

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE: JALPAIGURI
(PLANNING SECTION)**

Ph: 03561-230794 Fax: 03561- 230794 &224811

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from the bonafied Printers having experience in Printing and binding of booklets by the undersigned for **Printing and binding of Administrative Review Meeting Booklets** in connection with **Hon'ble Chief Minister visit** in Jalpaiguri. The quotationer will have to furnish the quotation in his own letter pad and to be submitted in a sealed cover addressed to the undersigned **up to 3.00 p.m. on 25/06/2018** according to the following format in this notice. The Quotations will be opened on the same day at 3.30 p.m. in presence of the quotationers. If present.


The undersigned reserves the right to accept or to reject any or all the quotations without assigning any reason whatsoever quotation should be submitted according to the following formant.

Sl. No.	Description of item of work	Unit	Offer rate
1	Multi colour printing of A-4 size sheet single side for Administrative Review Meeting Booklet	For a single Page	
2	Multi colour Cover Printing of Both Side for Administrative Review Meeting Booklet	For a single page	
3	Wiro/Sprial Binding with Hard PVC Sheet for Administrative Review Meeting Booklet	For a single Booklet	

Terms and conditions :

1. The rate should be submitted in their own pad along with experienced certificate/payment certificate copy of PAN Card, Professional Tax clearance Certificate, copy of GST Registration Certificate duly self-attested along with the quotation. The quoted rate should be written clearly in the prescribed box otherwise it will be treated as informal.
2. The rate should be inclusive of all charges i.e. transportation charges, GST, loading, unloading and other charges that may be involved here.
3. No conditional quotation will be entertained.
4. Taxes if any applicable will be deducted as per Government rules
5. The successful quotationer will have to complete the as and when required

Memo. No. 836(1/7)/PLAN


District Planning Officer
Jalpaiguri

Date : 14/6/18

Copy forwarded for information with a request to wide circulation to :

1. The Sub-Divisional Officer, Sadar, Jalpaiguri
2. The Sub-Divisional Officer, Mal
3. The District Informatics Officer, N.I.C., Jalpaiguri for uploading in District Website
4. The Nezarath Deputy Collector, Jalpaiguri
5. CA to the District Magistrate, Jalpaiguri
6. CA to the Addl. Dist. Magistrate(Dev.), Jalpaiguri
7. Office Notice Board


District Planning Officer
Jalpaiguri