



Packet No. 290
Date: 29.11.2017

Government of West Bengal
Office of the D.P.C & District Magistrate, Jalpaiguri
(District Social Audit Unit at Room No. 02, 2nd Floor) Collectorate Building, Jalpaiguri
(Email: socialauditjalpaiguri@gmail.com)

Memo No. 85 /SAU /JALPAIGURI

Date: 27 /11/2017

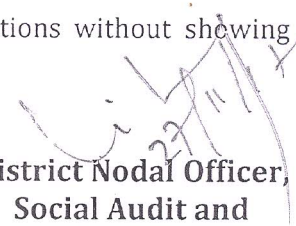
NOTICE INVITING QUOTATION FOR PRINTING

Sealed Quotations in respective letter head are invited by the District Nodal Officer, Social Audit Unit, Jalpaiguri from bonafide reputed and experience agencies dealing with Printing/Photocopies of Govt. Office for printing of the following materials:

Sl. No	Particulars	Quantity	Paper size	Paper Quality
1.	MGNREGA 4 types of formats for 22 GPs under Mal , Matiali, Nagrakata Block	21062	A4	70 GSM
2.	NSAP 2 types of formats for 22 GPs under Mal , Matiali, Nagrakata Block	1265	A4	70 GSM
3.	PMAY 2 types of formats for 22 GPs under Mal , Matiali, Nagrakata Block	1259	A4	70 GSM
4.	Compiled Report	6600	Legal	70 GSM
5.	Training Hand out 220 sets contains 60 page each .	13200	A4	70 GSM
6.	GP Entry & Gram sabha Report, attendance & Resolution Formats	1166	A4	70 GSM
	Total	44552		

Terms and Conditions:

1. The Quotation to be submitted by **2.00 PM on 4th December '2017** & the same will be opened at **3.00 PM on the same day**
2. The quantity of printable pages may be increased or decreased as per the need of Social Audit Unit, Jalpaiguri by proper intimation.
3. Sealed Quotations are to be dropped in the drop box kept in the office of the District Nodal Officer, Social Audit Unit attached to P&RD Section, Jalpaiguri in Collectorate Building during office hours of all working days. Tender received through any other means will not be accepted.
4. The applicant must have previous experience about printing of huge data of Govt. office.
5. **The different formats will be handover to the agency in PDF/Word/Excel format and the same should be arranged accordingly i.e. format wise and GP wise as per requirement.**
6. Rate will be against each item separately and payment will be made after satisfactory receiving the documents.
7. The undersigned reserves the right to cancel any or all the applications without showing any reason thereof at any stage.


District Nodal Officer,
Social Audit and
District Panchayat &
Rural Development Officer, Jalpaiguri