

GOVERNMENT OF WEST BENGAL

DIRECTORATE OF FORESTS

Office of the Deputy Conservator of Forests & Publicity
Aranya Bhawan, 3rd Floor, Block – LA, 10A, Sector-III,
Salt Lake City, Kolkata – 700 098.

Memo No. 474/28-19/pub 18

Dated :- 01/06/2018

TENDER NOTICE No. DCF/Pub/01 dt 01/06/2018 TENDER FOR Printing of Leaflet during Banmahatsav 2018.

Scaled tenders are invited from reputed, reliable printing press, firm having past experiences with credentials to the Deputy Conservator of Forests, Publicity, W.B for Printing of Leaflet during Banmahatsav 2018. For Details kindly visit website: [http:// westbengalforest.gov.in](http://westbengalforest.gov.in) or contact this office.

DETAILS OF TENDER

Sl.	Subject	Work & Other details
1.	Nature of Job	Printing of Leaflet during Banmahatsav 2018.
2.	Description of work	a) Size of Leaflet :- A4 b) Quality of Paper :- 70 GSM c) One side print d) Multicolour e) No. Copy :- 200000 Nos
3.	Supply	In o/o the DCF Publicity.
4.	Earnest Money Deposit	Rs : 1000.00 (Rupees One Thousand Only) only through Demand Draft / GRIPS only.
5.	Submission Date & Time	11.06.2018 at 12:00 noon.
6.	Opening Date & Time	11.06.2018 at 3:00 pm. in the chamber of Deputy Conservator of Forests, Publicity(3 rd Floor, of Aranya Bhaban)
7.	Contractors eligible to subject tender	Contractors having credentials of execution of similar type in Govt./Semi Govt. Dept.
8.	Date of Supply	10 days from receipt of Work order

***Rate to be quoted per piece basis.

GENERAL TERMS & CONDITIONS

1. Prescribed Tender papers for above works will be available from PP-II Ranger Office of the Deputy Conservator of Forests, Publicity, West Bengal, 3rd Floor of Aranya Bhawan, in between time and date mentioned above.
2. The tenders are to be submitted in the prescribed proforma in a sealed cover superscribed as "Tender for Printing of Leaflet during Banmahatsav 2018" and should be addressed by name to Angshuman Mukhopadhyay, WBFS, Deputy Conservator of Forests, W.B. Aranya Bawan, LA – 10 A, Sector – III, Salt Lake City, Kolkata – 700 098.
3. All interested Tenderers shall have to deposit an Earnest Deposit (EMD) of Rs.1000/- (Rupees One Thousand Only) through **Demand Draft, drawn in any Nationalised Bank in favour of Deputy Conservator of Forests, Publicity, West Bengal or through GRIPS. Without which submitted tender will be treated as cancelled.** The earnest money deposit (EMD) of unsuccessful Tenderer will be released in due course on receipt of application addressed to the Deputy Conservator of Forests, Publicity, W.B.
4. Tenderer must enclose/submit self-attested copies of the below mentioned documents along with their offer without which submitted bid will be treated as cancelled.
 - a) Copy of current Income Tax Return along with PAN Card.
 - b) Copy Registration of GST along with GST Number.
 - c) Copy of valid trade license.
5. Authentic documents of past credentials.
6. Subletting of work is strictly prohibited.
7. If the selected tenderer does not complete the work in scheduled time or leaves the work in midway of contract, the Deputy Conservator of Forests, Publicity reserves the right to forfeit the Security Deposit Money, deposited by tenderer and also to make arrangement of completion of the job as per Govt. norms in the interest of Public Service.
8. The tenderer will remain solely responsible for any liability in respect of quality of Printing material to be supplied.
9. No extension of time for completion of the work will be granted. Measurement of completed works will be taken by the authorized staffs of Deputy Conservator of Forests, Publicity, W.B. Payment will be made on the basis of recorded measurement.
10. The Deputy Conservator of Forests, Publicity, reserves the right of cancellation of the tender without assigning any reason also does not bind himself to accept the lowest rate only.
11. Incomplete and / or conditional Tenders are liable to be rejected.
12. The tenderer should sign on each page of tender documents.
13. Materials received will be checked by tender committee.
14. Materials to be delivered upto this office in packets of 3000 each.
15. Except where otherwise provided in the contract ,all questions, disputes relating to the meaning of specifications, designs and instructions herein before mentioned and as to quality of materials supplied, or as to any other question, claim, rights, matter, or things whatsoever, in any way arising out of or relating to the contract, specifications, orders, or these conditions or otherwise concerning the works or the execution or failure or execute the same, whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Chief Conservator of Forests, Headquarter, Directorate of Forests, Govt. of West Bengal. Should the Chief Conservator of Forests, Headquarter, W.B. be for any reason unwilling or unable to act as such arbitrator, such questions, and disputes shall be referred to an Arbitrator to be appointed by the Principal Chief Conservator of Forests & Head of Forest Force, West

Bengal. The award of the such appointed arbitrator shall be the final, conclusive and binding on both the parties to this contract and no suit shall lie in the Civil Court in respect of the award of the Arbitrator.

16. Terms and conditions of Tender Notice shall also form a part of the Agreement from item no.01 to 16.

Angshuman Mukhopadhyay

(Angshuman Mukhopadhyay, WBFS)
Deputy Conservator of Forests
Publicity, W.B.

Memo No. *475¹³/28-191 Pub-18,*
Copy forwarded for kind information to:

Date: *01,06,18*

1. The CF/APM.
2. The Deputy Conservator of Forests, MIS. PCCF & HoFF/WB'S Office. He is requested to make arrangement of uploading the attached tender notice in our website for wide publication.
3. The Range Officer, PP-II, Publicity Division.

Angshuman Mukhopadhyay

(Angshuman Mukhopadhyay, WBFS)
Deputy Conservator of Forests
Publicity, W.B.

PROFORMA FOR SUBMISSION OF TENDER

To
The Deputy Conservator of Forests,
Publicity, W.B.

Sub: Submission of rates against tender notice no _____

Sir/Madam,

We are submitting rates for supply of items mentioned below. Rates are inclusive of all Taxes, GST etc. as applicable.

*** All quoted rates are to along with specimen/samples paper.

- a) Size of Leaflet :- A4
- b) Quality of Paper :- 70 GSM
- c) One side print
- d) Multicolour
- e) No. Copy :- 200000 Nos

(Signature of Supplier with Seal)

Name of Supplier

Detail Postal Address

Telephone / Mobile No.