

Government of West Bengal
Directorate of Forests
Office of the Divisional Forest Officer
Publicity Division, West Bengal
Aranya Bhaban, Block – LA-10A, Sector-III,
Salt Lake City, Kolkata – 700 098.

Memo No. 896 /28-19-Pub-18

Dated 06.09.2018

TENDER NOTICE NO. DCF/PUB/11 dt. 2018-19
TENDER FOR PRINTING OF SABUJSHREE LEAFLET

Sealed tenders are invited from reputed, reliable, having past experiences with credentials and resourceful tenderers to the Deputy Conservator of Forests, Publicity, W.B for printing of Leaflet. Details can be seen in website:<http://wbforest.gov.in>.

DETAILS OF TENDER

SL.	SUBJECT	WORK & Other details
1.	Nature of job	Printing of Sabujshree Leaflet
2.	Supply	In o/o the DCF/Publicity
3.	Estimated Project Cost	
4.	Quantity	4(Four) Lakh
5.	Date & Time of issue of Tender documents	06.09.2018 – 17.09.2018 in between 11.00 a.m to 5.00 p.m
6.	Last Date & time of submission of tender	Upto 5.00 P.M of 17.09.2018
7.	Date & time of opening tender	3.00 p.m of 18.09.2018 in the chamber of Deputy Conservator of Forests, Publicity (3 rd floor, of Aranya Bhavan)
8.	Contractors eligible to subject tender	Contractors having credentials of execution of similar type of job of rs. 5.00 Lac or above during last three years in Govt./Semi Govt. Dept.
9.	Date of supply of certificate	Within one week from done of receipt of work order.

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No /28-19/Pub-18

Deputy Conservator of Forests
Publicity, West Bengal

Dt. 06.09.2018

1. Copy forwarded to the Deputy Conservator of Forests/MIS
For uploading the Tender through Official Website.

Angshuman Mukhopadhyay
Deputy Conservator of Forests
Publicity, West Bengal

PROFORMA FOR SUBMISSION OF TENDER

To
The Deputy Conservator of Forests
Publicity, WestBengal

Sub : Submission of rates for supply of items mentioned below. Rates are inclusive of all Taxes, GST etc.as applicable. All quoted rates are submitted along with specimen/ sample.

- a) Size of Leaflet :- 28.5 cm. X 20 cm.
- b) Quality of Paper :- 90 GSM Glossy Art paper
- c) Printing multicolour
- d) No. of Pages :- 1
- e) No. of Copy: 400000 Nos.
- f) Alignment : A4 Landscape
- g) Rate : Per Pc.

Name of Supplier.....

Name of postal Address.....

Telephone/Mobile No.

(Signature of Supplier with seal)

NOTICE INVITING TENDER

TERMS & CONDITIONS

1. The sealed offers should only be submitted along with a forwarding letter addressed to the undersigned by name to Sri Angshuman Mukhopadhyay, WBFS, Deputy Conservator of Forests, Publicity ,West Bengal in the own Letter Head. Notice Inviting Tender Number & Date must be written in bold on the sealed envelope and to be submitted on or before 17.09..2018 up to 5.00 pm.
2. Tenderers must enclose the photocopies of valid GST & IT clearance certificates & credentials for doing similar type of job in the past along with tender. If any of the documents is not submitted along with the tender, the same shall be treated as invalid.
3. The Tenderers or their authorized representation should be present at the time opening of tender.
4. Each Tenderer will have to deposit Earnest Money Rs. 1,000.00 (Rupees one thousand) only through Demand Draft in favour of the Deputy Conservator of Forests, Publicity , West Bengal along with Tender without which no tender will be considered. The Earnest Money deposit of unsuccessful tenderers will be released in due course on submitting application from the Deputy Conservator of Forests, Publicity , West Bengal. The Earnest Money will not carry any interest.
5. The Directorate does not undertake any risk of any damage if caused by flood, cyclone or other natural calamities or biotic factor.
6. **The work order will be issued subject to availability of fund and after receipt of sanction of the work from the appropriate authority.**
7. IT or any other taxes will be deducted from the bills as per norms.
8. If the tenderer does not complete the work in stipulated time and leaves the work in mid way the Deputy Conservator of Forests, Publicity , West Bengal will forfeit the Security Money deposited by him and will have liberty to arrange to complete the job in manner suitable in the interest of the project.
9. The Tenderer will remain solely responsible for any liability in respect of work and labourers engaged by him for the said purpose.
10. The Tenderer should do their work as per specifications given herein above and those which have been duly inspected and passed by the authorised representative of Deputy Conservator of Forests, Publicity , West Bengal at the work site.
11. No Extension of time for completion of job will be allowed.
12. Works completed should be measured by the concerned Range Officer/Beat Officer.
13. The tenderer fulfilling the above conditions can obtain the tender document from the Office of the Divisional Forest Officer, Publicity Division.
14. The undersigned is not bound to accept the lowest rate of tender or to assign any reason for acceptance or rejection of any tender.
15. The tenderer shall be bound to execute the work according to the direction given from time to time by the undersigned or his authorized officer of this Division and any complaint against the tenderer from the said officer for deviation from this direction will cause violation of the condition of the contract and to forfeiture of the Earnest Money.
16. Tenderers should quote their rates as per our specified proforma. Detailed estimate against item of works should submit before submission of tender. Tenders once submitted and accepted, no alteration or deviation to this effect shall be entertained.
17. The tenderer should be reputed, reliable, experienced and resourceful contractors having knowledge of doing similar nature of work in the past. In case of partnership concern proper document should be submitted/ made available along with the tender.
18. The undersigned reserves the right to reject any or all the tenderers without assigning any reasons thereof.
19. The eligible tenderers shall have to collect the tender document /tender paper from the Range Officer/pp-II Range.
20. After completion of the tendered job a satisfactory completion report shall have to be handed over to the authority for enabling necessary payment. The tenderer will be paid through Treasury after receipt of work measurement Notebook reference, challan & voucher from the concerned Range Officer .
21. Finished materials should be shown to the office of the undersigned within 15 days from the date of receipt of formal work order or earlier as per emergency nature of work as and when asked for..

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24 Intending Tenderers or his representative may seek necessary clarification about the work to be on any working day upto 17.09..2018 . Any queries regarding printing and other points Tenderers may contact the undersigned as an when required by them.

25 Terms & Conditions of Tender Notice shall also form a part of the agreement.

Angshuman Mukherjee
Deputy Conservator of Forests
Publicity, West Bengal