourceful agencies/ concerns who are quite capable of preparing a 4-pager booklet on particular subject, provided by the authority. Interested agencies/ concerns are requested to drop their sealed quotation, using the format, in Tender Box kept at 9th Floor Office Chamber of the undersigned before 11-05-2023 (Thursday) upto 2:00 PM and will be opened on 11-05-2023 (3:00 PM) in presence of intending quotationers or their authorized agents.

Sl. No.	Name of the work	Description	Specification	Total Cost [inclusive of all Taxes and all Charges]
1	2 nos. of 4-pager booklet	To showcase different Public Health related activities under CHCMI and Control of Vector Borne Diseases Programmes in South 24 Parganas & Purba Bardhaman Districts.	The work includes Still Photography of different activities of South 24 Parganas & Purba Bardhaman Districts & designing a 4-pager booklet on this topic for each District. Content or write up on each topic, would be provided by the concern authority.	

Deliverables

1. High Resolution Still Photographs (Both in raw & JPEG format) of different Public Health related activities under CHCMI and Control of Vector Borne Diseases Programmes of South 24 Parganas & Purba Bardhaman Districts.
2. Design of 4 pager booklet, based on the activities and content of South 24 Parganas & Purba Bardhaman Districts.

Terms and Conditions

1. No separate quotation paper will be issued from the Office of the undersigned. Quotation should be submitted in the Agency/ Concern's letter pad with supporting documents.



2. The authority reserves the right to accept or reject any or all the quotations without assigning any reason.
3. The quotation should be addressed to "The Special Secretary, State Public Health Cell, P & RD Department, Government of West Bengal, 9th Floor, Joint Administrative Building, HC-7, Sector-III, Salt Lake, Kolkata - 700106" **superscribing the Quotation Notice No. on the envelope.**
4. In the event of any kind of holiday, the quotations will be opened on the next working day at the same time.
5. Any kind of Tax/ GST (if any) or any other charges must be clearly indicated in the quotation.
6. **Bid validity Ninety (90) days from the submission of the Bid.**
7. The quotationer shall have to submit the following documents alongwith the quotations –
 - a) Self-attested photocopy of valid GST Registration Certificate
 - b) Self-attested photocopy of valid up to date Trade License
 - c) Self-attested photocopy of valid PAN Card
 - d) Self-attested photocopy of up to date P-Tax Challan
 - e) Self-attested photocopy of credential or work completion certificate a similar type of work

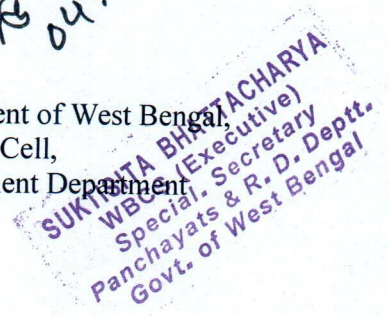
Quotation received without the abovementioned documents will be rejected.

8. **Award of Contract:** State Public Health Cell will issue work order in favour of L1 (Lowest – 1) Bidder for supplying the items within one week from the issuing date of the Work Order. If the Lowest Bidder fails to supply the item within the stipulated time, the order deemed to be cancelled.
9. Earnest Money of Rs. 2000/- only should be deposited in Demand Draft in favour of WBSRDA, State Public Health Cell. The Earnest Money will be released without any interest after successful completion of work. Earnest Money of the unsuccessful Bidders will be returned without any interest.
10. Payment will be made only after supplying the items as required in the work order.

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

JTB 04.5.23

Special Secretary to the Government of West Bengal,
State Public Health Cell,
Panchayats & Rural Development Department



Memo No. 109/1(3)- PRD-13011(13)/1/2020-SPHC SEC-Dept. of PRD

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Copy forwarded for information and necessary action to –

1. The Additional Secretary (Establishment Cell), P & RD Department with a request to advise Official concerned to publish the Notice in Departmental Notice Board.
2. The Joint Secretary (IT), P & RD Department with a request to publish the Notice in Official Website of P & RD Department
3. The Additional Executive Officer, (All) Zilla Parishads/ Siliguri Mahakuma Parishad to publish this Notice on your Office Notice Board

Special Secretary to the Government of West Bengal,
State Public Health Cell,
Panchayats & Rural Development Department



[Signature] 04.5.23
SUKTISHA BHATTACHARYA
WBCS (Executive)
Special. Secretary
Panchayats & R. D. Deptt.
Govt. of West Bengal