



DISTRICT PROJECT OFFICE,SSM,ALIPURDUAR

Email: dmapd.ssm@gmail.com

Memo No: 517 /XXX-SSM/19/U-DISE-30/APD

Date: 01 / 10 / 2018

NOTICE INVITING QUOTATION FOR PRINTING OF U-DISE DCF & GUIDELINE

Sealed quotations are hereby invited from the bonafied suppliers / Interested agencies with experience and capabilities of similar works as per specific attached with the NIQ for printing of U-DISE DCF & guideline as stated below:

| SI No | Item | Description | Specification of Paper | Quantity (*) |
|-------|--------------------------|-----------------------------|------------------------|--------------|
| 1 | Blank U-DISE DCF | 28 pages, Both side printed | A4, 70 GSM | 250 set |
| 2 | U-DISE DCF (Part) | 16 pages, Both side printed | A4, 70 GSM | 2300 set |
| 3 | U-DISE Bengali Guideline | 29 pages, Both side printed | Maplitho, 65 GSM | 1900 set |
| 4 | U-DISE English Guideline | 24 pages, Both side printed | Maplitho, 65 GSM | 500 set |
| 5 | A4 Paper | | B2B, 70 GSM | 150 rim |

- (*) Quantity may change to some extent.
- Sample Documents of Printing Material is available at District Project Office.
- Quotation may be submitted by hand in the Drop Box kept in the office.

Time & Venue

1. Last date & time of submission of quotation: 09-10-2018, 2.00 pm.
2. Date of Opening quotation: 09-10-2018, 3.00 pm.
3. Venue of opening quotation: Chamber of DPO, SSM, Alipurduar

Terms & Conditions

1. The Rate of items quoted shall be inclusive of transportation, packing, handling and delivery charge to the office of the undersigned.
2. The quality of material will be considered with top priority not the lowest rate only.
3. The Sample papers should be attached along with quotation.
4. The supply of items should be completed within 7 (seven) days from the date of issue of the work order.
5. The authority of the institution reserves the right to cancel or reject any quotation without giving any reason whatsoever to the quotationer.
6. The quotationer should submit the copy of IT Return upto FY 2017-18, Trade License (up to date), PAN card, GST document and P. Tax clearance certificate along with the quotation.
7. Payment will be made after completion of the work with satisfactory and proper bill submission.



**Additional District Magistrate (General)
Alipurduar**

Memo No: 517/1(6) /XXX-SSM/19/U-DISE-30/APD

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Copy forwarded to:

1. The SDO, Alipurduar.
2. The DICO, Alipurduar
3. The Office Notice Board, DM, Alipurduar.
4. The Office Notice Board, DPO, SSM, Alipurduar.
5. Official website of Alipurduar district.
6. CA to DM, Alipurduar.



**Additional District Magistrate (General)
Alipurduar**

QUOTATION FORM

1) Name of the Agency / Supplier:

2) Mobile No:

3) PAN Card No:

4) Trade License submitted (Yes / No):

5) P.Tax Cleared (Yes/No):

6) GST No:

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Signature of Quotationer