



**GOVT. OF WEST BENGAL
OFFICE OF THE D.P.C. (MGNREGA)**

**&
DISTRICT MAGISTRATE, ALIPURDUAR**

(E-mail: mgnrega.apd@gmail.com)



Memo No. 463 / MGNREGA

Date: - 06 / 01 / 2020

NIT NO.:- 07/MGNREGA/2019-20

NOTICE INVITING TENDER FOR PRINTING & SUPPLY OF JOB CARD

Scaled tenders in respective letter head of the firm are invited from authorized agencies/ companies having experience or credential of working with Government departments / Undertakings as per the specifications stated, and fulfilling of the terms and conditions stated hereunder.

Specifications of the required items:-

Sl. No.	Particulars	Specification	Quantity (in nos.)	Estimated Amount in Rs. (Per piece)
1.	Printing & Supply of Job Card	<p>Size of the Job Card – A5. The book will contain 30 pages excluding the cover pages. Cover Pages: 300 GSM glossy card (300 DPI, premium) & laminated with multi colour printing. Inner Pages: 30 pages of 90 GSM Maplitho paper, single colour printing & 85% brightness. Specimen as displayed in the office notice board of the MGNREGA Cell, Alipurduar and as per the written material thereon.</p>	85,000 nos.	Rs. 4.95/- per piece

Terms and Conditions

- The tender documents are to be submitted by 1.00 pm on 16th January, 2020 & the same will be opened at 3.00 pm on same day.
- Two sealed envelopes containing the "Technical Bid" & "Financial Bid" should be addressed to "The District Programme Co-ordinator, MGNREGA-WB, Alipurduar" and should be super scribed as "Printing & Supply of Job Cards".
- The rates quoted should be considered as inclusive of all taxes and charges whatsoever.
- The rates quoted should be quoted in the manner as _____ % less / _____ % above / at par of the estimated amount.
- The rate quoted in the tender shall remain open for acceptance up to three (3) months from the date of tender.
- The work is bound by the terms and conditions as mentioned in the tender form or its appropriate bylaws along with the specifications.
- Conditional tender will not be accepted.
- Before submitting the tender, bidders are requested to satisfy themselves by actual visit to the office as regards the local conditions and also about other matters related to the said work.

9. The earnest money of Rs. 12,600.00 (Rupees Twelve Thousand and Six Hundred only) for the should be drawn in favor of the District Programme Co-ordinator, MGNREGA, Alipurduar in the s of demand draft issued by any nationalized bank.
10. The applicant must have supplied good to the Govt. department for at least an amount of Rs. 2.00 (single work) within last 03 years and must have valid GSTIN certificate, latest Income Tax re trade license, PAN card on the date of issue of this notice. Copy of all the relevant documents mu enclosed with the tender documents.
11. The tender which do not fulfill the above conditions or challenging in any respect will be rejected.
12. The acceptance of the tender will rest with the accepting authority who does not bind himself to ac the lowest rate and reserves all rights to reject in part or full one or all tenders received wit assigning any reason thereto.
13. Sealed tenders are to be dropped in the drop box kept in the MGNREGA CELL, ROOM No.- Dooars Kanya, Alipurduar on all working days within working hours. Tenders received through other means will not be accepted.
14. The work shall have to be completed within 30 days from the date of issue of work order.
15. Under any circumstance if any of the day or days of application / purchase / dropping of tende mentioned in the above time schedule are declared as holidays by the central / state Government date of application / purchase / dropping of tender as the case maybe, will automatically be the working day and time will be the same. No separate notification will be published in this respect.
16. The tender inviting authority reserves the right not to issue tender paper to any applicant, if applicant fails to fulfill the above requirements without showing any reason.
17. The permission shall not be issued against any application sent by post / courier in any case. Intenc bidders must produce credentials personally with similar nature/ type of work experience.

For further details intending applicants may contact with the MGNREGA Section, Room No.- 2 Dooars Kanya, Office of the District Magistrate, Alipurduar.

**Addl. District Programme Co-ordinator
MGNREGA, Alipurduar**

**&
Addl. District Magistrate (D)
Alipurduar**

Memo No. 463 /1(8)/MGNREGA

Date:- 06 /01/20

Copy forwarded for information & with the request to make wide circulation & display in their office Noti board:

1. The Savadhipati, Alipurduar Zilla Parishad, Alipurduar
2. The Addl. Executive Officer, Alipurduar Zilla Parishad, Alipurduar
3. The Sub-Divisional Officer, Alipurduar (Sadar)
4. CA to District Magistrate, Alipurduar
5. CA to Addl. District Magistrate (G), Alipurduar
6. Official Website (www.mgnregaalipurduar.org)
7. Office notice board, MGNREGA Section, Office of The District Magistrate, Alipurduar.
8. Office notice board, Nezarath Section, Office of The District Magistrate, Alipurduar.

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