



**COOCH BEHAR ZILLA PARISHAD
COOCH BEHAR**



DISTRICT MISSION NIRMAL BANGLA CELL

Phone - 03582 223849, FAX - 03582 222550, Email - nbacoochbehar@gmail.com

N.I.T. No 07/CZP

Date 03 .08.2017

Sealed tenders are hereby invited from the **bonafide agency / Professional Cameraman for Still Photograph & Videography including editing for the IEC Documentation** at Cooch Behar Zilla Parishad, Mission Nirmal Bangla Cell. The tenders will be dropped in tender box kept in the chamber of the Secretary, Cooch Behar Zilla parishad on or before 16.08.2017 up to 2 pm and opened on the same date at 2.30 pm.

The Tender Papers (comprising of Notice Inviting Expression of Interest along with Item Detail, Technical Bid Form & Financial Bid Form) is to be obtained from The Mission Nirmal Bangla Cell, Coochbehar Zilla Parishad till **15.08.2017 up to 5.00 p.m** in working days.

All Agencies Offering Rates (AOR) should submit the following documents (duly self-attested only) in the name of the Agency:

- 1. Current Trade License.**
- 2. (GST) Registration Certificate.**
- 3. Income Tax Return(latest)**
- 4. Permanent Account Number (PAN) Card.**
- 5. Credential (Successful Completion) Work Order in the last Three Year of similar type of works.**

The AOR should quote rates inclusive of all taxes & duties and also must include cost of other incidental charges. The AOR should quote rates in figures and in words. Offers are to be submitted in the Tender Box retained with the department. In this case the AOR must submit the Technical Bid & Financial Bid in two different sealed envelopes & the said two envelopes must again be inserted into another sealed envelope mention the name of the work "Tender for Professional Cameraman for Still Photograph & Videography including editing for the IEC Documentation".

The total documentation has to submit to the MNB Cell in 3 Nos. of Copy in DVD within 3 Days from the issuing date of Work Order. The undersigned reserves the right to reject any or all of the offers without assigning any reasons whatsoever. This office may proceed for necessary legal actions in the event of breach of any of the above terms & conditions.

**Secretary
Cooch Behar Zilla Parishad
Cooch Behar**

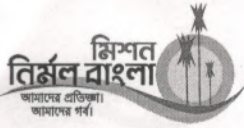
Date 03 .08.2017

Memo. No. 2691(14)/CZP/XVII/30-21/SBM/2017

Copy forwarded for information with request for wide circulation of this notice to:

- 1. The Sabhadhipati Cooch behar Zilla Parishad.**
- 2. The District Magistrate, Cooch Behar.**
- 3. The Secretary, Cooch Behar Zilla Parishad, Cooch Behar with a request to conduct necessary proceedings in connection with the tender in accordance to the financial norms.**
- 4. SDO Sadar, Cooch Behar.**
- 5. The Dy. Secretary, Cooch Behar Zilla Parishad, Cooch Behar**
- 6. The Addl. Dy. Secretary, Cooch Behar Zilla Parishad, Cooch Behar**
- 7. The DIO, NIC, Cooch Behar is requested to publish the above mentioned tender in the website.**
- 8. DI of Schools Primary Education, Cooch Behar**
- 9. DI of School secondary education, Cooch Behar**
- 10. District Information & Cultural Officer, Cooch Behar.**
- 11. Chairman, Cooch Behar Municipality.**
- 12. Post Master, Cooch Behar Head Office, Cooch Behar.**
- 13. Nazir, Cooch Behar Zilla Parishad, Cooch Behar**
- 14. Office Copy, District MNB Cell, Cooch Behar**

**Secretary
Cooch Behar Zilla Parishad
Cooch Behar**



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TECHNICAL BID

**LIST OF WORK IN CONNECTION WITH
CAMERAMAN FOR STILL PHOTOGRAPH & VIDEOGRAPHY INCLUDING
EDITING FOR THE IEC DOCUMENTATION**

VIDE MEMO NUMBER

DATED _____.08.2017

Name of the Firm / Agency / Person:.....

Address:

Name of Contact Person:

Contact Number:

Attached along with this paper Self Attested photocopy of following documents
(Declare in Yes / No where applicable):

- 1) Current Trade License :
- 2) GST Registration Certificate :
- 3) Income Tax Return for the Latest Assessment Year
2014 - 2015 / 2015 – 2016 :
- 4) Permanent Account Number (PAN) Card :
- 5) Professional Tax Registration Certificate :
- 6) Credential (Successful Completion) Certificate :

Date:

Place:

Signature of the
Authorized Representative
With Seal



**COOCH BEHAR ZILLA PARISHAD
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FINANCIAL BID

**LIST OF WORK IN CONNECTION WITH
CAMERAMAN FOR STILL PHOTOGRAPH & VIDEOGRAPHY INCLUDING
EDITING FOR THE IEC DOCUMENTATION**

VIDE MEMO NUMBER

DATED _____.08.2017

SL NO	DETAIL OF RATES	Duration	RATE QUOTE IN NUMBER	RATE QUOTE IN WORDS (INR)
1	STILL PHOTOGRAPHY	Up to 8 Hours		
	STILL PHOTOGRAPHY	1 (One) Day		
	VIDEOGRAPHY INCLUDING EDITING	Up to 8 Hours		
2	VIDEOGRAPHY INCLUDING EDITING	1 (One) Day		

Date:

Place:

**Signature of the
Authorized Representative
With Seal**