



GOVERNMENT OF WEST BENGAL
DISTRIBUTION SECTION, DEPARTMENT OF INFORMATION & CULTURAL AFFAIRS
118 Hem Chandra Naskar Road, Kolkata-700010

No. Q02-ICA/Distri/2022

Date: Kolkata, the 21st November, 2022

TENDER NOTICE

Quotations with GST break-up, are invited from well-experienced and bonafide agencies for supplying in the following consignments:

1] One matador (TATA 407) on daily basis to deliver Govt. Books to the DICO offices & the concerned District Library offices in North Bengal (Nadia, Murshidabad, Maldah, D.Dinajpur, U. Dinajpur, Siliguri, Jalpaiguri, Alipurduar, Cooch Behar, Darjeeling & Kalimpong) from the office of the Distribution Section at 118 Hem Ch Naskar Road, Kolkata-700010.

The entire process to be finished for Sl. No. [1] within 5 working days in 3rd week of November 2022. The matador should have the proper rain protecting attachments to prevent any prospective damage of the printed materials

Detailed work schedule, terms & conditions will be available at Distribution office at 118 Hem Ch. Naskar Road, Kolkata-700010 from 1.00 PM on 21st November, 2022 till 12 Noon on 25th November, 2022.

Quotations addressed to the Business Manager, Distribution Section, I&CA and submitted within 12.00 Noon on 25th November, 2022 will be opened at 3.00 p.m. on the same day considering the urgency at the chamber of Business Manager in presence of the representative of aforesaid agencies.

The Business Manager will reserve the right to accept or reject any or all quotations without assigning any reasons.

**Officer In-Charge & Business Manager,
Distribution Section, I&CA**

Memo No. Q02- ICA/Distri/2022

Date: Kolkata, the 21st November, 2022

Copy forwarded for information and necessary action to:

1. Director of Information, I&CA, Nabanna, 9th Floor, 325 Sarat Chatterjee Road, Shibpur. Howrah-711102
2. Officer In-charge, Kolkata Information Centre with a request to publish this on the notice board.
- ✓ 3. Officer-in-charge, G2C Portal with a request to upload the above notice in the official website.

**Officer In-Charge & Business Manager,
Distribution Section, I&CA**

A. General Terms and Conditions

1. The tender papers should be submitted in the following manner:
 - a) One sealed envelope should contain documents for Tender Bidding with the mention on the envelope as 'TENDER DOCUMENTS'.
2. The Tender documents will contain the following papers:
 - i. Copy of Trade License.
 - ii. Proof of Office Address.
 - iii. Copy of PAN CARD (owner or agency)
 - iv. Copy of GSTIN Registration Certificate (owner or agency).
 - v. Work Experience Certificate/document.
3. The rates will be inclusive of SGST & GST, and should be mentioned clearly in the tender document, separately.
4. The rates are to be quoted both in words and figures.
5. Quality of Matador should be maintained by the agency and the matador should have the proper rain protecting attachments to prevent any prospective damage of the printed materials.
6. The last date and time for submission of tendre is on 25/11/2022 up to 12 noon. Quotation will be opened on 25/11/2022 at 3.00 p.m. The bidders or his authorized person may like to present at the time of opening of the tender.
7. The quotation needs to be submitted in favour of
Business Manager, Distribution Section, Department of Information & Cultural Affairs, 118 Hem Chandra Naskar Road, Kolkata-700010.
8. The authority reserves the right to accept or reject any or all quotations without assigning reasons whatsoever. The Quotation Proposals should contain Self Certification by authorized signatory with relevant documents in its support.