

# Government of West Bengal

Office of the Assistant Director  
Consumer Affairs & Fair Business Practices  
Jalpaiguri Regional Office

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Memo No: 643/CA & FBP/JAL

Date: 28.08.2017

## NOTICE INVITING TENDER

Fresh Sealed Tenders are hereby invited from the bona fide organizations for making, printing, supplying and installation of sign board made of flat MS Patti, aluminium bit and MS Sheet as per details below to be fitted in different offices as per list and specification.

### List:

Sl. No.	Place	Number of Sign Board require
1.	Office of the District Magistrate	01
2.	Office of the S.D.O.	02
3.	Office of the B.D.O.	07
4.	Municipality.	03
5.	Borough Office under Siliguri M.C.	02
6.	Ward Office under Siliguri M.C.	14
7.	G.P. Office	80
<b>Total</b>		<b>109</b>

### Specification of each Signboard:

- Size of the Board – 4ft. X 3ft.;
- Frame – Made with MS Flat Patti of 4mm X 16mm (two pieces 4ft. and three pieces 3ft.) making holes, drills and fitted by welding with MS Sheet of 26 gauge;
  - MS Sheet of 26 gauge should be fitted on the above frame by welding and making necessary holes by drill for fitting the board on the wall with nails / screws;
  - Latex vinyl of best quality with necessary printing of the materials to be provided by the tenderer should be pasted on the board as fabricated. Aluminium bit on the edges with corner capping should be fitted with screws to make the matter beautiful and durable;
- Photograph of the Signboard may be seen as kept in this office.

**Per sq. ft. rate complete in all respect including cost of carrying and installation may be quoted.**

The Tenders are to be submitted in two bid system – i) Technical Bid;  
ii) Financial Bid.

The Financial bids of those tenders will be opened which will be qualified in the Technical bid.

### Technical Qualification:

The following documents are to be submitted with the tender for Technical qualification:

- Copy of PAN;
- Copy of Trade License / Enrolment Certificate;
- Copy of Service Tax Registration / GST Registration;
- Copy of balance sheet for the last two years **or** Income Tax Return Submitted;
- Credential for undertaking work similar to tender with Govt. Organizations / Departments;
- DD for interest free EMD of Rs. 10,000/- (Rupees Ten Thousand only) favoring **"CONS. AFF & FAIR BUSI PRACTICES"** payable at Jalpaiguri;
- DD for cost of Tender Form of Rs. 200/- favoring **"CONS. AFF & FAIR BUSI PRACTICES"** payable at Jalpaiguri;

### Financial Bid:

In the Financial bid, the rate per sq.ft. of the Signboard in figure and in words with all taxes and charges including carrying and installation is to be quoted with the copy of tender paper duly signed and stamped. Rate should be submitted in the Letter Head of the organization. No alteration will be entertained without authentication with full signature of the bidder.

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