



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](mailto:dicocob2011@gmail.com)

Memo No.960/ICA/COB

Dated, Cooch Behar 06/08/2021

### TENDER NOTICE

Tender is hereby invited for the works of for printing, framing, installation of temporary hoarding measuring (6' X 4') in Cooch Behar district for displaying various government messages 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.

- 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 segments given in the format (Annexure-II).The agency quoting lowest rate will be selected.
- 4) The rate for the above noted works should be quoted in sq- ft basis inclusive of all taxes including printing, wooden farming, installation, transportation of hoarding.
- 5) The agency should submit tender in sealed envelope mentioning the Tender notice number and date.
- 6) Format Annexure-I and Annexure-II have been prepared in this office for applying for tender. This may be collected from office.
- 7) The agency should have the capacity to prepare and install hoardings on emergency basis.
- 8) The selected Agency should have the capacity to fix the temporary hoardings 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.
- 9) The soft copy of the publicity matter available from the I&CA department will be sent to the e-mail ID of the selected agency.
- 10) This bills regarding this have to be submitted in duplicate along with the photographs.
- 11) 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.

- 12) The size of the hoarding will be primarily (6'X4'). There may be changes in hoarding size ; in that case bills will be paid at proportionate rate according to the selected rate for (6'X4') size hoarding.
- 13) This office has every right to reject any of the tender or cancel the entire tender process without showing no reason.
- 14) Last date of submission of tender is 13/08/21 within 2 p.m. The tender will be opened on the same date at 3:00 p.m.
- 15) The work order will be issued to the selected agency after completion of tender process and after approval of concerned authority.



District Information & Cultural Officer  
Cooch Behar

Memo No.960/1(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.960/ICA/COB, dated 06/08/2021**

Dear sir,

7. Having examined the tender document, we, the undersigned, herewith submit our building response to your tender no. **960/ICA/COB, dated 06/08/2021** in full conformity with the side tender document.

8. We have read and understood the provisions of the tender document and confirm that these are acceptable to us.

9. 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.

10. We certify that we have not been blacklisted by any department/ society/ body/ organisation of Central/State government.

11. 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.

12. 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 - 960/ICA/COB ..... Dated, Cooch Behar 06/08/2021.....

**RATE FOR TEMPORARY WOODEN HOARDING**

**Company Name** : .....

**Address** : .....

**Contact Number** : .....

Sl no	Subject	Rate per sq ft for 6'X4' size Hoarding(inclusive all taxes)
1.	<b>Rate for printing, wooden framing, installation, transportation and documentation</b>	

**Signature with Seal**