



सत्यमेव जयते

Government of West Bengal

OFFICE OF THE DISTRICT INFORMATION & CULTURAL OFFICER, COOCH BEHAR

Victor Palace, P.O. & Dist.- Cooch Behar

Phone No. -03582-228331

Email id : dicocob2011@gmail.com

Memo No.959/ICA/COB

Dated, Cooch Behar 06/08/2021

TENDER NOTICE

Tender is hereby invited for the works of printing. of Flex for hoarding (Size-20'x10'), mounting , removing of the same and Rental charges of hoarding (20'X10') in Cooch Behar district for displaying various government message for the period of one year starting from September 2021 to August 2022. The interested agency with past experience of similar nature of job in any government office /department, PSU, or any government institutions are invited to participate in tender process with following terms and conditions.

Terms and Condition:

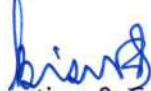
- 1) Participating agency has to submit declaration in Annexure-I in Agency's letterhead pad. The format (Annexure-I) may be collected from this office.
- 2) The agency has to quote rate in the prescribed format only. The format (Annexure-II) may be collected from this office.
- 3) Participating agency should quote rate for all the segments given in the format(Annexure-II).Agency must quotes rates for all segments. Any agency not quoting any of the rates will be disqualified for bidding. The agency quoting lowest rate adding up all the segments will be selected.
- 4) The rates of rental hoardings structure (20'x10') to be quoted in sq. ft. basis (monthly).
- 5) Rates of printing of hoardings to be quoted per sq. ft. basis.
- 6) Rates of fixing and removing of hoardings to be quoted per sq. ft. basis.
- 7) Matters of Government message will be e-mailed as will be received from the I & C.A. Department.
- 8) All quoted rates should be inclusive all taxes.
- 9) The selected agency should have the capacity to fix hoardings (20'x10') throughout the district. Numbers of such hoardings will be determined by the office time to time All the taxes in Municipal and/or Panchayet areas where the hoarding will be installed should be paid by the agency.
- 10) Photographs to be submitted along with the bill.
- 11) The agency should have the capacity to implement work on emergency basis.
- 12) The participating Agency has to submit following documents along with Annexure-I and Annexure-II -
 - a. Valid Trade License
 - b. GST Registration documents
 - c. PAN Card
 - d. Income Tax return certificate of financial year (2019-20).
 - e. Experience certificate of similar nature of job during last two years (i.e, FY-2019-20 and FY-2020-21) required to be submitted. Copy of work order or completion

certificate of any government office/department, PSU or any other government institution etc in this regard has to be submitted.

Tender in sealed cover should reach to the office of the undersigned on or before 13/08/2021 within 2.00 P.M. positively. All quotations will be opened on 13/08/2021 at 3.00 PM in the office chamber of the undersigned.

The work order will be issued to the selected agency after completion of tender process and after approval of concerned authority.

The undersigned reserves the right to accept or reject any or all quotation(s) without assigning any reason whatsoever.



District Information & Cultural Officer
Cooch Behar

Memo No.959/1(8) /ICA/COB

Dated, Cooch Behar 06/08/2021

Copy forwarded for information and to display in the notice board:

- 1) SDO Sadar, Cooch Behar
- 2) ALC, Cooch Behar
- 3) Asstt. Director , Agri-Marketing, Cooch Behar
- 4) Dist. Education Officer, (SSM), Cooch Behar
- 5) S.D.I. & C.O. Mathabhanga
- 6) S.D.I. & C.O. Mekhliganj
- 7) DIO(NIC), with a request to upload in district webpage.
- 8) This office Notice Board


District Information & Cultural Officer
Cooch Behar

Annexure- I
APPLICATION FORMAT

(To be furnished in the Company's official letter pad full address and contact no, E-mail address etc)
(To be submitted in the Letter head of the consultant)

To
The District Information & Cultural Officer
Cooch Behar

Sub: Submission of bid in response of the tender no.959/ICA/COB, dated 06/08/2021

Dear sir,

1. Having examined the tender document, we, the undersigned, herewith submit our building response to your tender no. **959/ICA/COB, dated 06/08/2021** in full conformity with the side tender document.
2. We have read and understood the provisions of the tender document and confirm that these are acceptable to us.
3. We hereby declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services and required under this assignment and we are not under the declaration of ineligibility of corrupt fraudulent practices.
4. We certify that we have not been blacklisted by any department/ society/ body/ organisation of Central/State government.
5. We have declare that all the information statements made in this bid are true and we accept that any misrepresentation/ wrong information contained in it or suppression of material of relevant facts/ figure may lead to our disqualification.
6. We hereby submit our rate in the format enclosed herewith.

Yours faithfully,

(Signature of the bidder)

Name

Designation

Seal

Date:

Business Address:

Annexure - II

REF : MEMO NO- 959/ICA/COB Dated, Cooch Behar 06/08/2021

RATE FOR PERMANENT / RENTAL HOARDING

Company Name :

Address :

Contact Number :

Sl no	Subject	Rate for 20'X10' size (inclusive of all taxes)
1	Flex(Hoarding) Printing rate per sq ft	
2	Flex(Hoarding) Mounting rate per sq ft	
3	Flex(Hoarding) Removing rate per sq ft	
4	Rent for a Hoarding for 30 days per sq ft	
5	Total cost displaying of a Hoarding (Inclusive all taxes)	

Signature with Seal