



Government of West Bengal
Office of the District Magistrate & District Programme Co-Ordinator
M.G.N.R.E.G.A. Cell - Siliguri Mahakuma Parishad
Siliguri Mahakuma Parishad Building (1st Floor), Hakimpara, Siliguri

Memo No. 298 /SMP(MGNREGS)

Date : 23/07/2019

N.I.Q – 03 of 2019-20

Name of the work – Printing and supply of registers

Sealed quotations are hereby invited from the bonafide resourceful reputed suppliers for supply of the following REGISTERS for Gram Panchayats under MGNREGA Cell, 1st Floor, Siliguri Mahakuma Parishad in their own letterhead on such terms and conditions as laid down below.

Sl No.	Items	No. of items (unit)
1.	Register – II	22 nos. (containing 200 pages & front page is indigo color)
2.	Register – III	90 nos. (containing 100 pages & front page is blue)
3.	Register - V	107 nos. (containing 50 pages & front page is yellow)

Terms & conditions :

1. The rates should be quoted in the owners own letterhead and to be addressed to “The District Nodal Officer, MGNREGA Cell, Siliguri Mahakuma Parishad, Haren Mukherjee Road, Hakimpara, Siliguri”. The envelope should be marked – “Rate quote for Registers”.
2. Last date of submission of quotation papers is 1st August’2019 (upto 3:00 p.m). It will be opened on the same date in the chamber of the undersigned at 4:00 p.m. The intending quotationers may remain present at the time of opening of tender.
3. The rate should be quoted including of all applicable taxes per item basis. Rate should be quoted both in words and figures.
4. The lowest quotationers have to place the above mentioned items within 10 days from the date of acceptance.
5. Necessary deduction of taxes will be made at source as per Govt. rules.
6. The following documents may be enclosed with quotations
 - a) Valid trade license, photocopy of income tax PAN card, registration certificate of GST and up to date P-Tax challan.
 - b) Work/previous experience including minimum 30% (thirty percent) single work credentials during the financial year 2018-19.
7. The quantity of items to be ordered may vary as per actual requirement.
8. This office will have every authority to accept or reject the quotation without assigning any reason whatsoever.
9. The authority is not bound to select the suppliers quoting lowest rate to offer executing the agreement, rather technical/financial resource, experience, reputation etc. will also be considered.
10. Payment will be made as per availability of fund.
11. Detail specification may be obtained from the office of the undersigned during office hours.

If above mentioned terms and conditions are acceptable, only then the dealers/reputed suppliers may submit quotation.

District Nodal Officer
MGNREGA Cell
Siliguri Mahakuma Parishad

Phone No. 0353-2526465

Email - wbslg.nregscell@gmail.com




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Copy forwarded for information to :-

1. The C.A to Executive Officer, Siliguri Mahakuma Parishad with a request to bring it to the notice of the District Programme Co-Ordinator, MGNREGA and Executive Officer, Siliguri Mahakuma Parishad.
2. The C.A to Addl. Executive Officer, Siliguri Mahakuma Parishad with a request to bring it to the notice of the Addl. District Programme Co-Ordinator, MGNREGA and Addl. Executive Officer, Siliguri Mahakuma Parishad.
3. The Secretary, Siliguri Mahakuma Parishad with a request to display in the notice board of SMP.
4. The Sub-Divisional Officer, Siliguri & Sub-Divisional Dist. Programme Co-Ordinator, MGNREGA with a request to display in the notice board.
- 5-8. The Programme Officer & Block Dev. Officer, *Naxalbari / Phansidewa / Kharibari / Matigara* Dev. Block, for information and with a request to display in the notice board.
9. The Sub-Divisional Information & Cultural Officer, Siliguri.
- ✓ 10. The Sahaj Tathya Mitra Kendra with a request to upload the said notice in Siliguri Mahakuma Parishad website.
11. The Office Notice Board.


District Nodal Officer
MGNREGA Cell
Siliguri Mahakuma Parishad