



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.: 06/CZP

Date: 24.03.2017

Sealed tenders are hereby invited from the bonafide designer & printer for designated printing of the **Coffee Table Book** 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 10.04.2017 up to 2 pm and opened on the same date at 2.30 pm.

The Quotation 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 **09.04.2017 up to 5.00 p.m.**

TERMS & CONDITION:-

Quantity of Books : 500 Nos. i.e. you have to supply total 500 Nos. Coffee Table Books.

Total estimated Cost : Rs.3,25,000.00 i.e your quoted rate should not exceed out of total estimated cost.

Matters of Book : All pictures & write up is to be obtained from the MNB Cell, Cooch Behar Zilla Parishad.

Time of Delivery : 7 Days from the issue of the Work Order

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) **Value Added Tax (VAT) 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.**

Preference will be given to the Advertising Agencies having similar type of experience in any Government Department.

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 “**Expression of Interest for content development for Coffee Table Book of Mission Nirmal Bangla activities**”

Upon receiving the sealed quotations up to **2.00 p.m.** on **10.04.2017**, the Technical Bid only will be examined first on **10.04.2017** at **2.30 p.m.** in presence of intending quotationers or their representatives. If any AOR fails to fulfill the criteria set forth for Technical Bid, then the Financial Bid will not be accepted for consideration into the Tender process.

The Financial Bid for the selected AOR only, will be opened on **10.04.2017** at **3.30 p.m.** 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.

Sd/-

Additional Executive Officer
Cooch Behar Zilla Parishad
Cooch Behar



**COOCH BEHAR ZILLA PARISHAD
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Memo. No.: 829 /CZP/XVII/30-/SBM/2017

Date: 24.03.2017

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 is requested to publish the above mentioned tender in two daily News Paper as per rate of I & CA, Govt. of West Bengal.
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

Sd/-

**Additional Executive Officer
Cooch Behar Zilla Parishad
Cooch Behar**

**NIT No. _____ Dated _____,03.2017 has been published on the website
<http://coochbehar.gov.in> for printing of Coffee Table Book on ODF Cooch Behar
including designing under Mission Nirmal Bangla Cell, Cooch Behar Zilla Parishad.
Estimated value of Work : Rs.3,25,000.00
Last Date of Submission of Tender : 10.04.2017 up to 2 PM**



**COOCH BEHAR ZILLA PARISHAD
COOCH BEHAR**



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Technical Bid

**LIST OF WORK IN CONNECTION WITH
COFFEE TABLE BOOK OF MISSION NIRMAL BANGLA ACTIVITIES**

VIDE MEMO NUMBER

DATED _____.03.2017

Name of the Firm:.....

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) **Value Added Tax (VAT) 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 where**
in the value exceeds 5 Lakhs in a single Work Order :

Date:

Place:

**Signature of the
Authorized Representative
With Seal**



**COOCH BEHAR ZILLA PARISHAD
COOCH BEHAR**



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Financial Bid

**LIST OF WORK IN CONNECTION WITH
COFFEE TABLE BOOK OF MISSION NIRMAL BANGLA ACTIVITIES**

VIDE MEMO NUMBER

DATED _____.03.2017

SL NO	DETAIL OF RATES	RATE QUOTE IN NUMBER	RATE QUOTE IN WORDS (INR)
1	Coffee Table Book on Mission Nirmal Bangla each book along with all deliverables as mentioned		
2	Total Cost for 500 nos. Coffee Table Book along with all deliverables as mentioned		

Date:

Place:

**Signature of the
Authorized Representative
With Seal**