



GOVT. OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, JALPAIGURI
(KANYASHREE SECTION)

Phone no. 03561-224414, e-mail ID: kanyashree.jpg2014@gmail.com

Memo No- 68 /DPMU (KP)

Date- 21 / 07 /2019

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from the bonafide suppliers for supply/on hire basis of the following items for Kanyashree Kanyashree Divas, 2019 which is scheduled to be held on 14th August, 2019 at Prayash Hall, Jalpaiguri. **The sealed Quotations should reach the above Office on or before 3.00 PM on 6 / 08 /2019 either by hand or by registered post.** Any quotations received after the above date and time shall not be entertained and rejected outright. The details of the items are as under:

Sl No	Name of the Items	Rate to be quoted	Specification/ Remarks
Pandel, Gate & others:			
01	Stall	Per Sqm	
02	Decorative Entrance Gate	Per unit	
03	Sound system (stand mike/cordless/sound box etc)	Per item	
04	Back stage fitting (flex printing with fitting)	As applicable	
05	Stage & Hall Decoration: a) Chair(VIP) with cover b) Chair (plastic with cover) c) Chair (plastic without cover) d) Towel (White) e) Centre Table (at Stage & Green Room) f) Podium g) Fire Lamp Stand h) Metal Lamp i) Stand Fan j) Flower decoration on stage & doors k) Stage light	Per pc Per pc Per pc Per pc Per pc Per pc Per pc Per pc Per pc Per pc Per pc	
06	Stall Decoration: a) Ceiling fan b) Stand Fan c) Plug point d) Chair(plastic) e) Table(plastic) f) Table Cover	Per pc Per pc Per pc Per pc Per pc Per pc	
Publicity:			
07	Tableau for publicity in district town area (including flex & sound) (Medium Vehicle)	Per nos.	
08	Flex (printing)	Per Sq Ft.	
09	Photography (Digital)(Still & Videography)	Per day	
10	Cap with Logo printing for Students(Paper make)	Per pc	
Prize & others:			
11	Wall Clock with Logo & Sticker of Kanyashree	Per pc	as per sample from undersigned
12	Books (series) of R. N.Tagore	Per pc	
13	Books of R. N. Tagore	Per pc	
14	Wrist watch (ladies)	Per pc	
15	Certificate printing (Colour) A-4 Size	Per pc	
16	Invitation Card printing	Per pkt.	
17	Hydrogen Balloon	Per pc	
Refreshment:			
18	Tiffin packets for students/Teachers for programme	Per Pkt.	
19	Tea with Biscuit	Per pc	
20	Lunch Packets (Veg. & Non Veg.) for VIPs & Official & staff on duty .	Per pkt.	
21	Drinking Water Jar (20 ltr) with dispenser	Per Jar.	
22	Bottled Water (1 ltr/ 0.5 ltr)	Per bottle	
23	Disposable Cups	Per 100 pc	

Last date of Submission of quotation 06/08/2019 within 3.00 PM

Date & time of opening of quotation on 06/08/2019 at 3.30 PM

Quotation to be submitted by hand or registered post on or before the stipulated date & time to the Kanyashree Section ,(3rd Floor) Collectorate Building ,Jalpaiguri

Terms & Conditions:

1. Rate should be quoted per piece/Sq. Ft etc as stated above.
2. All rates shall be inclusive of all taxes /transport till venues/Installation cost on day and date as directed in due course of time.
3. The payment shall be made on the basis of actual quantity of supply.
4. The delivery challan duly received by the authority with the bill to be submitted. No payment shall be made for part supply.
5. IT/ST/GST deduction shall be done as applicable.
6. PAN Card, GST Registration document must be submitted along with the Quotation.
7. Rate must be inclusive of delivery charges and all taxes including GST.
8. The undersigned reserves the right to accept or reject any quotation without assigning any reason whatsoever and the decision of the authority in this regard shall be final and binding on all.
9. **Any previous experience documents of same nature (like -work order) must be submitted by the Agency, otherwise agency without experience shall not be considered for the Tender.**



Nodal Officer,
Kanyashree Prakalpa,
Jalpaiguri

Memo No: 68(9)/DPMU (KP)

Date: 31/07/2019

Copy forwarded for information & necessary action to:

1. The Sub-Divisional Officer, Sadar, Jalpaiguri
2. The Nezareth Deputy Collector, Jalpaiguri
3. The DIO, NIC with request to publish this NIQ on the District Website.
4. C.A to the Addl. District Magistrate (R), Jalpaiguri
5. C.A to the District Magistrate, Jalpaiguri
- 6-8. The Senior DC/NDC/T.O, Treasury II with request to remain present at the time of opening of Quotation at DPMU, Kanyashree Section, Jalpaiguri
9. The Notice Board, Kanyashree Section, Jalpaiguri



Nodal Officer,
Kanyashree Prakalpa,
Jalpaiguri