



**Government of West Bengal**  
**Office of the District Magistrate, Jalpaiguri**  
**(District Social Audit Unit at Room No. 13, 1<sup>st</sup> Floor) Collectorate Building, Jalpaiguri**  
**(Email: socialauditjalpaiguri@gmail.com)**

**Memo No. 164/SAU**

**Date. /07/2018**

**NOTICE INVITING QUOTATION FOR PRINTING**

Sealed Quotations in respective letter head are invited by the District Nodal Officer, Social Audit Unit, Jalpaiguri from bonafide reputed and experience agencies dealing with the following items as per the specification given below and fulfilling the terms and conditions stated here under:

Sl No	Particulars	Paper Quality	Quantity (No of Pages)
1	Photocopy(A4 size paper)	70 GSM	28835
2	Photocopy (Legal Size)	70 GSM	49290
3	Computer print one side (Black & white in A4 size paper)	70 GSM	14520
4	Computer print one side (Black & white in legal size paper)	70 GSM	6900
		<b>TOTAL</b>	<b>99545</b>

**Terms and Conditions:**

1. The Quotation to be submitted by **2.00 PM on 1<sup>st</sup> August '2018** & the same will be opened at **3.00 PM on the same day.**
2. Sealed Quotations are to be dropped in the drop box kept in the office of the District Nodal Officer, Social Audit Unit attached to P&RD Section, Jalpaiguri in Collectorate Building during office hours of all working days. Tender received through any other means will not be accepted.
3. The applicant must have agency for supplying of above -said items and must have valid Trade License on the date of issue of this notice.
4. The entire participant must have PAN and necessary documentary evidence in support of that will have to be submitted along with the offer.
5. Rate should be inclusive of all applicable taxes. Tax as per provision may be deducted from the bill as per the decision of the Authority.
6. Rate will be against each item separately and payment will be made after satisfactory functioning of the articles.
7. The printing copies have to be arranged /compiled in different formats of 46 Gram Panchayats accordingly.
8. No payment will be paid for arrangement of printing or photocopies as Format wise, Gram Panchayat wise and Block wise.
9. The undersigned reserves the right to cancel any or all the applications without showing any reason thereof at any stage.

**District Nodal Officer**  
**Social Audit &**  
**District Panchayat &**  
**Rural Development Officer, Jalpaiguri**

