

# Government of West Bengal

Department of Tourism

Regional Tourist Office

M-4, Pradhan Nagar, Hill Cart Road

Dist – Darjeeling, Siliguri – 734 003

Memo No.: RTO 598 /IVQ /2018

Date: February 28, 2018

## NOTICE INVITING QUOTATION

Sealed quotations under are invited upto or before **15<sup>th</sup> March, 2018** upto **3:00 pm.** from reputed suppliers/ firms/ agencies for various Publicity Work for the Regional Tourist Office, Siliguri. The prescribed Quotation is hereby attached to the NIQ.

### Conditions for the Quotation:

1. The Regional Tourist Office, Siliguri Officers invites quotation for **Publicity Work** as mentioned in the **Annexure B**.
2. All Quotations must be submitted in the format given under **Annexure A** and **B** on printed letterhead of the said agency/ firm.
3. Quotationer should quote the price for the items mentioned against the column given.
4. The bids should be given in sealed envelopes titled "**Quotation for Publicity Work for Regional Tourist Office, Siliguri**".
5. Any papers submitted in support of the quotation or bid should be **self-attested**.
6. Applicant should include valid **Trade License. P. Tax Certificate. Society Registration Certificate** (for co-operative agencies), **Credentials Certificates, GSTIN Registration** details, along with copy of **Income Tax paid over last 3 years** and **self-attested copy of PAN Card**.
7. The quantity of **Publicity Work** mentioned in the price bid may vary and should not be treated as final.
8. Quotation/ bids may be dropped in the quotation box kept in the office of **Regional Tourist Office, Siliguri**.
9. Quotation will be opened as per schedule by the **Tender Committee**; quotationer may be present, if he/ she wishes so.
10. **The contract will be valid for 1 financial year w.e.f. 1<sup>st</sup> April, 2018.**
11. **Credential: similar type of work of the minimum value or Rs. 10 lakh during last 5 years in a single financial year to be submitted. Copy of the work order must be supported by payment certificate or completion certificate indicating the value of the work done.**
12. The successful bidder shall have to complete the work **within 7 days of the receipt of the Work Order**.
13. **Regional Tourist Office, Siliguri** shall be the final authority **to reject full or any part of the work**, which is not in accordance with the required specification, terms and conditions of the quotation/ schedule including the charging of items more than the prescribed MRP.
14. This office has the full right to reject/ withdraw/ revoke/ cancel whole or part of the Quotation or Work Order at any stage without assigning any reason thereof.
15. Quotation should be in the form prescribed and any bid not conforming to the above-said conditions may be liable to be rejected.
16. The details of the tender may also be seen at [www.wbtourism.gov.in](http://www.wbtourism.gov.in)



**Dy. Director of Tourism, North Bengal  
Regional Tourist Office, Siliguri**

Memo No.: \_\_\_\_\_

Date: February 28, 2018

### Copy for information with a request to put up on Office Notice Board for publicity:

1. The Director of Tourism & Ex-officio Commissioner, Directorate of Tourism, Govt. of West Bengal, New Secretariat Buildings, Block – A, 3<sup>rd</sup> Floor, 1, Kiran Shankar Roy Road, Kolkata – 700 001.
2. The Sub Divisional Officer, Vivekananda Bhawan, Hill Cart Road, Pradhan Nagar, Siliguri – 734 003.
3. The Sub Divisional Information & Cultural Officer, Mainak Tourist Lodge, Hill Cart Road, Pradhan Nagar, Siliguri – 734 003.
4. Office Notice Board.



**Dy. Director of Tourism, North Bengal  
Regional Tourist Office, Siliguri**

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Annexure AQUOTATION FORM

1.	Name of the Firm/Agency	:	
2.	Address of the Firm/Agency	:	
3.	Telephone/ Mobile No. of the concerned person	:	
4.	Name, Designation and Address of the authorized Person of the firm/agency	:	
5.	Last date & time for submission the bids	:	15 <sup>th</sup> March, 2018 upto 3:00 pm.

Sub: Bid/ Quotation for various Publicity Work.

Sir,

We offer our best competitive rates for completion of the Publicity Work. We have read the terms & conditions of quotation and accept the same. We are enclosing herewith the following documents.

1.

2.

3.

4.

5.

6.

7.

And I/we hereby declare that the information submitted by me/us is true to the best of my/our knowledge & belief and fully take responsibility if proved otherwise. I/we also declare that I/we have read the terms and conditions of the quotation and will remain abide by them.

(Signature and name of the quotationer/bidder with stamp)



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**Annexure B****PRICE BID****(Publicity Work)**

Sl. No.	Description of Work	Rate per sq. ft. (in Rs.)
1.	440 GSM Flex with Printing.	
2.	340 GSM Flex with Printing.	
3.	MS Pipe Kiosk: Printing, Framing & Mounting with Flex.	
4.	Plywood Kiosk: Printing, Framing & Mounting with Flex.	
5.	240 GSM Flex with Printing.	
6.	340 GSM with 3 kg MS Pipe Framing, Mounting & Printing.	
7.	Salute Gate with 3 kg MS Pipe Framing.	
8.	Manual Hoarding (18 gauge).	
9.	Sheet Board with Vinyl.	