



सत्यमेव जयते

Government of West Bengal
Office of the Deputy Director of Agriculture
(Administration), Purba Bardhaman

Memo No. 1366

Dated: 29/06/2021

QUOTATION NOTICE FOR DIFFERENT WORKS

Sealed quotations are hereby invited from the authorized agency by the Deputy Director of Agriculture (Administration), Purba Bardhaman, Bridge House, Perbirhata, Burdwan PIN- 713101 for different **works separately for separate group**, details given below. The quotationers should have credential of **similar type of work in Govt. Sector.**

Group – A, EPSON COLOUR PRINTER

SI	Specification	Rate per No	Period of completion	Quantity
1	EPSON COLOUR PRINTER, MODEL L – 805		Seven Days	1 No or may be increased as per need

Group – B, EPSON COLOUR PRINTER

SI	Specification	Rate per No	Period of completion	Quantity
1	EPSON COLOUR PRINTER, MODEL L – 850		Seven Days	1 No or may be increased as per need

Group – C, XEROX MACHINE

SI	Specification	Rate per No	Period of completion	Quantity
1	Digital MFD capable of Lasor Print, photo copy Colour Scans with following specification. (1) Maximum original size upto A3, (2) Copy / Print speed 20 PPM., (3) RAM 512 MB, (4) Resolution -600 x 600Dpi, (5) Zoom 25% to 400% (6) Interface Ethernate 100 Base – Tx/ 10 Base – T, (7)Other feature:-Wifi Printing, Print from Mobile, Pass word Protected, Secure Printing, Scan to Email, SMB, AV- send.		Seven Days	1 No or may be increased as per need

Group – D Annexure for Books Printing (Bi Colour)

Sl	Specification	Rate per Book	Period of completion	Quantity
1.	Size of Book – 1/8 th Double Crown		Ten Days	5000 Nos or may be increased as per need
2.	No of Page in A Book – 24 to 32 Page			
3.	Inner Page – 80 GSM Maplitho Paper			
4.	Inner Page Printing – Bi Colour Printing			
5.	Cover Page – 300 GSM Real Art Paper			
6.	Cover Page Printing – Multicolour Both side Printing with lamination			
7.	Nature of Binding – Middle stitch			

Group – E, Annexure for Multicolour Four Folder

Sl	Specification	Rate per Folder	Period of completion	Quantity
1.	Size of Folder – 1/2 th Demy		Three Days	5000 Nos or may be increased as per need
2.	No of Page in A Folder – 4 Page			
3.	Paper of Folder – 300 GSM Real Art Paper			
4.	Nature of Printing – Multicolour Both side Printing			

Group – F, Annexure for Forms Printing

Sl	Specification	Rate per 1,000 Pcs	Period of completion	Quantity
1.	Size of Forms – 1/4 th DFC		Two Days	10000 Nos or may be increased as per need
2.	No of Page – 2 Page (1 Sheet)			
3.	Quality of Paper – 90 GSM DFC Maplitho Paper / Azura Laid Paper			
4.	Nature of Printing – Black & White Both side Printing			
5.	Nature of Binding – Numbering and Perforation			

Group – G, Annexure for Leaflet Printing (Multi colour)

Sl	Specification	Rate per 1,000 Pcs	Period of completion	Quantity
1.	Size of Leaflet – 1/4 th Demy		Two Days	10000 Nos or may be increased as per need
2.	No of Page – 2 Page (1 Sheet)			
3.	Paper of leaflet – 130 GSM Real Art Paper			
4.	Nature of Printing – Multi Colour Both side Printing			

Group – H, Annexure for Leaflet Printing (Black & white)

Sl	Specification	Rate per 1,000 Pcs	Period of completion	Quantity
1.	Size of Leaflet – ¼ th Demy		Two Days	10000
2.	No of Page – 2 Page (1 Sheet)			Nos or
3.	Paper of leaflet – 80 GSM Real Art Paper			may be
4.	Nature of Printing – bLACK Both side Printing			increased as per need

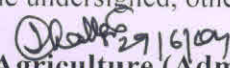
The sealed quotations mentioning **Quotation Memo No & Name of Work** on the envelop should be dropped in the Tender Box to be retained in the office of the undersigned **on 06/07/2021 to 09/07/2021, from 11:30 am to 5:00 pm** and same will be opened on **15/07/2021 at 02.30 p.m.** in presence of the undersigned. Intending quotationers may also remain present at the time of opening of quotation.

Document submitted at the time of application:- Quotationers should produce PAN/ P.T., IT, Saral for the Assessment year 2018-19, Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017. upto date valid clearance certificate, credential providing his experience, financial capability with requisite work order with payment certificate of similar type of work for last two years at the time of Application, failing which the application shall be rejected. All paper produced shall be self-attested by the quotationers. Professional Tax (PT) deposit receipt challan for the financial year 2019-20, Pan Card, IT, Saral for the Assessment year 2019-20 valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, and 2017.

Acceptance of lowest quotation is not obligatory and the undersigned reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Terms and conditions:

- 1) Rate should be quoted including GST and all taxes for each **separate group**.
- 2) The printing materials should be delivered at any corner of 23(Twenty Three) Blocks and 3(Three) Sub-divisional Office under Purba Bardhaman District within schedule date and times.
- 3) The **Earnest Money (2%)** should have to be submitted by **successful quotationers in Favour Deputy Director of Agriculture (Administration), Purba Bardhaman by Bank Draft/Pay Order** at the time of receiving work order. The amount will be informing you later.
- 4) You have to show **Credential about Rs.150000.00 (Rupees One Lakh Fifty Thousand only) of similar type of work in Govt. Sector at the time dropping the quotations.** The self-attested copy should be enclosed with your quotations.
- 5) The quotation will be valid upto **31st March 2022.**
- 6) Materials should be supplied within specified date & time or as per instruction of the undersigned, otherwise order will be treated as cancelled.


Deputy Director of Agriculture (Administration),
Purba Bardhaman

Memo No. 1366/1(7)

Dated: 29/06/2021

Copy forwarded for favour of information and necessary action to:

- 1) The Director of Agriculture & Ex-Officio Secretary, Government of West Bengal.

- 2) The District Magistrate, Burdwan
- 3) The Sabhadhipathi, Bardhaman Zilla Parishad, Bardhaman.
- 4) The Additional District Magistrate (Panchayet), Burdwan
- 5) The District Informatics Officer, NIC, Burdwan
- 6) The District Information and Cultural Officer, Burdwan
- 7) Accountant of this office.

Shah 29/6/04

**Deputy Director of Agriculture (Administration),
Purba Bardhaman**