

# ANANDADHARA DISTRICT OFFICE

DISTRICT MISSION MANAGEMENT UNIT & DISTRICT RURAL DEVELOPMENT CELL  
JALPAIGURI ZILLA PARISHAD

UNNAYAN BHAVAN  
SHIVAJI ROAD, HAKIMPARA  
P.O & DIST. JALPAIGURI  
PIN : 735101

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Memo No. 06/Estt DMMU/JAL

Dated: 25.04.2017

## TENDER NOTICE

Sealed Tender is hereby invited by the undersigned from authorized and registered training institute having experience to coordinate skill development training for Women Self Help Group in rural areas of Jalpaiguri District comprising seven blocks viz Jalpaiguri Sadar, Rajganj, Maynaguri, Dhupguri, Matiali, Nagrakata and Mal.


The Agency should be either a registered NGO with Income Tax Exempt Certificate under section 12 AA of the Income Tax Act, 1961. Or the Agency should have proper accreditation from any recognized university under University Grant Commission Of India and must have affiliation under All India Council For Technical Education or West Bengal State Council of Technical Education.

The Agency has to enclose their last 03 years' audit report, credentials, S.T, .I.T (If Applicable), P. Tax clearing certificates (Self attested photocopy) along with Tender Papers.

The D. R. D. Cell authority does not bind itself to accept the lowest rate but reserve the right to accept any rate and to *reject any/all* the tenders without assigning any reason. Agency having experience in dealing with same kind of work under Government Department will get privilege.

The Tender Papers have to be dropped on or before 16<sup>th</sup> May 2017 within 2.00 PM in the drop box of the office of the undersigned at Shibaji Road, Hakim Para, Jalpaiguri in the prescribed format (Annexure-I and Annexure-II). The tender will be opened on the same date at 2.30 PM in front of all the bidders.

The Tender Forms have to be downloaded from official website.  
[www.jalpaiguri.gov.in](http://www.jalpaiguri.gov.in)

  
ADDL DISTRICT MISSION DIRECTOR, DMMU JALPAIGURI  
& PROJECT DIRECTOR, DISTRICT RURAL DEVELOPMENT CELL  
JALPAIGURI ZILLA PARISHAD

**TENDER FORM FOR COORDINATING SKILL TRAINING FOR SHG**

**ANNEXURE-1**

1. Name Of The Agency.....
2. Address Of The Agency.....
3. Pan No Of The Agency.....
4. Trade License No Of The Agency.....
5. Name Of The Proprietor.....
6. Whether The Agency Is NGO OR Not. YES/NO (Please Tick)
7. If The Agency is NGO please write year of Establishment.....
8. Name Of The Secretary, President and Board Of Directors Of NGO.....
9. Address Of The NGO.....
10. Whether the NGO is having Tax Exemption Certificate under 12 AA from Income Tax Department Or Not:- YES/ NO (Please Tick)
11. Affiliation having for providing Technical Education. Please write and enclose documents.  
i)..... ii)..... iii).....  
iv)..... v)..... vi).....
12. Whether the Agency is accredited under any University under UGC. Please mention below and if yes please enclose relevant documents.....
13. Please mention previous work experience if have with the Government Departments.....
14. Please Enclose last Three Years' Audit Report.....

*(Handwritten signature)*

TENDER FORM FOR COORDINATING SKILL TRAINING FOR SHG

ANNEXURE-2

Sr No	Name Of The Training	Total No Of Trainees	Quote Honorarium Of Master Trainers per month	Quote Honorarium Of Asst Trainers per month	Quote Cost Of Raw Materials/ Medicines /Ingredients per month	Quote Rent Of Machines (If Applicable) per month	Quote the cost of Breakfast, Lunch expense for Trainees per month	Quote Rent Of Training Hall (If Required) per month	Quote rate of certificate distribution to each trainee after completion of training.	Quote any other expenses if required for the said training	Quote the total Rate for 01 month training
1	Tailoring	30 Per Batch									
2	Beautician										
3	Bamboo crafts										
4	Cane Crafts										
5	Soft Toys										
6	Nursery Plantation										
7	Dairy farming										
8	Poultry Farming										
9	Strawberry Cultivation										
10	Paddy Processing										
11	Pickle/Jam/Jelly Processing										
12	Fishery										
13	Mushroom Cultivation										
13	Dry Flower										
14	Embroidery or Jari Crafts										
15	Computer Basic Course										

Signature & Seal of the Authorized Person Of The Agency