

**DISTRICT SOCIAL AUDIT UNIT
COOCH BEHAR ZILLA PARISHAD**

Kalikadas Road, P.O. & Dist. – Cooch Behar, Pin – 736101, West Bengal

Phone: (03582) 222424, e-mail: sau.cbr@gmail.com, aeo.cbr@gmail.com, secyzip-cbr@nic.in

No. : 01/SAU/2019-20

Date: 07/06/2019

NOTICE INVITING RATE QUOTATION

Sealed rate quotation from reputed Agency/printing Press having same experience in similar type of work is hereby invited by the undersigned for **Printing & Supply of various Formats, Annexures and survey forms** for Social Audit of the FY 2019-20 conducting by the District Social Audit Unit, Cooch Behar. The intending agencies have to submit their **rate per page** in their own letter pad within **03:00 p.m.** on or before **13.06.2019** in the box kept in the office chamber of the District Nodal Officer, DSAU, Cooch Behar during office hours. The box will be opened on the same day at **03:15 p.m.** in presence of the Quotationers.

Terms & Conditions:

1. All printings must be done in **A4** (Branded & of 70 GSM) papers.
2. The rate should be inclusive of all taxes.
3. The Quotationer has to submit photocopies of PAN, GST & Trade License along with rate quotation.
4. The whole printing works have to supply at DSAU under CZP by own arrangement and have to made within 07 (Seven) days from the date of issue of supply order.
5. The payment will be made after entire supply on actual consumption.

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07/06/2019
Addl. District Magistrate
District Social Audit Unit
Cooch Behar
BKL
7/6/19

Memo No.: 1068/1(7)/SAU-VIII/1/2019-20

Date: 07/06/2019

Copy forwarded for information to:

1. The District Magistrate, Cooch Behar.
2. The Addl. District Magistrate, District Social Audit Unit, Cooch Behar.
3. The District Nodal Officer, MGNREGA, Cooch Behar.
4. The DIO, NIC, Cooch Behar. (Requested to upload NIQ in the Cooch Behar District Website).
5. The Chairman, Cooch Behar Municipality, Cooch Behar.
6. Office Notice Board.
7. Office copy.

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07/06/2019
Addl. District Magistrate
District Social Audit Unit
Cooch Behar
BKL
7/6/19

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Phone: (03582) 222424, e-mail: sau.cbr@gmail.com, aeo.cbr@gmail.com, secyzip-cbr@nic.in

No. : 02/SAU/2019-20

Date: 07/06/2019

NOTICE INVITING RATE QUOTATION

Sealed rate quotation from reputed local Supplier/Agency having same experience in similar type of work is hereby invited by the undersigned for **procurement of stationery items mentioned in the 2nd page of this Notice** for the District Social Audit Unit, Cooch Behar. The intending agencies have to submit their item-wise rate in their own letter pad within **03:00 p.m.** on or before **13.06.2019** in the box kept in the office chamber of the District Nodal Officer, DSAU, Cooch Behar during office hours. The box will be opened on the same day at **03:15 p.m.** in presence of the Quotationers.

Terms & Conditions:

1. The rate should be inclusive of all taxes.
2. The Quotationer has to submit photocopies of PAN, GST & Trade License along with rate quotation.
3. The materials have to supply by own arrangement.
4. The entire supply have to made within 07 (Seven) days from the date of issue of supply order.
5. The payment will be made after completion of supply on actual consumption.

dm 07/06/2019
Addl. District Magistrate
District Social Audit Unit
Cooch Behar
BSA
7/6/19

Memo No.: 1069/1(7)/SAU-VIII/1/2019-20

Date: 07/06/2019

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1. The District Magistrate, Cooch Behar.
2. The Addl. District Magistrate, District Social Audit Unit, Cooch Behar.
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dm 07/06/2019
Addl. District Magistrate
District Social Audit Unit
Cooch Behar
BSA
7/6/19

List of the Items:

Sl. No.	Description of articles	Quantity
1	H.P-88A Laser jet black Cartridge	4 Pcs
2	Arch file	12 Pcs
3	Cover File(Four Folded)	12 pcs
4	Auto file	12 pcs
5	Cover file with board(Two Folded)	30 pcs
6	Punching machine(Kangaroo DP-700)	02 pcs
7	Tag(cotton)	2 Bunches
8	Flap	3 Pkts.
9	Mosquito driven Oil	3 pcs
10	Guarder(Big size)(Nylon)	500 gms.
11	Guarder(small size)(Nylon)	500 gms.
12	James clip(plastic coated)	135 pkts.
13	Erasers(correction pen)	6 pcs.
14	A4 Paper(75 GSM)(Branded)	10 rims
15	Stapler(Extra Large) Kangaroo HD-1217	01 pc
16	Stapler pin (Extra Large) Kangaroo	6 boxes
17	Stapler(Large) Kangaroo HP-45	04 pcs
18	Stapler Pin (Large) Kangaroo HP-45	06 boxes
19	Pen (black & Blue) use & throw	20 boxes
20	Cloth duster	2 doz.
21	Permanent marker(CD)	2 pcs
22	White board marker	2 pcs
23	Paper clip(25mm,32mm,&55mm)	3 boxes
24	Cello tape(0.5",1",2")	06 boxes
25	Glue stick	06 pcs
26	Note Pad(Max 25 pages)	1320Pcs
27	Plastic folder bag	140pcs

07/06/2019
Addl. District Magistrate
District Social Audit Unit
Cooch Behar
7/6/19

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No. : 03/SAU/2019-20

Date: 07/06/2019

NOTICE INVITING RATE QUOTATION

Sealed rate from reputed & professional local Videographer/Agency having same experience in similar type of work is hereby invited by the undersigned for **Uncut Video Recording of the Gram Sabhas (Gram Panchayat level) & Public Hearings (Block level) under all Blocks of Cooch Behar district** conducted by the District Social Audit Unit, Cooch Behar. The intending Videographer/Agency have to submit their rate as per “Terms & Conditions” noted below in their own letter pad within **3:00 p.m.** on or before **13.06.2019** in the box kept in office chamber of the DNO, District Social Audit Unit, Cooch Behar during office hours. The box will be opened on the same day at **3:15 p.m.** in presence of the Quotationers.

Programme Schedule:

<i>Sl. No.</i>	<i>Phase</i>	<i>Block</i>	<i>Time period</i>
1	1 st Phase	Cooch Behar-II, Cooch Behar-I, Dinhata-I, Sitai & Tufanganj-I	July to September, 2019
2	2 nd Phase	Dinhata-II, Mekhliganj, Haldibari, Mathabhanga-I, Mathabhanga-II, Sitalkuchi & Tufanganj-II	January to March, 2020

Terms & Conditions:

1. Rate should be quoted as per Programme (Gram Sabha & Public Hearing) per day wise along with Videographer.
2. The rate should be inclusive of all taxes.
3. The Quotationer has to submit photocopies of PAN, GST & Trade License along with rate quotation.
4. The movement to the spot have to done by own arrangement.
5. Whole Videography must be done without interruption (i.e. **Uncut**).
6. The whole Video documentation in high quality must be submitted through DVD to the undersigned within 07 (Seven) days of the completion of the Gram Sabha & Public Hearing.
7. Separate DVD must be used for each Gram Sabha & Public Hearing.
8. The payment will be made after submission & verification of all DVDs.


Addl. District Magistrate
District Social Audit Unit
Cooch Behar
Date: 07/06/2019

Memo No.: 1070/1(7)/SAU-VIII/1/2019-20

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1. The District Magistrate, Cooch Behar.
2. The Addl. District Magistrate, District Social Audit Unit, Cooch Behar.
3. The District Nodal Officer, MGNREGA, Cooch Behar.
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5. The Chairman, Cooch Behar Municipality, Cooch Behar.
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7. Office copy.


Addl. District Magistrate
District Social Audit Unit
Cooch Behar
Date: 07/06/2019

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No. : 04/SAU/2019-20

Date: 07/06/2019

NOTICE INVITING RATE QUOTATION

Sealed rate from reputed Caterer/Supplier having same experience in similar type of work is hereby invited by the undersigned for **supplying Tiffin, Tea-Biscuit and Water (Jar & Bottle) on various programmes under District Social Audit Unit**, Cooch Behar during the Financial Year 2019-20 (June 2019 to 31st March 2020) as per requirement in consultation with the undersigned. The intending Caterer/Supplier have to submit their rate in their own letter pad within **3:00 p.m.** on or before **13.06.2019** in the box kept in office chamber of the District Nodal Officer, DSAU, Cooch Behar during office hours. The box will be opened on the same day at **3:15 p.m.** in presence of the Quotationers.

Details:

<i>Sl. No.</i>	<i>Name of Item</i>	<i>Specification</i>
1.	Tea & Biscuit	1 cup Milk Tea & 2 nos. biscuit
2.	Tiffin packet	Tiffin Packet 1) containing Puri Sabji-02nos, Sweet- 01no. Tiffin Packet 2) containing Kachuri-01nos, Sweet- 01no., Sandesh- 01no., Bhujia- 1Pkt(50g)
4.	Water Jar	20 liter (with stand & matka)
5.	Plastic glass	200 ml size
6.	Drinking water (bottle branded)	500 ml

Terms & Conditions:

1. The rate should be inclusive of all taxes.
2. The Quotationer has to submit photocopies of PAN, GST & Trade License along with the rate quotation.
3. The items have to supply by own arrangement at the programme venue in consultation with the undersigned.
4. Distribution of the refreshment items and cleaning of the venue after the programme has to be done by own arrangement.
5. The payment will be made after completion of work on actual consumption.


Addl. District Magistrate
District Social Audit Unit
Cooch Behar


Memo No.: 1077/1(7)/SAU-XII/1/2019-20

Date: 07/06/2019

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